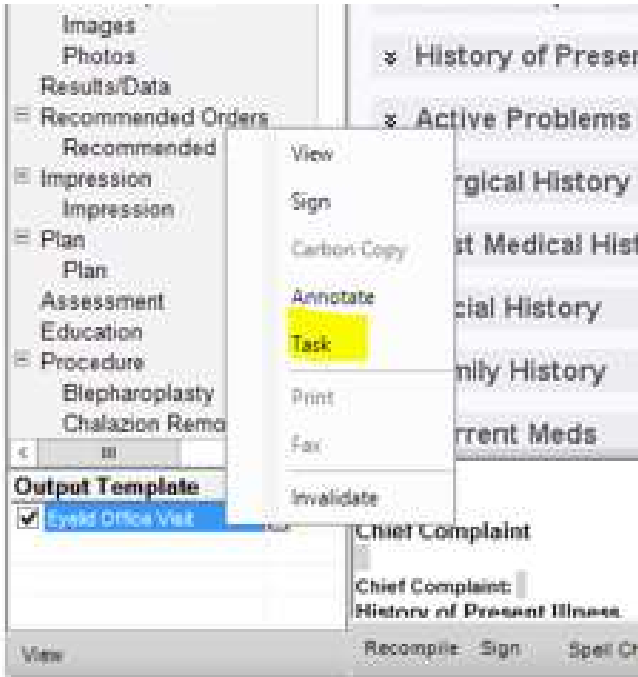
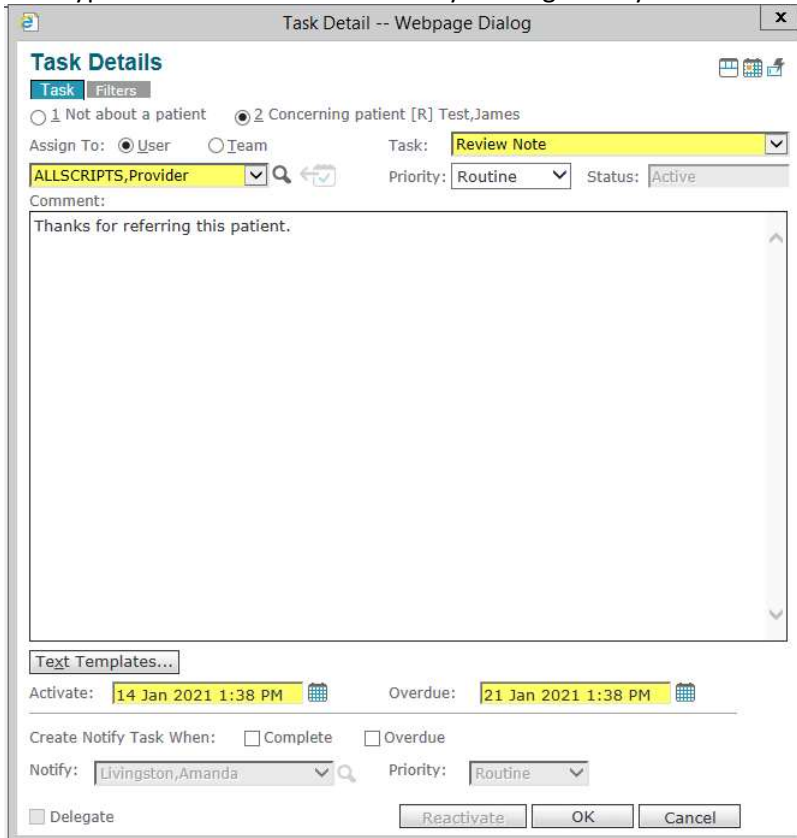


## How to Create a Review Note task

1. From **inside of the note** that you want reviewed, go the very bottom left of the note, in the Output Template, and **right click** on the name the note.
2. Click **Task**.



3. From the Task Detail box, select who you want to send the note to under the **Assign To:** field and choose the Task type of **Review Note**. Include any message that you want to send in the **Comment:** section. Then click **Ok**.



*Please note: This is not how a student or resident would send a note for co-signature.*

4. You can also do this after the note is signed, from the chart.
  - a) **Right click** on the name of the note you want to send.
  - b) Choose **New** from the menu then **Task**.
  - c) Follow step 3.

