



ieMR Advanced

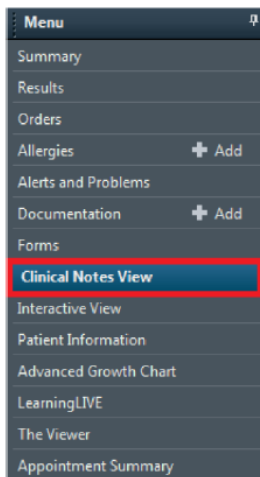
Clinical notes view – view past versions of a document

Care Delivery

Quick reference guide

When viewing documents via **Clinical Notes View** tab, it is possible to view the past versions of the document.

1. While viewing a patient's EMR, click into **Clinical Notes View**.



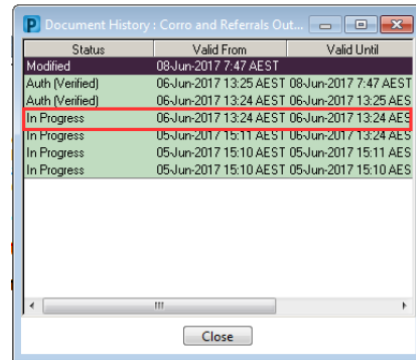
2. Select the document required.
3. Click the history button.



Note: This button will only be active if there are previous versions of the selected document.

The **Document History** window will open showing all the versions of the document that exist.

4. Click on the version required.



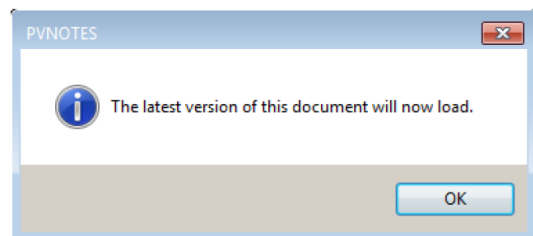
5. Once selected, the version will display. The top of the note will show the date and time this version was current.

**A newer version of this document is now available.
This version is valid from 06 June 2017 13:24 AEST to 06 June 2017 13:24 AEST**

Note: The **Action List** is located underneath the body of the note. This informs who performed actions against this document, including any modifications.

Action	Performed By	Performed Date	Action Status
Transcribe	[User Name]	30-Jun-2017 14:07 AEST	Completed
Perform	[User Name]	30-Jun-2017 14:07 AEST	Completed
Sign	[User Name]	30-Jun-2017 17:43 AEST	Completed
VERIFY	[User Name]	30-Jun-2017 17:43 AEST	Completed

6. Close the **Document History** window when complete by clicking the **Close** button.
7. A warning will alert that the latest version of the document will now load.



8. Click **OK**.

