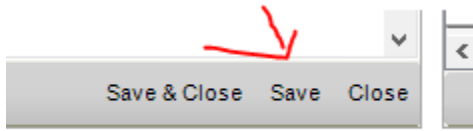


Carbon Copy Note

1. A note must first be saved.



2. To Carbon Copy, the receiving party needs to be in the Patient Care team.

- A. If not available, Enter the PCP or Referring Provider in the Patient Care Team, if not previously added.
 - i. Open Patient Profile Dialog box and Choose Add Provider/Agency.

Patient Profile Dialog

ALLSCRIPTS, Nora 02-Mar-1992 (29y) F (Female) Appointment: 23-Aug-2021

FYI
Patient has a support animal.

Chart Alert	Added By	Date Added	Remove
Hearing Impaired	Livingston, Amanda	16-Aug-2021	Delete
Need new telephone	Livingston, Amanda	16-Aug-2021	Delete

Update Remove Add Alert

Clinical Info | Demographics | Community Info | Employer/Contact | Insurance | Rx Benefit Plan | Pharmacy | Patient Care Team | Consent

Patient Care Team

Add Provider/Agency Add Patient Care Team Add Patient Resource Show Inactive

Care Team Member	Role	Relationship	Specialty	Comments	City/State	Office Number
BERTOTTI MD,MARIAN			Family Medicine		JOHNSON CITY/TN	(423) 794-5530
SULLIVAN MD,MICHAEL			Gastroenterology		KINGSPORT/TN	(423) 392-6100
Good Neighbor		Neighbor				
Monster, Cookie						(423) 335-2867
Martin, Karen						(423) 439-7272
Alexander, Charlotte M.D.			Obstetrics/Gynecology		Johnson City/TN	(423) 439-7272
Bird, Big			Allergy/Immunology		Towson/MD	

Patient Consent

Add View Patient Consent Document Show Inactive

Print

Save and Close Save Cancel

Select PCT Member

ALLSCRIPTS, Nora 02-Mar-1992 (29y) F (Female)

Quick Search Advanced Search Browse Favorites

Quick Search humston Search Ad Hoc

Search Results

Showing 1 results

Ext	Last/Prac/Agency	First	MI	Spe
Ext	HUMSTON DO	ELIZABETH		

a. If not available, choose Ad Hoc, be sure to include fax numbers and contact ehrhel@etsu.edu to add to the dictionary. The note will need to be printed or manually faxed to the Ad Hoc provider.

3. From the Note Output Tab, click the

The screenshot shows a software interface with a top navigation bar containing tabs: 'Note Output' (selected), 'Health Management/Reminders', 'Problem', 'Medications', 'Orders', 'Labs', 'Imaging and Procedures', 'All', 'Chart Viewer', 'Flowsheets', 'Vitals', and 'Immunizations'. Below the tabs, there is a status bar with a refresh icon, the date and time '22-Oct-2021 2:15 pm', a document icon circled in red, and the text 'Status: Final' followed by a search box 'Find...'. The main content area is titled 'Clinical Bedside Swallowing Evaluation' and contains a section for 'Vitals' with a sub-section 'Vital Signs'. Below this is a table with the following data:

Recorded: 23Aug2021 02:46F	
Temperature	98.1 F
Height	5 ft 7 in
Weight	170 lb
BMI Calculated	26.63 kg/m2
BSA Calculated	1.89 m2

4. Check the receiving party.

The screenshot shows a 'Likely Recipients' dialog box with a 'Manual' tab. On the left, there is a list of recipients with details for 'Alexander, Charlotte M.D. (Review Task)' and 'SULLIVAN MD MICHAEL, J(Fax)'. The main area contains two tables:

Care Team Member	Role	Relationship	Specialty	Comments	City/State	Office Number
<input type="checkbox"/> Allscripts, Nora	Patient				JOHNSON CI...	(423) 794-55...
<input type="checkbox"/> ALLSCRIPTS, Provi...	Note Owner		Cardiology		JOHNSON CI...	(423) 794-55...
<input type="checkbox"/> ZAK MD, DMITRY	RefProv1-Encou...				TUSCALOSSA...	

Care Team Member	Role	Relationship	Specialty	Comments	City/State	Office Number
<input type="checkbox"/> BERTOTTI MD, MA...			Family Medicine		JOHNSON CI...	(423) 794-55...
<input checked="" type="checkbox"/> SULLIVAN MD, MIC...			Gastroenterolo...		KINGSPORT,...	(423) 392-61...
<input type="checkbox"/> Good Neighbor		Neighbor				
<input type="checkbox"/> HUMSTON DO, ELI...					JOHNSON CI...	(423) 282-80...
<input type="checkbox"/> Monster, Cookie						
<input type="checkbox"/> Martin, Karen						(423) 335-28...
<input checked="" type="checkbox"/> Alexander, Charlot...			Obstetrics/Gyn...		Johnson City...	(423) 439-72...

At the bottom of the dialog, there are buttons for 'Edit', 'Delete', 'Resubmit', 'Add Patient', 'AdHoc', 'OK', and 'Cancel'.

i. If the physician is an ETSU Allscripts provider, then this will send a task to the physician to review the note.

- ii. If the physician is an outside provider, then this will send the note as a fax automatically.
 - iii. If the physician is not set up in the system with a fax number, you will receive a task to print and fax.
 - iv. If the physician is not set up in the system, please send a request to the ETSU Helpdesk to add the provider to the referring provider list.
5. Click Ok to close the Carbon Copies box.