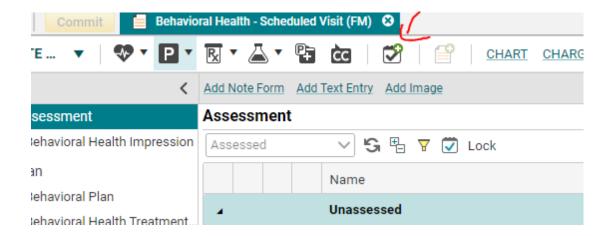
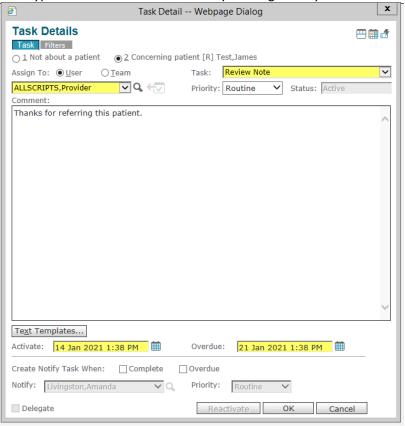
How to Create a Review Note task

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





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**.



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.

