

How to Create a Review Note task

1. From **inside of the note** that you want reviewed, go the very top and click the check mark with the plus sign.



Commit Behavioral Health - Scheduled Visit (FM) [X]

Task Detail [E...] | Vital Signs [Heart] | Patient [P] | Medication [Rx] | Lab [Flask] | Imaging [P+] | Collaboration [CC] | **Checkmark with Plus** | Document [Sheet] | CHART | CHARGE

< Add Note Form Add Text Entry Add Image

Assessment

Behavioral Health Impression Assessed [v] [Refresh] [Add] [Filter] [Checkmark] Lock

Name
Unassessed

2. 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**.

Task Detail -- Webpage Dialog

Task Details

Task Filters

1 Not about a patient 2 Concerning patient [R] Test,James

Assign To: User Team Task: Review Note

ALLSCRIPTS,Provider [v] [Search] [Refresh] Priority: Routine Status: Active

Comment:

Thanks for referring this patient.

Text Templates...

Activate: 14 Jan 2021 1:38 PM [Calendar] Overdue: 21 Jan 2021 1:38 PM [Calendar]

Create Notify Task When: Complete Overdue

Notify: Livingston, Amanda [v] [Search] Priority: Routine

Delegate [Reactivate] [OK] [Cancel]

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

3. 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.

