Patient Encounter: Documents

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> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Patient Encounter: Documents

> **Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Encounters > New or Open Note button > Documents**

The Documents section of the Encounter Note displays the patient's Documents just as they are displayed in the Patient Chart. Access to this from within an Encounter makes it easy for Providers to review previously scanned Documents or share Documents to the Patient Portal.
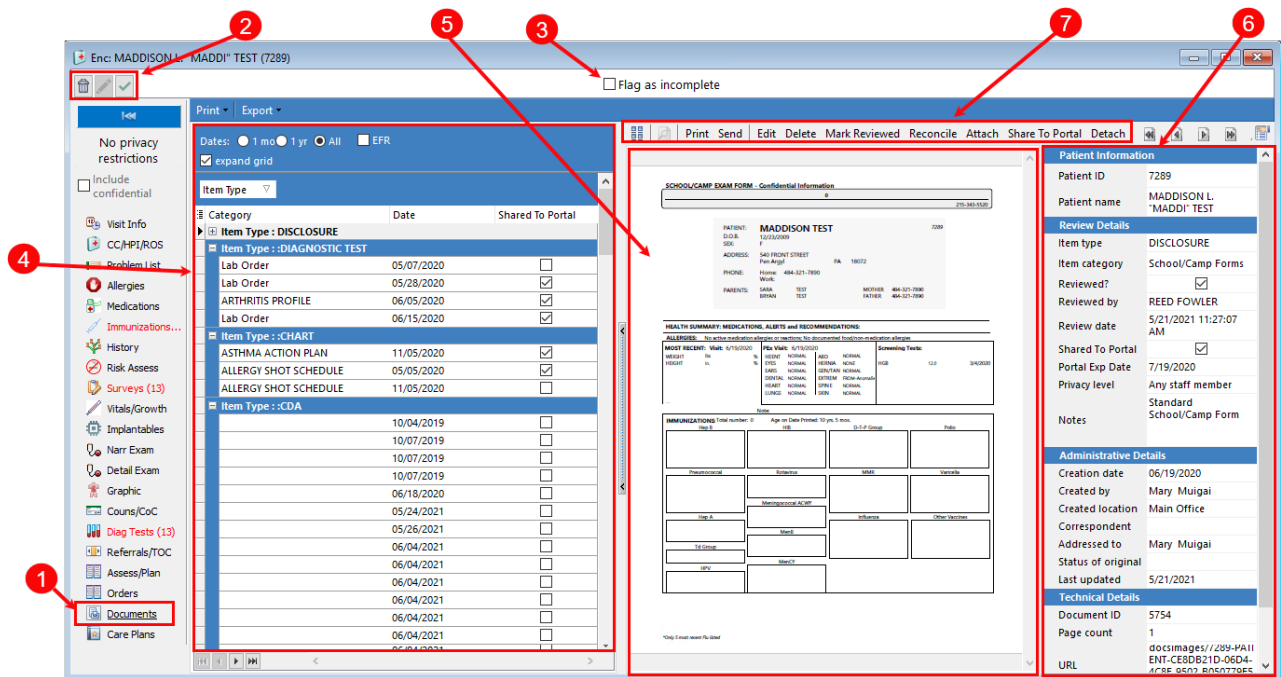
Patient Encounter: Documents Map

Number	Section	Description
1	Documents	The Documents option in the Encounter navigation panel opens the Documents window in the patient's Encounter Note.
2	Encounter Function buttons	The Function buttons delete an entire Encounter Note, edit an Encounter Note, or save an Encounter Note.
3	Flag as Incomplete checkbox	The Flag as Incomplete checkbox marks an Encounter as unfinished.
4	Document List panel	This panel lists all documents that have been scanned or imported into OP and

		associated with the selected patient.
5	Preview panel	This panel displays a preview of the document selected in the Document List panel.
6	Document Details	This panel displays the details of the document selected in the Document List panel.
7	Document Controls Toolbar	This toolbar provides viewing and navigation functionality for the selected document as well as operational buttons.