

Document Chart Prep



Course Overview

Use Chart Prep to review and update patient chart information prior to go-live, including allergies, current problems, and medications.

Use this guide to complete Chart Prep documentation in CorrecTek Spark.

Use This Guide When

- Documenting or updating patient chart information prior to go live
- Reviewing or modifying allergies, current problems, or medications if there are changes to the patient's treatment plan prior to go live

What You'll Be Able to Do

- Record and update patient information
- Initiate follow-up care based on patient needs
- Sign and complete the documentation

Document Chart Prep



Topics Covered

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Document Chart Prep



Chart Prep Introduction

Chart Prep is a department added to users to begin preparing your database for go-live. Complete and accurate chart preparation is a major key to the success of your go-live. Chart prep is the process used to populate active inmate charts in CorrecTek with current medications, allergies, chronic care orders, problems and other pertinent information. In order to utilize CorrecTek to complete med passes and treatments, this information must first be entered into the system. If this task is not complete, the users will still have to rely on paper and will not realize the full benefit of the system or the assistance of the CorrecTek Training Team during go-live.

Chart prep must be completed by members of your team to ensure your facility is ready for go-live and must be completed before training commences. You will be given approximately two weeks to complete this task prior to the beginning of training. With proper planning and preparation, this is ample time to complete the process for most facilities.

When planning for chart prep:

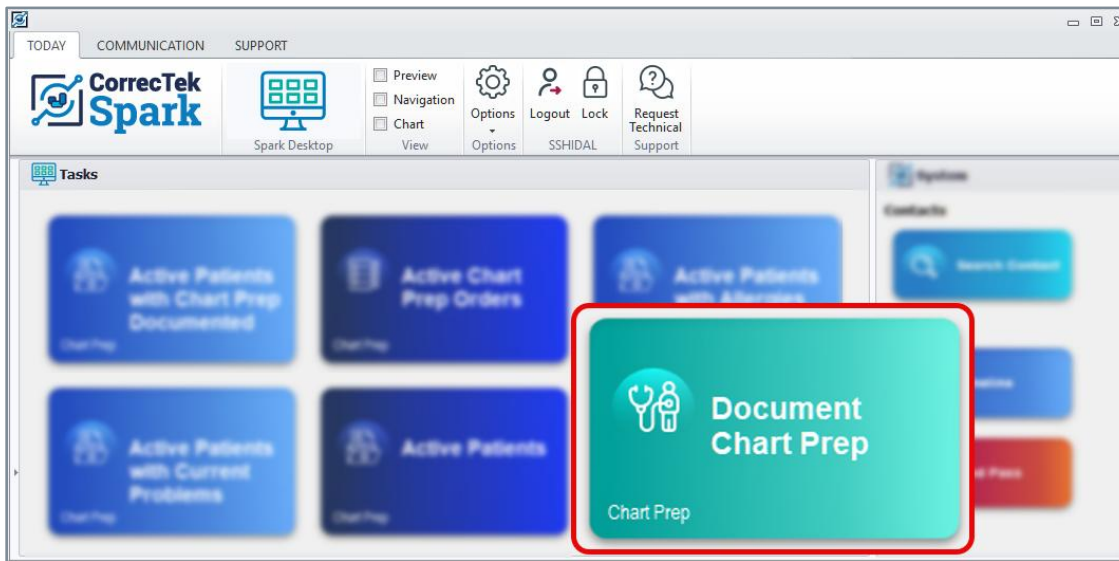
1. Designate dependable individuals who will be accurate with data entry.
2. Schedule staff time strictly for chart prep. It is very important to designate time for this task. Users do not usually have enough time to complete this task along with their other duties. You may have to utilize more staff members, or schedule staff members for additional hours until the task is complete.
3. Ensure that not only current information is entered, but that new prescriptions and orders are kept up-to-date in the time leading up to the first day of go-live.

Please remember that chart prep is for entering current information for active inmates only. The completion of that task is critical to the success of your implementation. While you may want to eventually scan historical charts into the system for later use, that task should be completed at a later time. Many facilities start this project well after the go-live in order to give their staff an opportunity to adjust to the new system.

Document Chart Prep

Spark Desktop

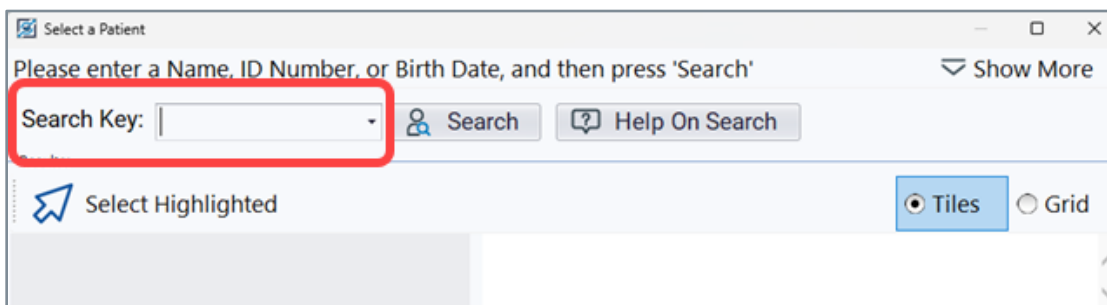
From the Spark Desktop, click **Document Chart Prep**.



Select a Patient

Use the **Search Key** field to type identifiable information to locate a patient. Then, click **Search**.

| Tip: Identifiable information could include first and/or last name, ID number, or DOB.

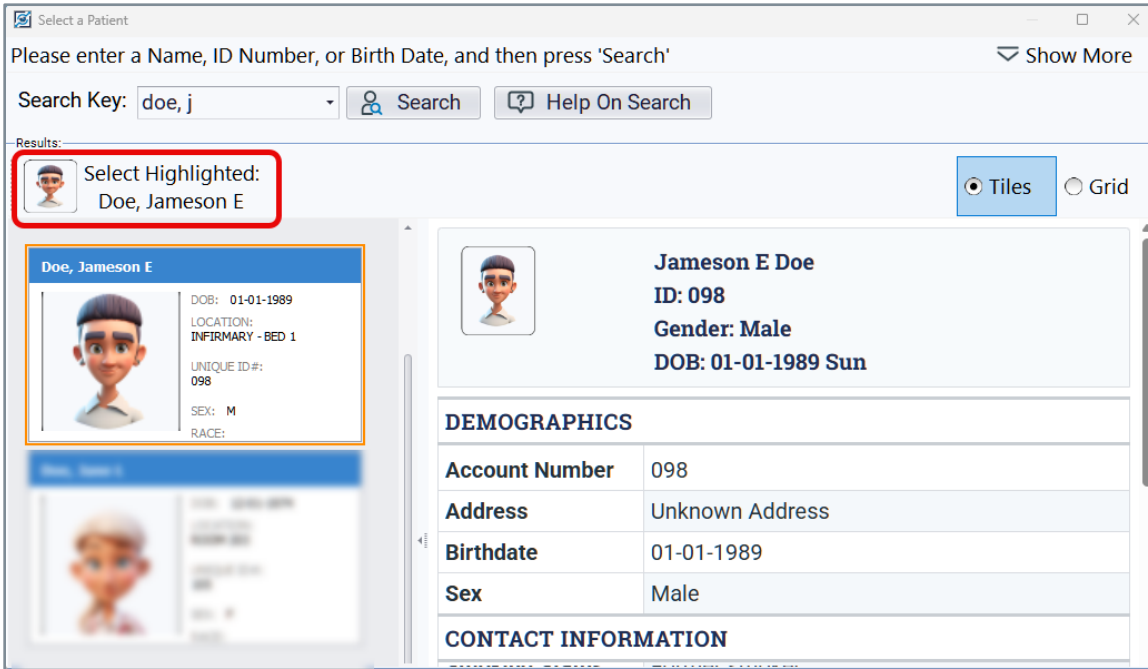


Select the patient, then click **Select Highlighted**.

| Tip: When a patient is highlighted, demographic and contact information appears on the right.

Document Chart Prep

Click **Select Highlighted** to open the template.



Select a Patient

Please enter a Name, ID Number, or Birth Date, and then press 'Search' Show More

Search Key: Search Help On Search

Results:

Select Highlighted:
Doe, Jameson E

Jameson E Doe
ID: 098
Gender: Male
DOB: 01-01-1989 Sun

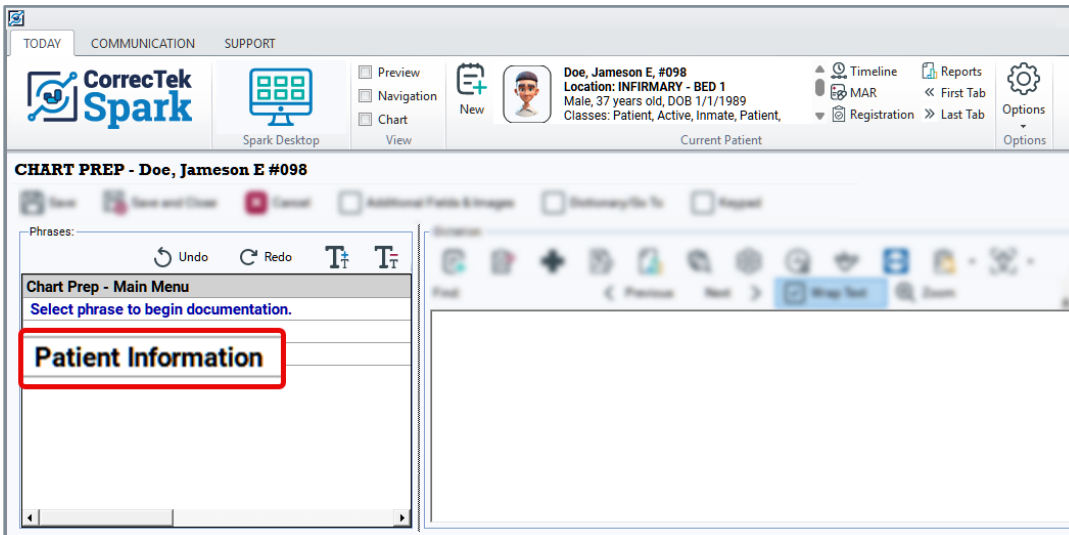
DEMOGRAPHICS

Account Number	098
Address	Unknown Address
Birthdate	01-01-1989
Sex	Male

CONTACT INFORMATION

Document Chart Prep

On the template screen, select **Patient Information** in the Phrases column.



TODAY COMMUNICATION SUPPORT

CorrecTek Spark

Preview Navigation Chart View

New

Doe, Jameson E, #098
Location: INFIRMARY - BED 1
Male, 37 years old, DOB 1/1/1989
Classes: Patient, Active, Inmate, Patient,
Current Patient

Timeline MAR Registration

Reports << First Tab >> Last Tab

Options Options

CHART PREP - Doe, Jameson E #098

Phrases:

Chart Prep - Main Menu
Select phrase to begin documentation.

Patient Information

For more information about this section, see the

Document Chart Prep

Templates and [Phrases Column](#) references.

If prompted, select an attending provider, then click **Select**.

Patient information appears in the Dictation column.

Tip: Prompts appear in blue. Click a black response to add it to the note.

Each selection adds to the Dictation column.

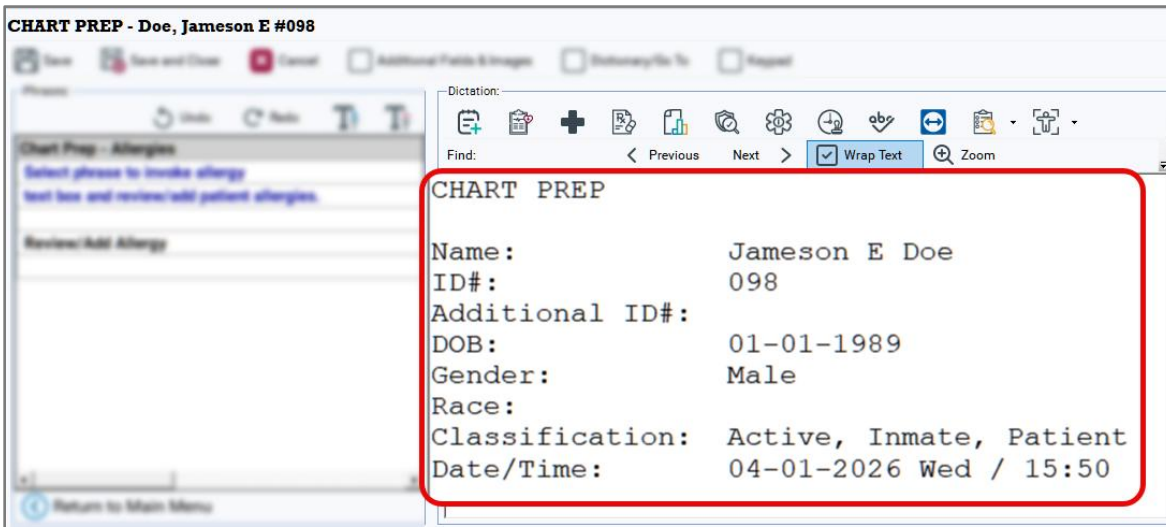


CHART PREP - Doe, Jameson E #098

Phrases:

Chart Prep - Allergies
Select phrase to invoke allergy
text box and review/add patient allergies.

Review/Add Allergy

Dictation:

Find: < Previous Next > ☒ Wrap Text Zoom

CHART PREP

Name: Jameson E Doe
ID#: 098
Additional ID#:
DOB: 01-01-1989
Gender: Male
Race:
Classification: Active, Inmate, Patient
Date/Time: 04-01-2026 Wed / 15:50

Return to Main Menu

For details about the buttons in this section, see [Dictation Column](#).

Allergies

Click **Review/Add Allergy**.

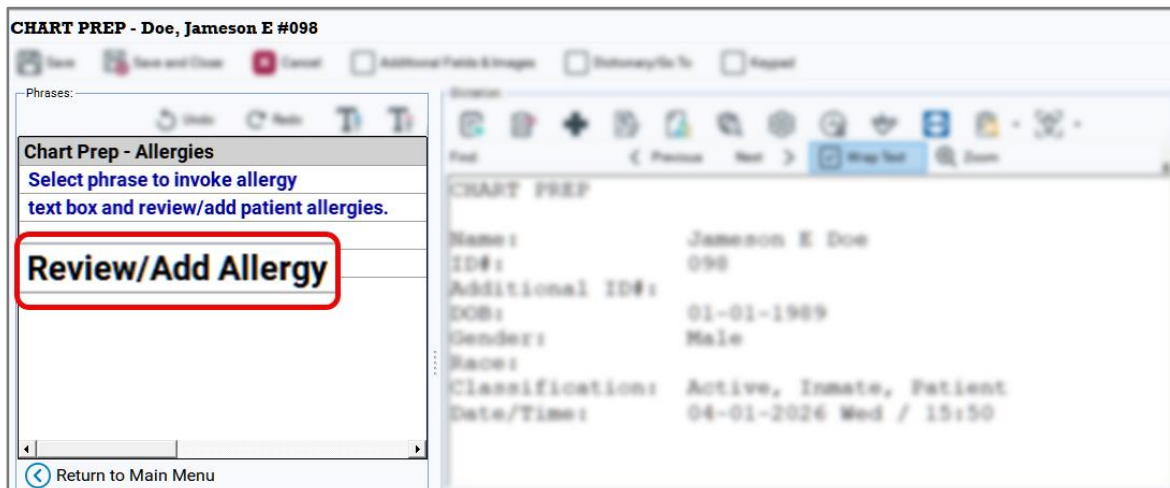


CHART PREP - Doe, Jameson E #098

Phrases:

Chart Prep - Allergies
Select phrase to invoke allergy
text box and review/add patient allergies.

Review/Add Allergy

Dictation:

CHART PREP

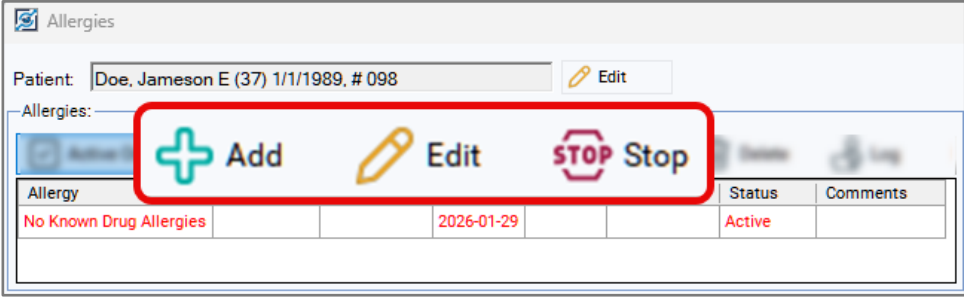
Name: Jameson E Doe
ID#: 098
Additional ID#:
DOB: 01-01-1989
Gender: Male
Race:
Classification: Active, Inmate, Patient
Date/Time: 04-01-2026 Wed / 15:50

Return to Main Menu

Document Chart Prep

Recorded allergies appear in the window.

- If no changes are needed, click X to close the window and add the allergy list to Dictation.
- To update allergies, click **Add**, **Edit**, or **Stop**.



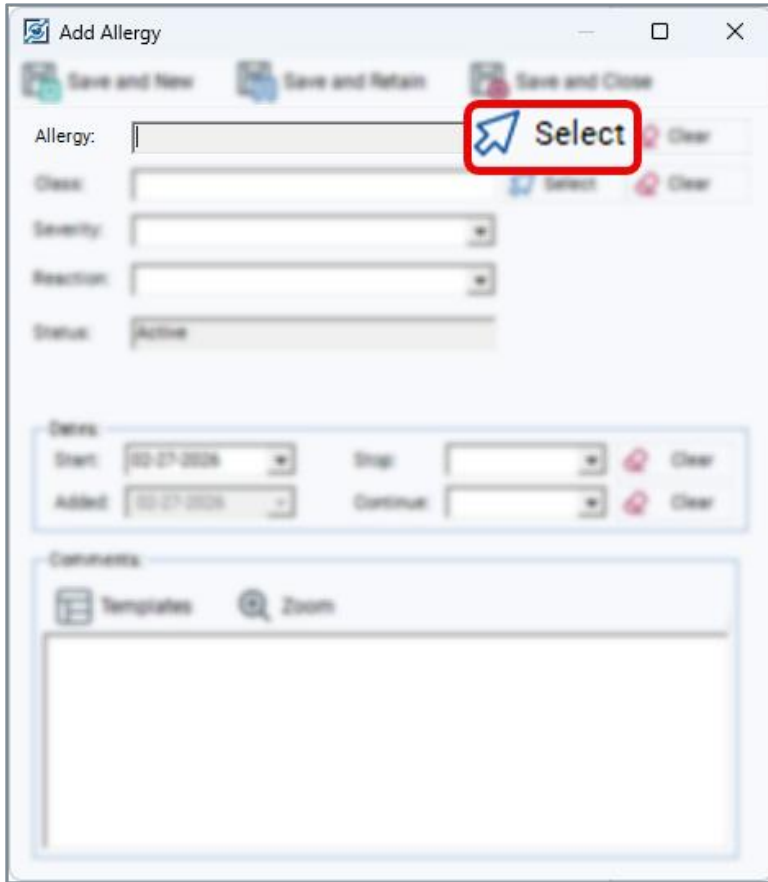
Allergy	Status	Comments
No Known Drug Allergies	Active	

Adding an Allergy

Click **Add** to enter a new allergy.

The Add Allergy screen will open. Click **Select**.

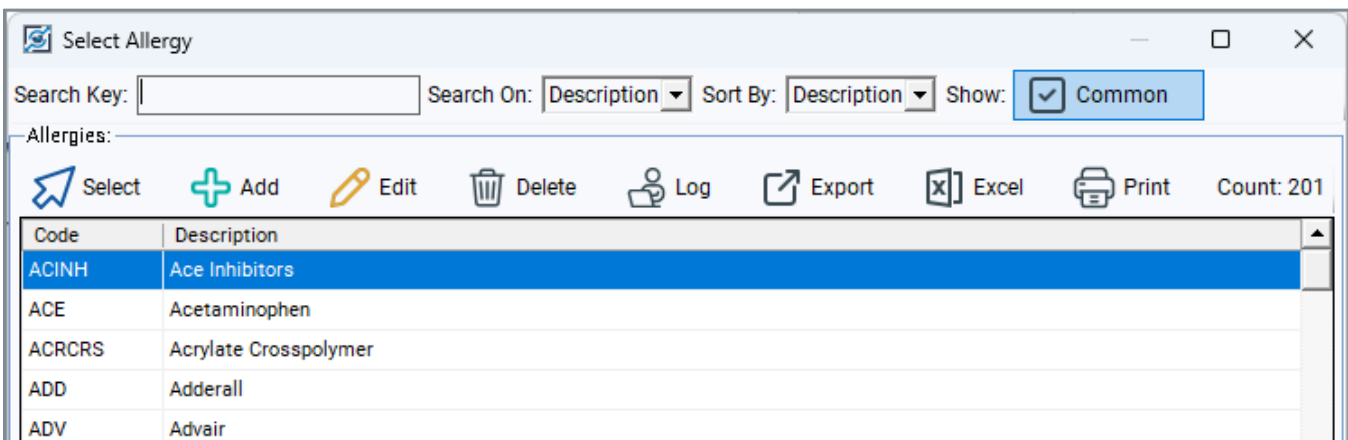
Document Chart Prep



The 'Add Allergy' dialog box contains the following fields and controls:

- Buttons: Save and New, Save and Return, Save and Close
- Fields: Allergy (with a 'Select' button highlighted in red), Class, Severity (dropdown), Reaction (dropdown), Status (Active)
- Dates: Start (02-27-2026), Stop, Added (02-27-2026), Continue
- Comments: Templates, Zoom

The Select Allergy screen will open.



The 'Select Allergy' screen includes the following elements:

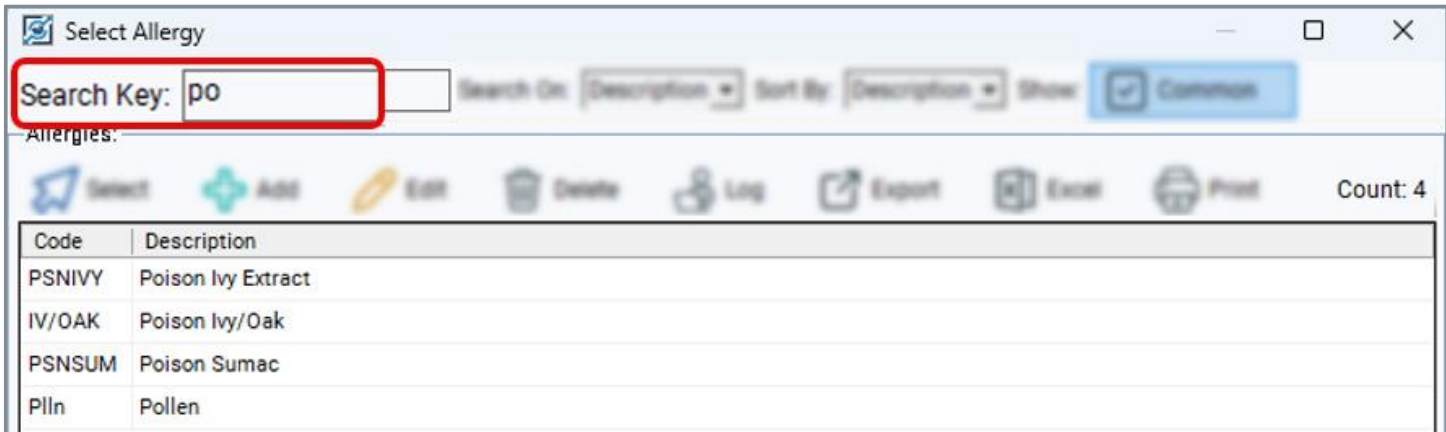
- Search Key: []
- Search On: [Description]
- Sort By: [Description]
- Show: ☒ Common
- Buttons: Select, Add, Edit, Delete, Log, Export, Excel, Print
- Count: 201
- Table:

Code	Description
ACINH	Ace Inhibitors
ACE	Acetaminophen
ACRCRS	Acrylate Crosspolymer
ADD	Adderall
ADV	Advair

Find an Allergy

In the **Search Key** field type keywords related to the allergen. The list will filter automatically as you type.

Document Chart Prep



Select Allergy

Search Key: **pO** Search On: Description Sort By: Description Show: ☒ Common

Allergies:

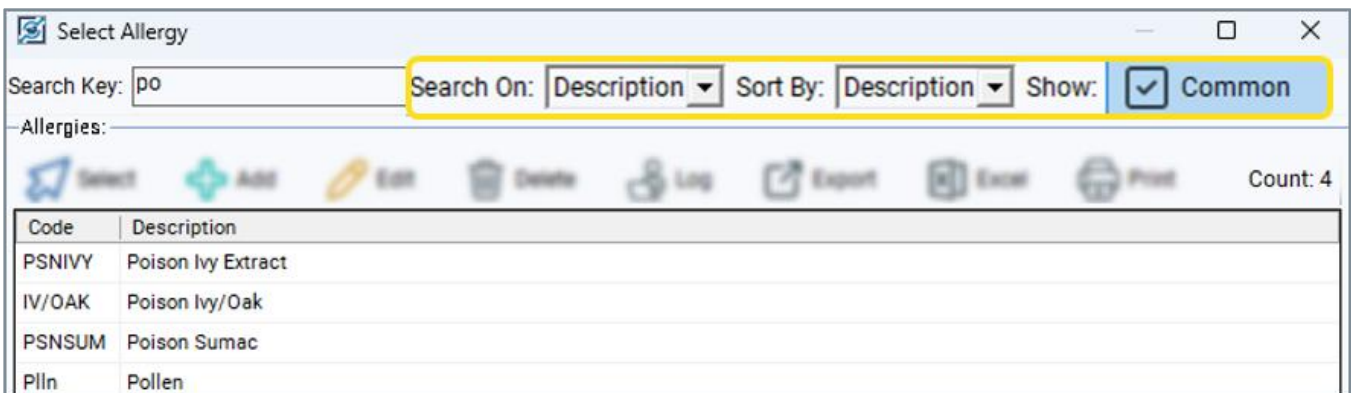
Select Add Edit Delete Log Export Excel Print Count: 4

Code	Description
PSNIVY	Poison Ivy Extract
IV/OAK	Poison Ivy/Oak
PSNSUM	Poison Sumac
PIIn	Pollen

Narrow the Results (Optional)

Narrow results using the following dropdowns:

- **Category** – Filters diagnoses by type, such as Cardiovascular, Chronic, or DSM5
- **Search On** – Specifies whether to search by order Code or Description
- **Sort By** – Changes how the results are sorted
- **Common** – Displays diagnoses marked as commonly used at the facility



Select Allergy

Search Key: pO Search On: Description Sort By: Description Show: ☒ Common

Allergies:

Select Add Edit Delete Log Export Excel Print Count: 4

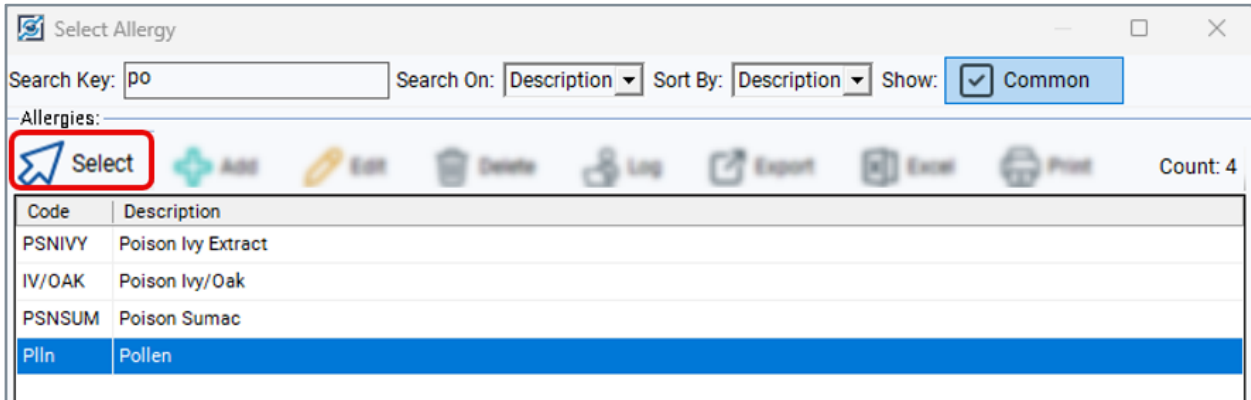
Code	Description
PSNIVY	Poison Ivy Extract
IV/OAK	Poison Ivy/Oak
PSNSUM	Poison Sumac
PIIn	Pollen

Tip: If you cannot locate a specific allergy, deselect the **Commonly Used** checkbox to expand the search.

Document Chart Prep

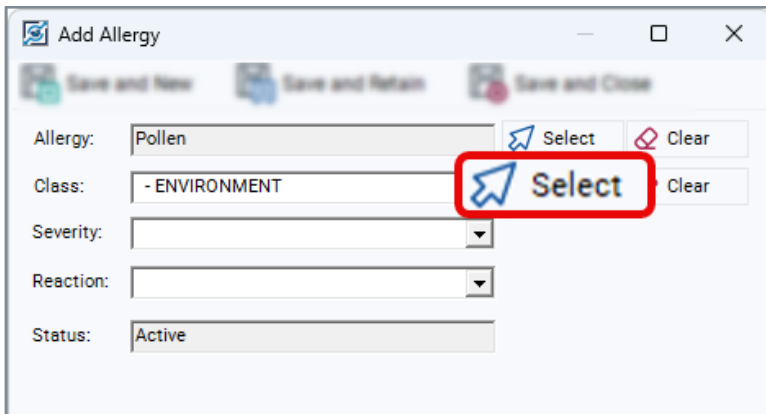
Select an Allergy

Highlight the correct allergen and click **Select** to return to the Add Allergy screen.



Code	Description
PSNIVY	Poison Ivy Extract
IV/OAK	Poison Ivy/Oak
PSNSUM	Poison Sumac
Plln	Pollen

To change or add the class, click **Select**.



Allergy: Pollen Select Clear

Class: - ENVIRONMENT Select Clear

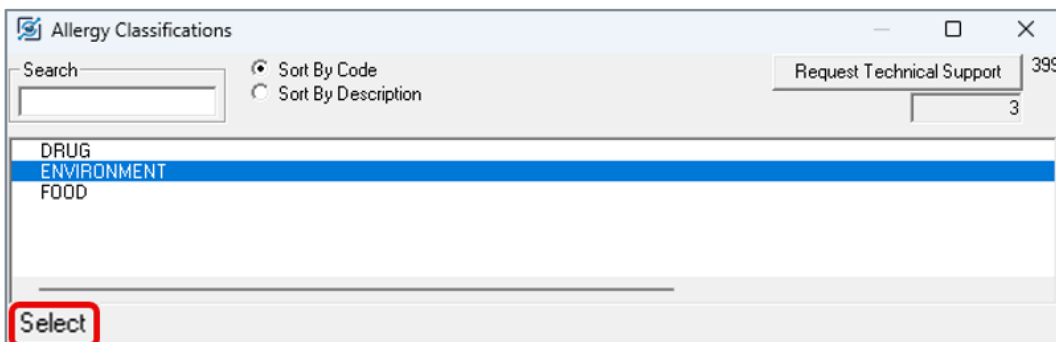
Severity: [Dropdown]

Reaction: [Dropdown]

Status: Active

Highlight the class.

Click **Select**.



Search [Text Box]

Sort By Code
Sort By Description

Request Technical Support 399

3

DRUG

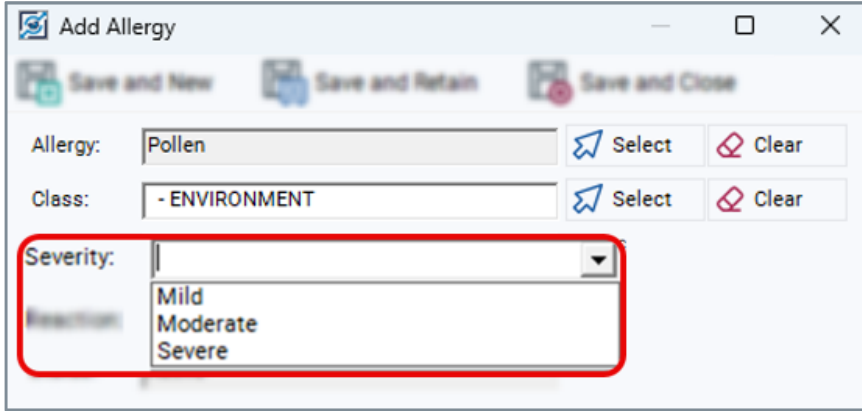
ENVIRONMENT

FOOD

Select

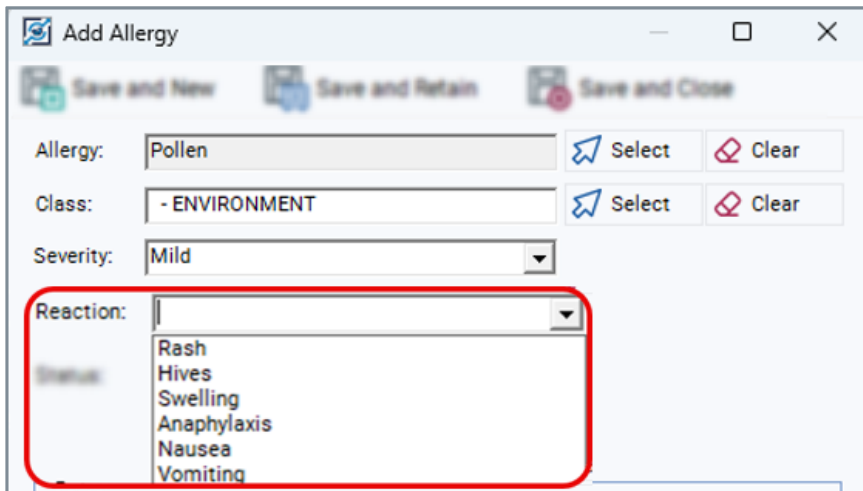
Document Chart Prep

Enter the **Severity** using the drop-down menu or enter it manually.



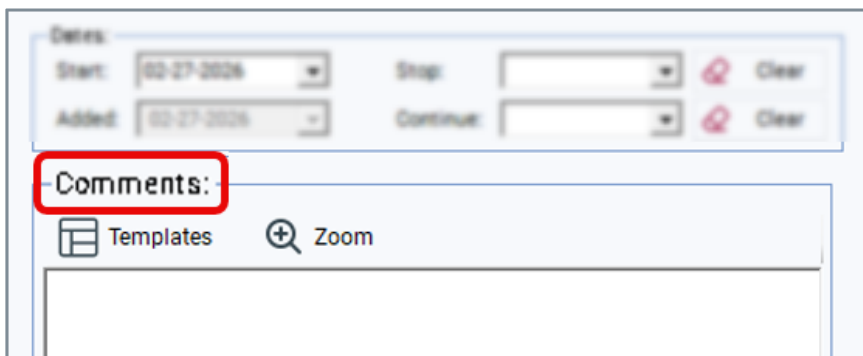
The screenshot shows the 'Add Allergy' window. The 'Allergy' field is set to 'Pollen' and the 'Class' is set to '- ENVIRONMENT'. The 'Severity' dropdown menu is open, showing options: Mild, Moderate, and Severe. The 'Reaction' field is empty.

Use the drop-down menu or enter the information to complete the **Reaction** field.



The screenshot shows the 'Add Allergy' window. The 'Allergy' field is set to 'Pollen' and the 'Class' is set to '- ENVIRONMENT'. The 'Severity' is set to 'Mild'. The 'Reaction' dropdown menu is open, showing options: Rash, Hives, Swelling, Anaphylaxis, Nausea, and Vomiting. The 'Status' field is empty.

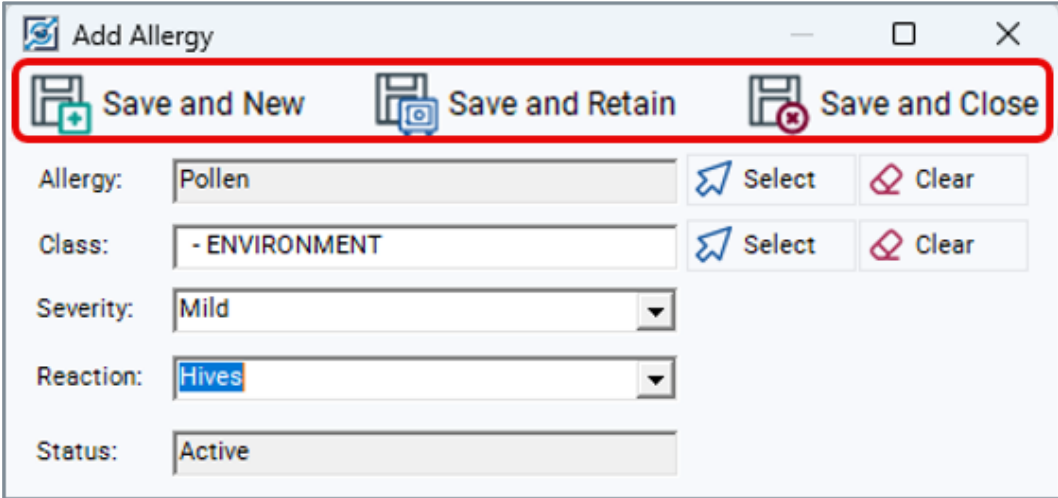
Type any additional details in the **Comments** box.



The screenshot shows the 'Add Allergy' window. The 'Dates' section includes 'Start' (02-27-2026), 'Stop' (empty), 'Added' (02-27-2026), and 'Continue' (empty). The 'Comments' box is highlighted with a red rectangle. Below the comments box are 'Templates' and 'Zoom' icons.

Review the screen for accuracy, then select a **Save** option.

Document Chart Prep



Add Allergy

Save and New **Save and Retain** **Save and Close**

Allergy:

Class:

Severity:

Reaction:

Status:

- **Save and New** – Saves the allergy then clears the screen for the next entry.
- **Save and Retain** – Saves the entry but keeps the severity and reaction settings for the next allergy.
- **Save and Close** – Saves the allergy and returns you to the patient chart.

Current Problems

Choose an option to document current patient problems:

- **Review/Add Current Problems** – Add, edit, or stop a current problem.
- **N/A** – No current problems. Move to the next section.

Document Chart Prep

- **Assign Chronic Care** – Assign chronic care to patient.

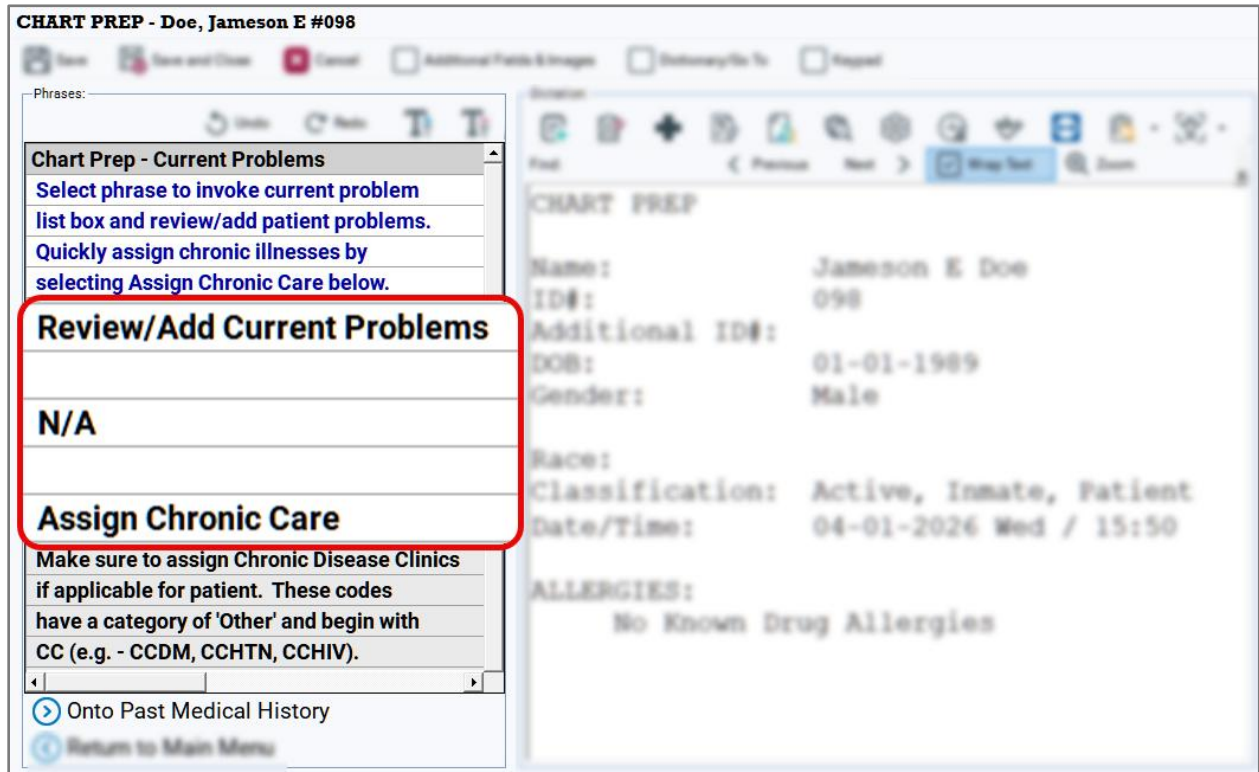


CHART PREP - Doe, Jameson E #098

Phrases:

Chart Prep - Current Problems

- Select phrase to invoke current problem
- list box and review/add patient problems.
- Quickly assign chronic illnesses by selecting Assign Chronic Care below.

Review/Add Current Problems

N/A

Assign Chronic Care

Make sure to assign Chronic Disease Clinics if applicable for patient. These codes have a category of 'Other' and begin with CC (e.g. - CCDM, CCHTN, CCHIV).

Onto Past Medical History

Return to Main Menu

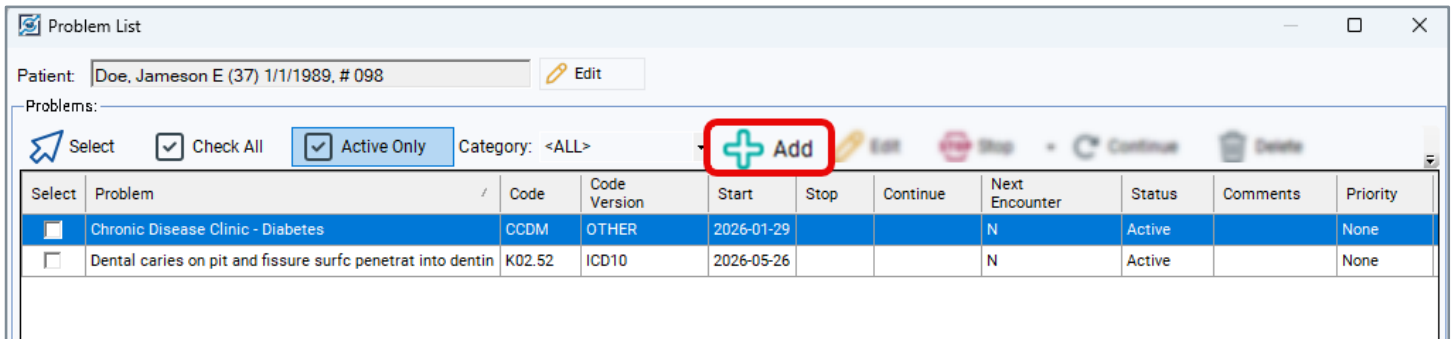
CHART PREP

Name: Jameson E Doe
ID#: 098
Additional ID#:
DOB: 01-01-1989
Gender: Male
Race:
Classification: Active, Inmate, Patient
Date/Time: 04-01-2026 Wed / 15:50
ALLERGIES: No Known Drug Allergies

Review/Add Current Problems

When selecting Review/Add current problems, the patient's problem list displays.

Click **Add** to add a new problem.



Problem List

Patient: Doe, Jameson E (37) 1/1/1989, # 098

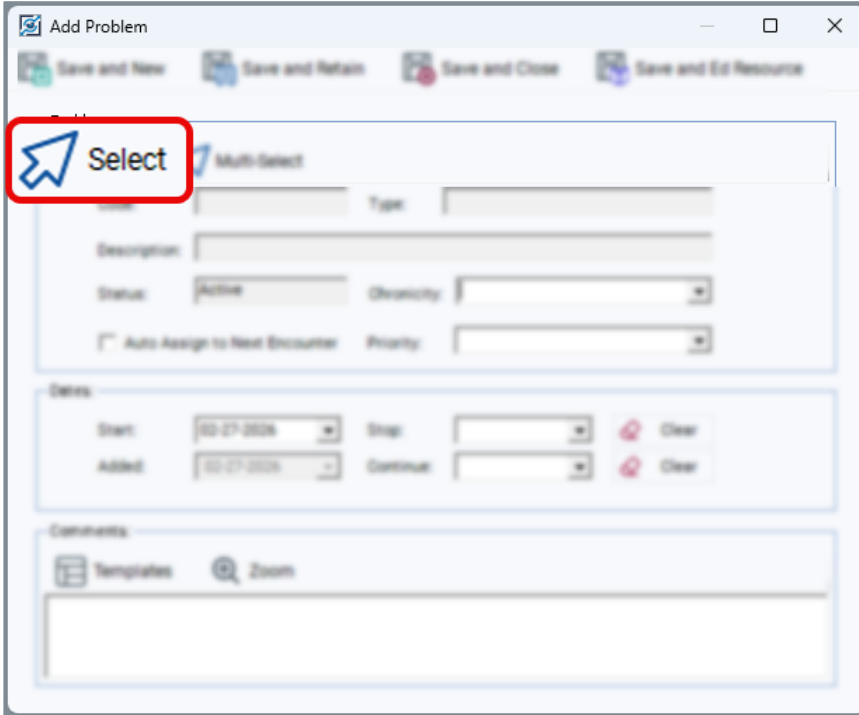
Problems:

Select ☒ Check All ☒ Active Only Category: <ALL> **Add** Edit Stop Continue Delete

Select	Problem	Code	Code Version	Start	Stop	Continue	Next Encounter	Status	Comments	Priority
☐	Chronic Disease Clinic - Diabetes	CCDM	OTHER	2026-01-29			N	Active		None
☐	Dental caries on pit and fissure surfc penetrat into dentin	K02.52	ICD10	2026-05-26			N	Active		None

Document Chart Prep

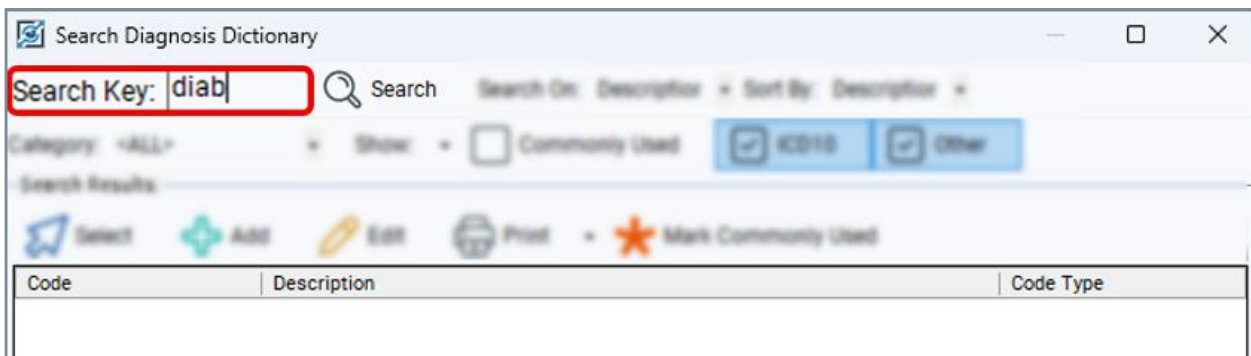
The Add Problem window opens. Click **Select**.



The "Add Problem" window is shown. It has a title bar with a close button. Below the title bar are four buttons: "Save and New", "Save and Retain", "Save and Close", and "Save and Ed Resource". The main area contains a "Select" button (highlighted with a red box) and a "Multi-Select" button. Below these are fields for "Code", "Type", "Description", "Status" (set to "Active"), "Priority", and "Auto Assign to Next Encounter". There are also "Start" and "Stop" date pickers, and "Added" and "Continue" date pickers. At the bottom, there are "Templates" and "Zoom" buttons.

Diagnosis Dictionary

The Diagnosis Dictionary opens. In the **Search Key** field, type keywords related to the diagnosis then click **Search**.



The "Search Diagnosis Dictionary" window is shown. It has a title bar with a close button. Below the title bar is a "Search Key" field (containing "diab") and a "Search" button. Below the search field are "Search On: Description" and "Sort By: Description" dropdowns. There are also "Category: <ALL>" and "Show: <Commonly Used>" dropdowns. Below these are checkboxes for "ICD10" and "Other". The "Search Results" section shows a table with columns "Code", "Description", and "Code Type". Below the table are buttons for "Select", "Add", "Edit", "Print", and "Mark Commonly Used".

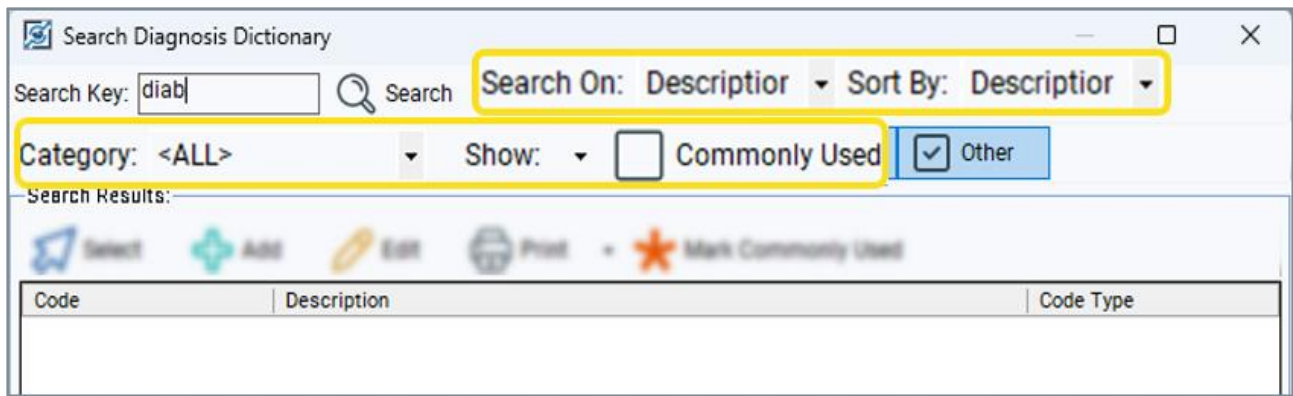
Code	Description	Code Type
------	-------------	-----------

Document Chart Prep

Narrow the Results (Optional)

You can narrow the search results using these options:

- **Category** – Filters diagnoses by type, such as Cardiovascular, Chronic, or DSM5
- **Search On** – Specifies whether to search by order Code or Description
- **Sort By** – Changes how the results are sorted
- **Common** – Displays diagnoses marked as commonly used at the facility

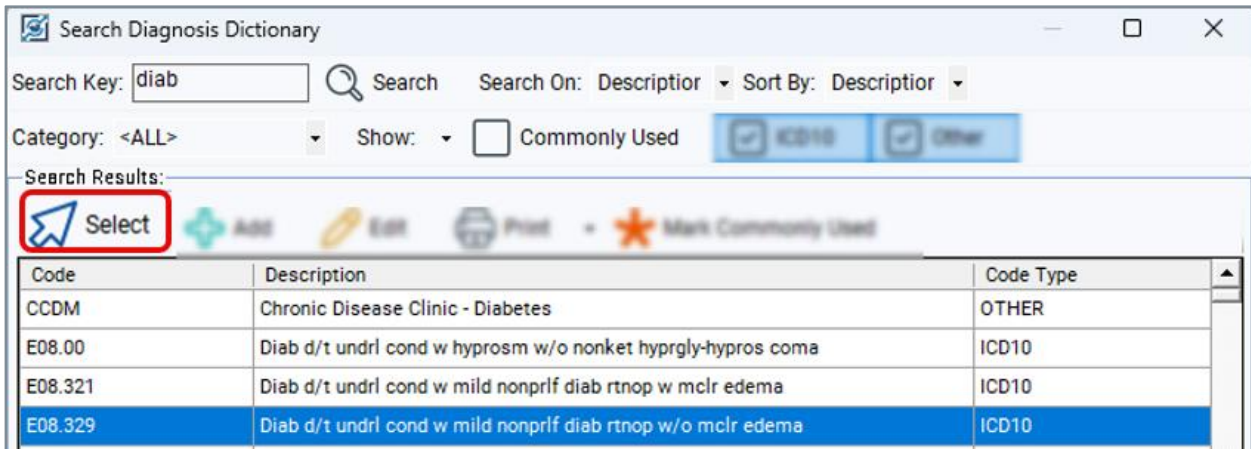


The screenshot shows a window titled "Search Diagnosis Dictionary". It features a search bar with the text "diab" and a magnifying glass icon. To the right of the search bar are two dropdown menus: "Search On: Descriptor" and "Sort By: Descriptor". Below the search bar is a "Category: <ALL>" dropdown menu. To its right is a "Show:" dropdown menu, followed by two checkboxes: "Commonly Used" (unchecked) and "Other" (checked). Below these options is a "Search Results:" section. This section contains a row of icons: a blue star for "Select", a green plus sign for "Add", an orange pencil for "Edit", a printer icon for "Print", and a red star for "Mark Commonly Used". At the bottom of the window is a table with three columns: "Code", "Description", and "Code Type". The table is currently empty.

Tip: When experiencing issues finding the diagnosis, click to uncheck **Commonly Used**.

Click to highlight the **problem**, then click **Select** to return to the Add Problem window.

Document Chart Prep



Search Diagnosis Dictionary

Search Key: Search Search On: Sort By:

Category: Show: ☐ Commonly Used ☒ ICD10 ☒ Other

Search Results:

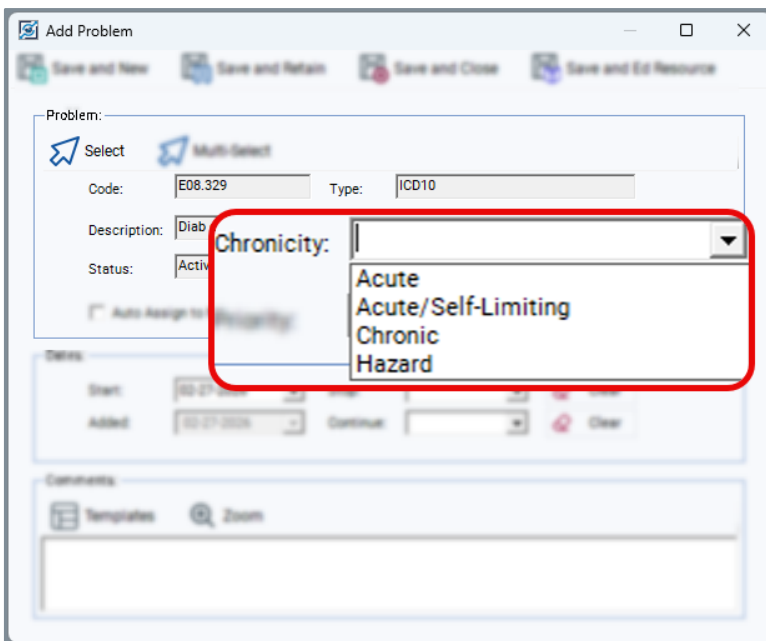
Select Add Edit Print Mark Commonly Used

Code	Description	Code Type
CCDM	Chronic Disease Clinic - Diabetes	OTHER
E08.00	Diab d/t undrl cond w hyprosm w/o nonket hyprgly-hypros coma	ICD10
E08.321	Diab d/t undrl cond w mild nonprlf diab rtnop w mclr edema	ICD10
E08.329	Diab d/t undrl cond w mild nonprlf diab rtnop w/o mclr edema	ICD10

Note: Many code types designated as 'Other' begin with CC (see above). If the patient is seen in a Chronic Care Clinic, a CC problem must be added to ensure accurate monthly statistics.

If a warning message is received when selecting a diagnosis, see the Incomplete Diagnosis reference.

Select the **Chronicity**.



Add Problem

Save and New Save and Retain Save and Close Save and Edit Resource

Problem:

Select Multi-Select

Code: Type:

Description:

Status:

☐ Auto Assign to Specialty

Chronicity:

- Acute
- Acute/Self-Limiting
- Chronic
- Hazard

Start: End:

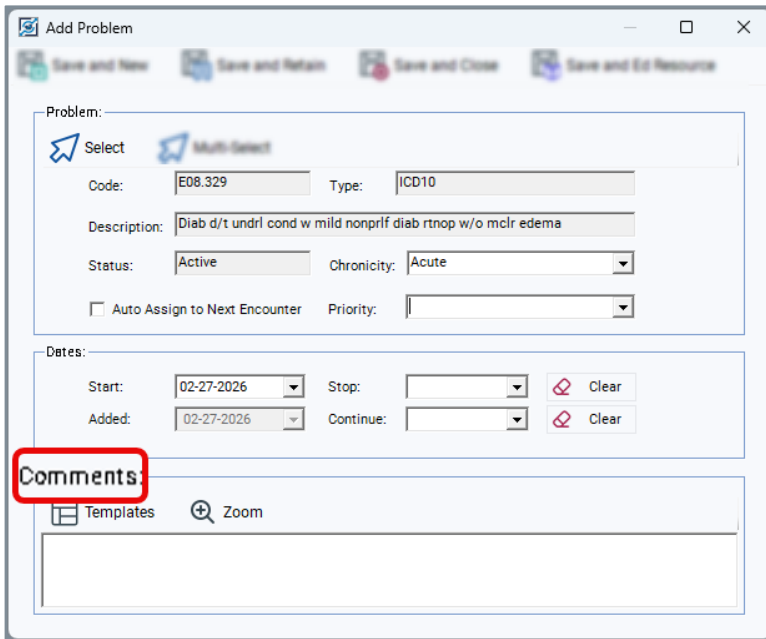
Added: Continue: Clear

Comments:

Templates Zoom

Enter **Comments** as needed.

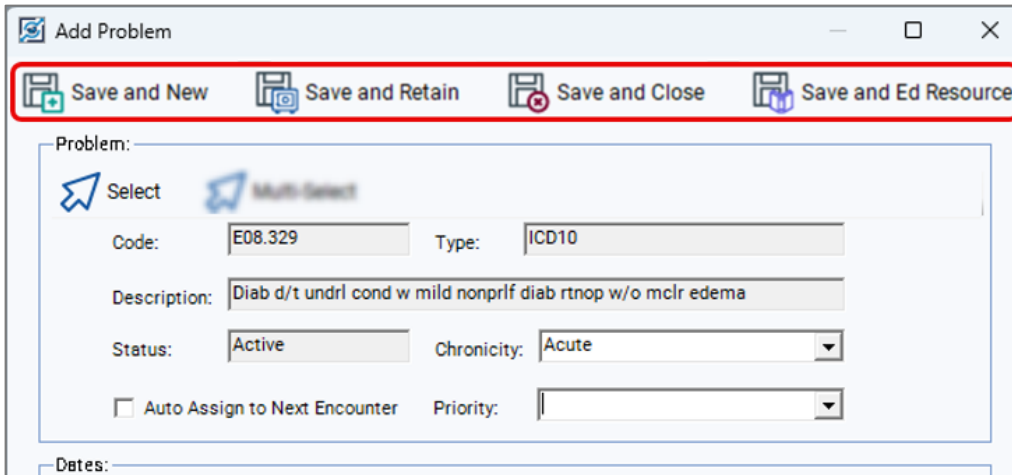
Document Chart Prep



The screenshot shows the 'Add Problem' window with the following fields and options:

- Problem:**
 - Select (arrow icon) / Multi-Select (double arrow icon)
 - Code: E08.329
 - Type: ICD10
 - Description: Diab d/t undrl cond w mild nonprlf diab rtnop w/o mclr edema
 - Status: Active
 - Chronicity: Acute
 - ☐ Auto Assign to Next Encounter
 - Priority: [dropdown]
- Dates:**
 - Start: 02-27-2026
 - Stop: [dropdown]
 - Clear (trash icon)
 - Added: 02-27-2026
 - Continue: [dropdown]
 - Clear (trash icon)
- Comments:** (highlighted with a red box)
- Templates (list icon)
- Zoom (magnifying glass icon)

Review the screen for accuracy, then click a **save** option.



The screenshot shows the 'Add Problem' window with the following fields and options:

- Save Options:** Save and New, Save and Retain, Save and Close, Save and Ed Resource (all highlighted with a red box)
- Problem:**
 - Select (arrow icon) / Multi-Select (double arrow icon)
 - Code: E08.329
 - Type: ICD10
 - Description: Diab d/t undrl cond w mild nonprlf diab rtnop w/o mclr edema
 - Status: Active
 - Chronicity: Acute
 - ☐ Auto Assign to Next Encounter
 - Priority: [dropdown]
- Dates:** [dropdown]

- **Save and New** – Saves the problem and clears the window for the next entry.
- **Save and Retain** – Saves the entry but keeps the active comments and chronicity for the next problem.
- **Save and Close** – Saves the current problem and returns you to the patient's chart.
- **Save and Ed Resources** – Saves the problem and links to Medline Plus to print an educational handout for the patient. Available for valid ICD10 codes only.

Document Chart Prep

To proceed, click **Onto Past History**.

CHART PREP - Doe, Jameson E #098

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Phrases: [] Undo Redo T T

Chart Prep - Current Problems

Select phrase to invoke current problem list box and review/add patient problems. Quickly assign chronic illnesses by selecting Assign Chronic Care below.

Review/Add Current Problems

N/A

Assign Chronic Care

Onto Past Medical History

Return to Main Menu

Dictation: Find < Previous Next > Wrap Text Zoom

Name: Jameson E Doe
ID#: 098
Additional ID#:
DOB: 01-01-1989
Gender: Male
Race:
Classification: Active, Inmate, Patient, Patient, Active, Inmate, Patient, Active, Inmate, Patient, Active, Inmate
Date/Time: 07-01-2026 Wed / 11:04

ALLERGIES:
No Known Drug Allergies

CURRENT PROBLEMS:
Chronic Disease Clinic - Diabetes, CCIDM
Dental caries on pit and fissure surfc
penetrat into dentin, K02.52]

Document Chart Prep

Select **Document Past History**.

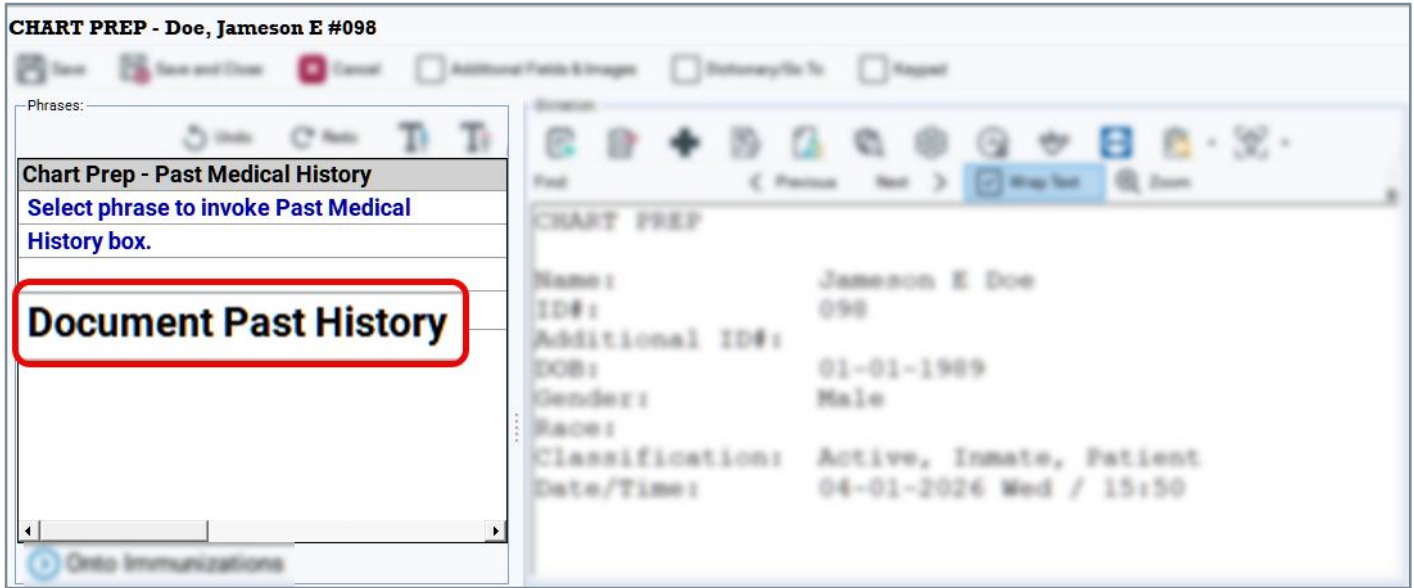


CHART PREP - Doe, Jameson E #098

Phrases:

- Chart Prep - Past Medical History
- Select phrase to invoke Past Medical History box.
- Document Past History**
- Order Immunizations

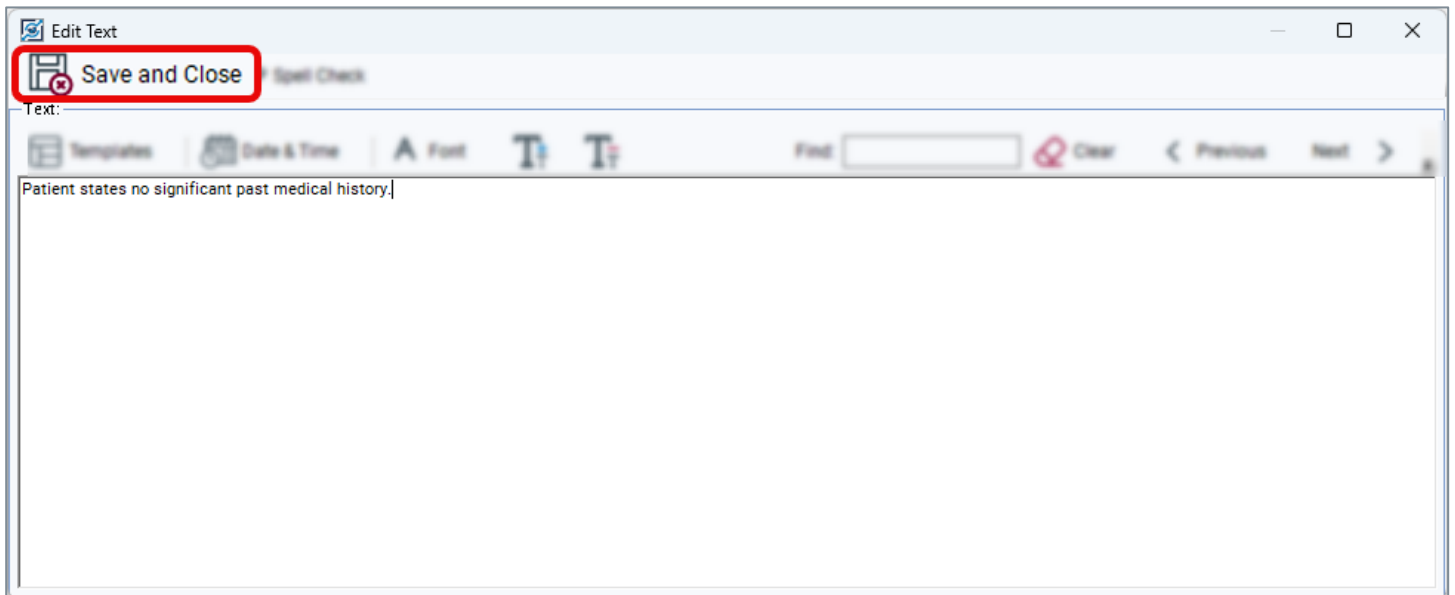
Document

CHART PREP

Name: Jameson E Doe
ID#: 098
Additional ID#:
DOB: 01-01-1989
Gender: Male
Race:
Classification: Active, Inmate, Patient
Date/Time: 04-01-2026 Wed / 15:50

Review the information and update as needed by typing in the screen.

When finished, click **Save and Close**.



Edit Text

Save and Close Spell Check

Text:

Patient states no significant past medical history.

Immunizations

Click **Document Immunization**.

Document Chart Prep

CHART PREP - Doe, Jameson E #098

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Repeat

Phrases:

Undo Redo T T

Chart Prep - Immunizations

Select phrase to document ONE vaccine administered previously to patient.
Select phrase as often as needed.

Document Immunization

Onto PPD
Return to Main Menu

Find < Previous Next > Wrap Text Zoom Request Technical Support

HISTORY:

03-08-2018 Thu 01:34:39 PM Hx of Suicide Attempts
03-08-2018 Thu 01:35:21 PM hx of medication hoarding
01-29-2026 Thu 01:11:25 PM Hx of cancer in family

FAMILY HISTORY:

Mother
Cancer -
Colon

Select the immunization date.

Click **Select**, then choose the manufacturer and vaccine.

Create New Immunization

New Print Submit Save Save and Retain Save and New Save and Close

Date: 03-30-2026 Mon 05:08:36 PM

Manufacturer: PFIZER

Vaccine Name: COVID-19 - Booster

Status:

Code: PFI Select Clear

Code: CVD19B Select Clear

NEC

Amount/Units: Route: Site:

Lot Number: Expiration: Source:

Given By: Select

Comments:

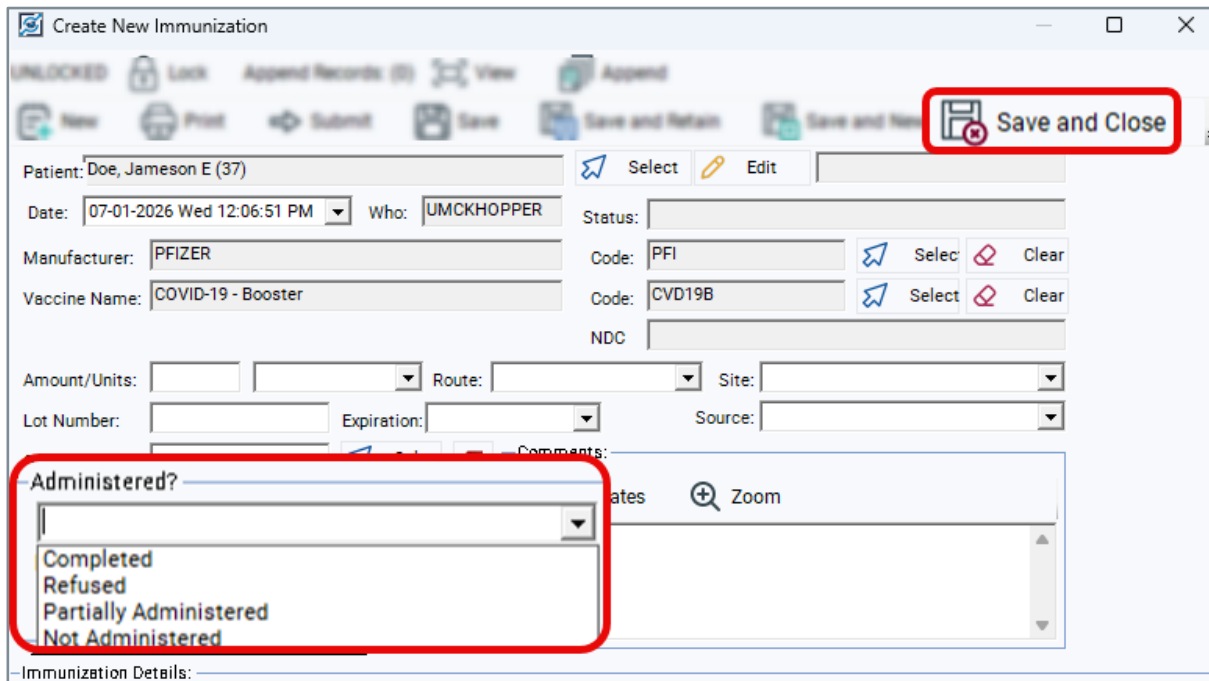
Administrated? Reason:

History Observations Additional Info Activity Education Resources

Date	Vaccine	Amount	Units	Route	Site
2024-04-01	COVID-19 - Booster				

Complete the **Administered** field, then click **Save and Close**.

Document Chart Prep



Create New Immunization

UNLOCKED Lock Append Records (0) View Append

New Print Submit Save Save and Retain Save and New Save and Close

Patient: Doe, Jameson E (37) Select Edit

Date: 07-01-2026 Wed 12:06:51 PM Who: UMCKHOPPER Status:

Manufacturer: PFIZER Code: PFI Select Clear

Vaccine Name: COVID-19 - Booster Code: CVD19B Select Clear

NDC:

Amount/Units: Route: Site:

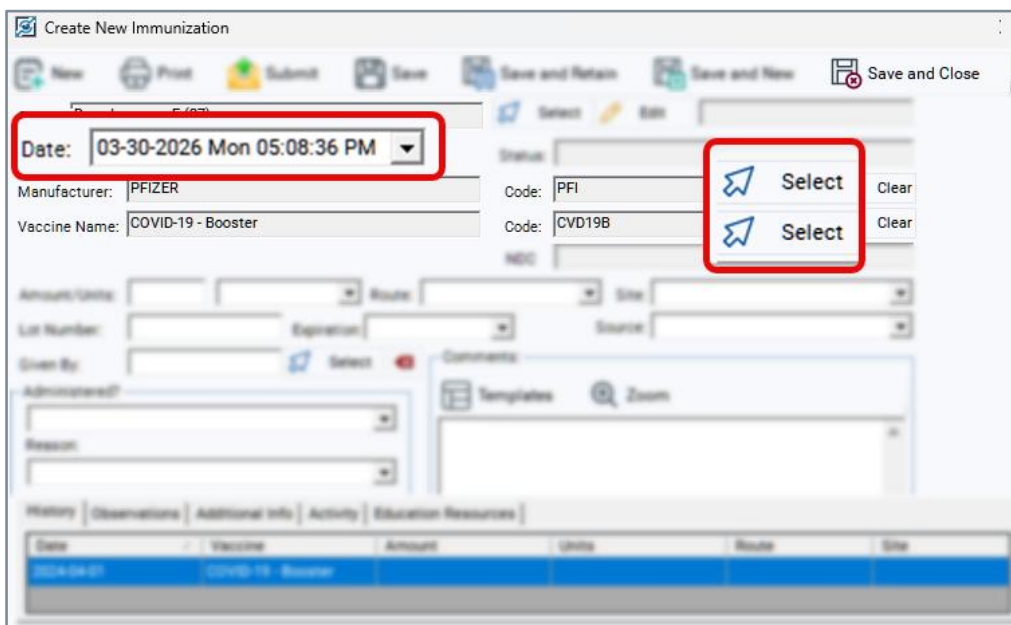
Lot Number: Expiration: Source:

Comments:

Administered?

- Completed
- Refused
- Partially Administered
- Not Administered

Immunization Details:



Create New Immunization

New Print Submit Save Save and Retain Save and New Save and Close

Date: 03-30-2026 Mon 05:08:36 PM Status:

Manufacturer: PFIZER Code: PFI Select Clear

Vaccine Name: COVID-19 - Booster Code: CVD19B Select Clear

NDC:

Amount/Units: Route: Site:

Lot Number: Expiration: Source:

Given By: Select

Comments:

Administered?

Reason:

History | Observations | Additional Info | Activity | Education Resources

Date	Vaccine	Amount	Units	Route	Site
2024-04-01	COVID-19 - Booster				

Note: Other fields provided can be documented if they are known. The Administered? Field must have a value to save the record.

Repeat as needed. Then click **Onto PPD**.

Document Chart Prep

CHART PREP - Doe, Jameson E #098

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Repeat

Windows: 20% Comp., Est. Finish in 4 Min 13 Sec

Undo Redo T T

Chart Prep - Immunizations

Select phrase to document ONE vaccine administered previously to patient.

Select phrase as often as needed.

Document Immunization

Onto PPD

Return to Main Menu

Name: Jameson E Doe
ID#: 098
Additional ID#:
DOB: 01-01-1989
Gender: Male
Race:
Classification: Active, Inmate, Patient, Patient, Active, Inmate, Patient, Active, Inmate, Patient, Active, Inmate
Date/Time: 07-01-2026 Wed / 12:12

ALLERGIES:
No Known Drug Allergies

CURRENT PROBLEMS:
Chronic Disease Clinic - Diabetes, CCIM
Dental caries on pit and fissure surfc penetrat into dentin,
K02.52

HISTORY:
Patient denies any significant past medical history.

IMMUNIZATION:
Doe, Jameson E 04-01-2024 Mon 10:03:33 AM IMMUNIZATION: COVID-19 - Booster

Last PPD

Choose an option to document the patient's last PPD or chest x-ray:

- **Document Last PPD** – Open a window to document the last PPD. Use **Next Field** or **Finish** to complete each step.
- **Document PPD Plant/Order Read** – Open a window to document a PPD plant and schedule a PPD read.
- **Order PPD Plant** – Create a PPD plant order.
- **Document Last Chest X-Ray** – Open a window to document the last chest x-ray and results.

Document Chart Prep

CHART PREP - Doe, Jameson E #098

Phrases: Document Last PPD
Document PPD Plant/Order Read
Order PPD Plant
Document Last Chest X-Ray
Onto Medications

Dictation: 29-2026 Thu 01:11:25 PM Hx of cancer in family
FAMILY HISTORY:
Mother
Cancer -
Colon
TION:
Vaccine Name Administered?
2024-04-01 COVID-19 - Booster
PPD:
Plant Date -

Document PPD

When documenting a PPD, a window opens to capture the information. Complete the screen then click **Next Field**.

Enter Field Value for: Plant Date

< Previous Field Cancel Edit Next Field > Finish

Plant Date:

Clear

07-01-2026 Wednesday

Select Unknown or N/A

Select a day:

July 2026							August 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

Continue this process until all fields are completed, and you are returned to the template.

Document Chart Prep

Click **Onto Medications** to continue.

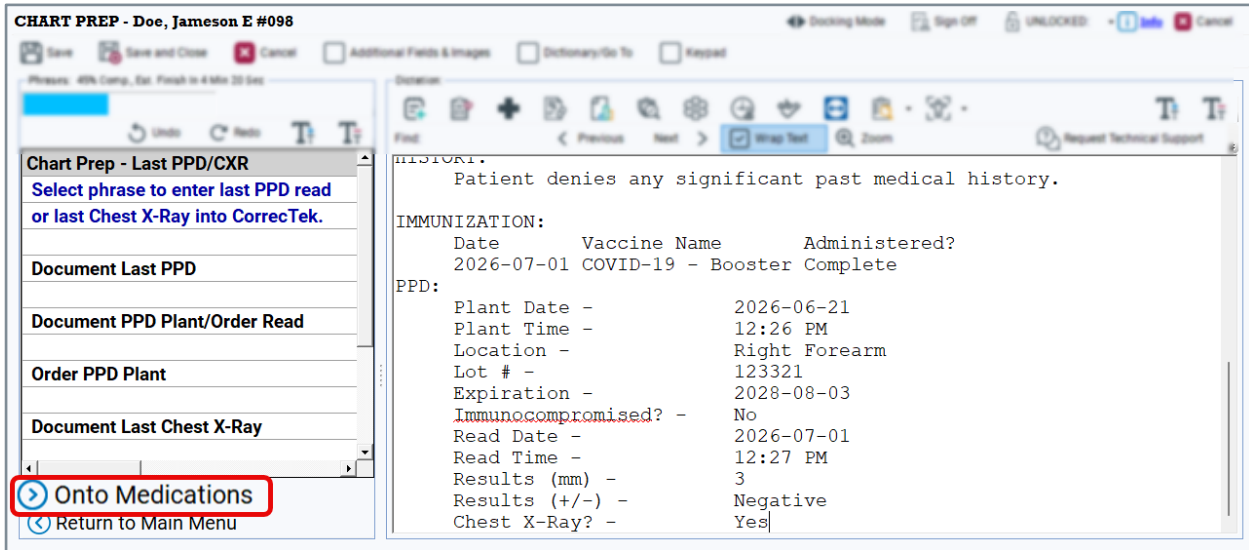


CHART PREP - Doe, Jameson E #098

Phrases: 48% Comp., 54% Final in 4 Min 20 Sec

Chart Prep - Last PPD/CXR

Select phrase to enter last PPD read or last Chest X-Ray into CorrecTek.

Document Last PPD

Document PPD Plant/Order Read

Order PPD Plant

Document Last Chest X-Ray

Onto Medications

Return to Main Menu

Patient denies any significant past medical history.

IMMUNIZATION:

Date	Vaccine Name	Administered?
2026-07-01	COVID-19 - Booster	Complete

PPD:

Plant Date -	2026-06-21
Plant Time -	12:26 PM
Location -	Right Forearm
Lot # -	123321
Expiration -	2028-08-03
Immunocompromised? -	No
Read Date -	2026-07-01
Read Time -	12:27 PM
Results (mm) -	3
Results (+/-) -	Negative
Chest X-Ray? -	Yes

Initiate Follow-Up Care

Some template selections start follow-up orders or prescriptions.

Select the appropriate prompt.

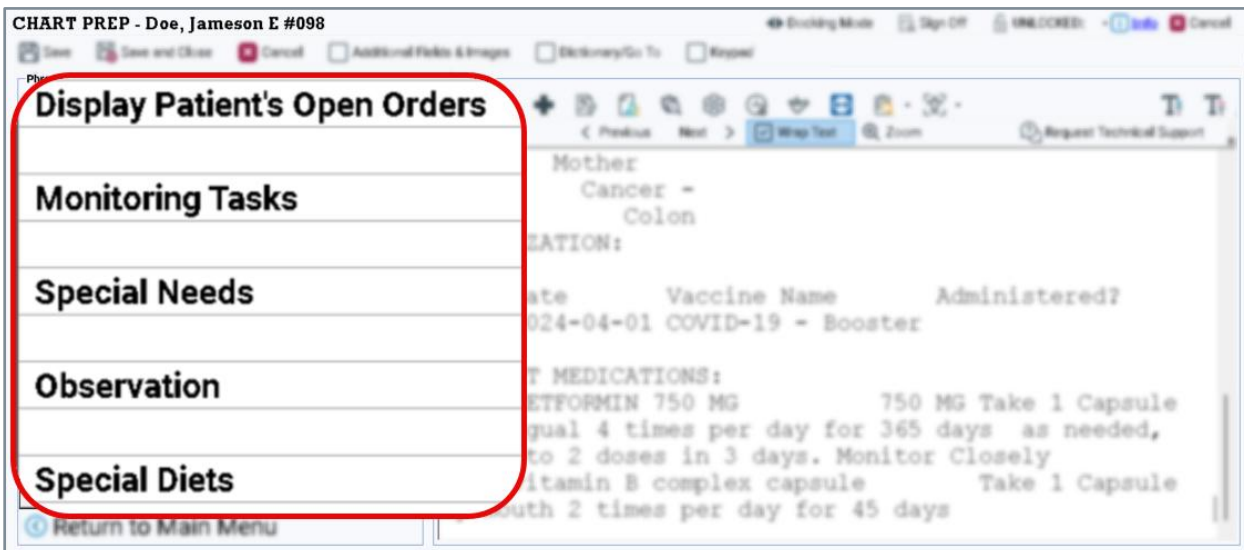


CHART PREP - Doe, Jameson E #098

Display Patient's Open Orders

Monitoring Tasks

Special Needs

Observation

Special Diets

Return to Main Menu

Mother

Cancer -

Colon

IMMUNIZATION:

Date	Vaccine Name	Administered?
2024-04-01	COVID-19 - Booster	

OT MEDICATIONS:

METFORMIN 750 MG	750 MG Take 1 Capsule
equal 4 times per day for 365 days as needed,	
to 2 doses in 3 days. Monitor Closely	
itamin B complex capsule	Take 1 Capsule
mouth 2 times per day for 45 days	

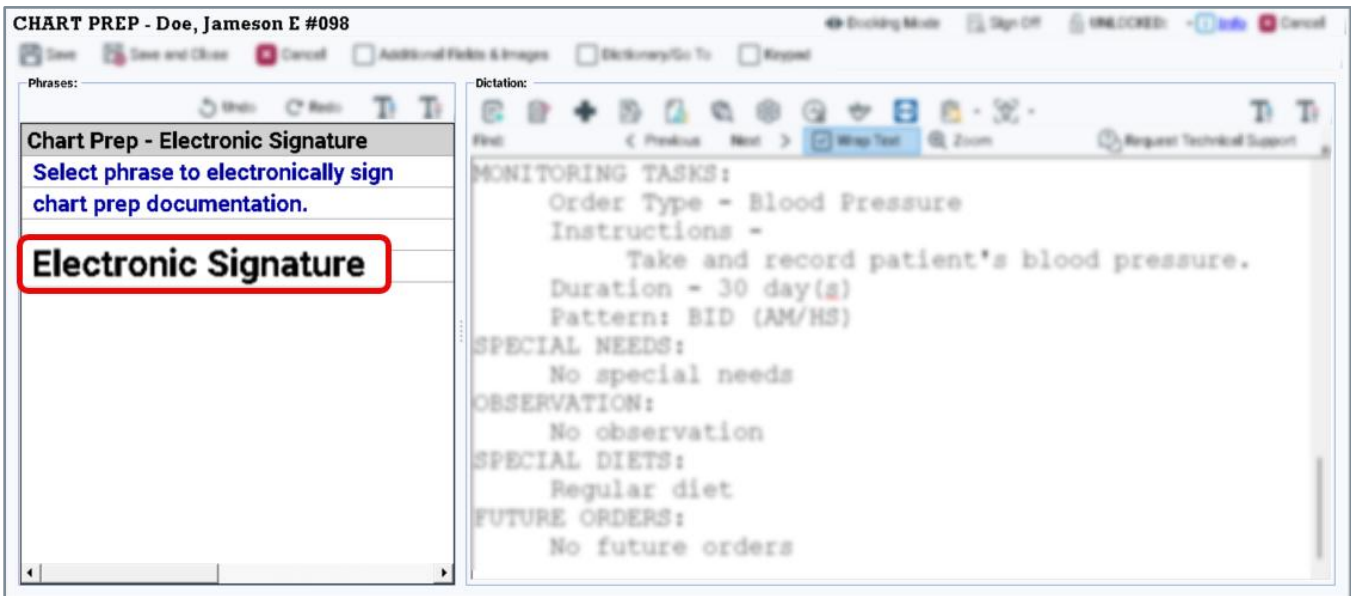
Additional questions may appear as you progress through the template.

Document Chart Prep

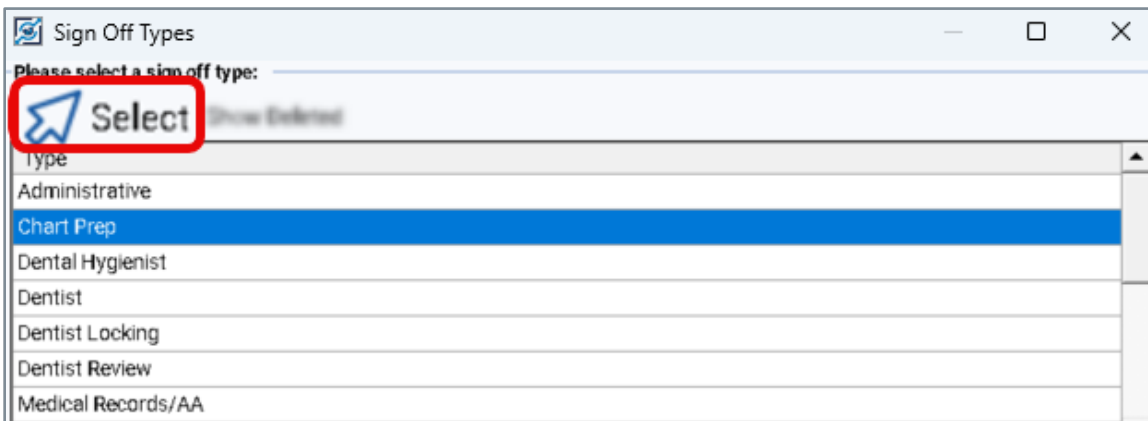
Answer each prompt as it appears.

Sign the Dictation

Click **Electronic Signature**.

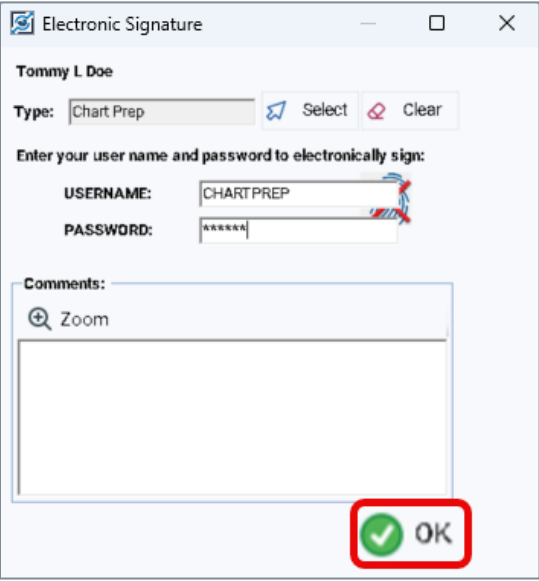


Select the signature type, then click **Select**.



Enter your Spark password, then click **OK**.

Document Chart Prep



Electronic Signature

Tommy L. Doe

Type: [Select](#) [Clear](#)

Enter your user name and password to electronically sign:

USERNAME:

PASSWORD:

Comments:

[Zoom](#)

[OK](#)

Complete the Visit

Click **Save and Close** to finish the visit and return to the Spark desktop.

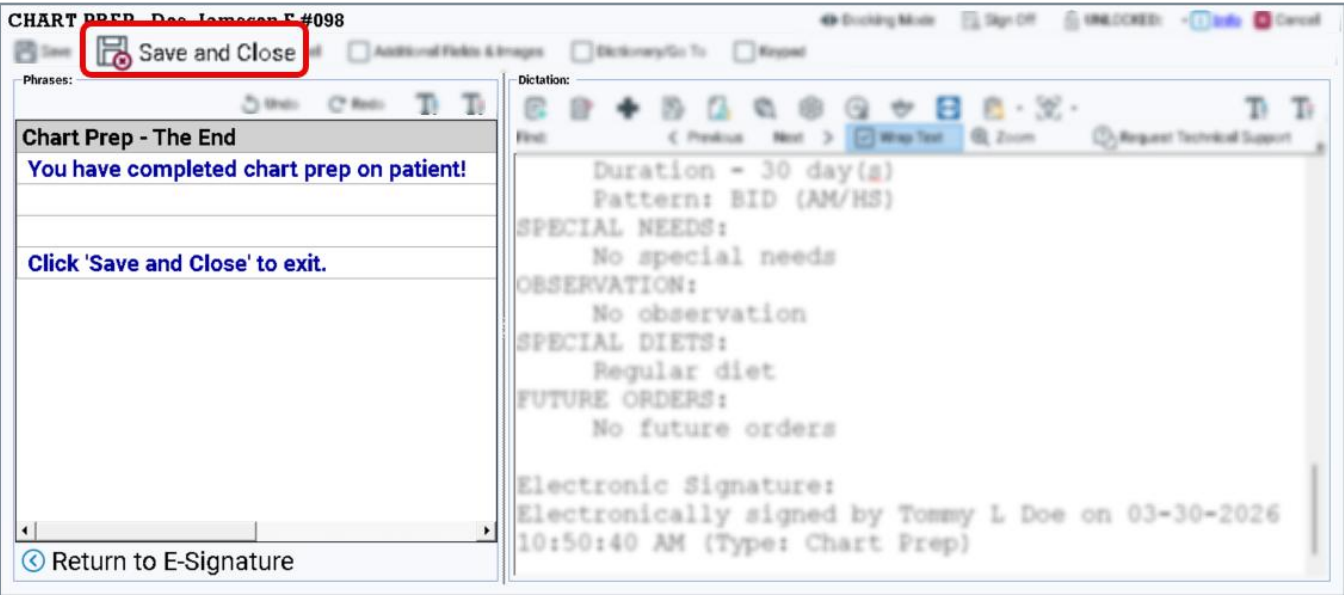


CHART PREP - Doe, Jameson S #098

[Save and Close](#) [Additional Fields & Images](#) [Electronic Go To](#) [Repeat](#)

Phrases:

Chart Prep - The End

You have completed chart prep on patient!

Click 'Save and Close' to exit.

[Return to E-Signature](#)

Dictation:

Find: [Previous](#) [Next](#) [Wrap Text](#) [Zoom](#) [Request Technical Support](#)

Duration - 30 day(s)
Pattern: BID (AM/HS)

SPECIAL NEEDS:
No special needs

OBSERVATION:
No observation

SPECIAL DIETS:
Regular diet

FUTURE ORDERS:
No future orders

Electronic Signature:
Electronically signed by Tommy L. Doe on 03-30-2026
10:50:40 AM (Type: Chart Prep)

Document Chart Prep



Related Courses

- Adding a Contact
- View Chart
- Initiate Order

Document Chart Prep



Reference Page

Templates

Templates organize patient documentation for an encounter.

The process is the same across departments, but the information may vary.

[Return to Allergies.](#)

Phrases Column

Headers or additional instructions: Gray highlighted text.

Questions/prompts: Blue text.

Responses: Black text.

Undo: Remove the most recent answer.

Redo: Restore a removed answer.

T+: Increase text size.

T-: Decrease text size.

Onto: Move to the next section.

Return to: Return to the previous section.

[Return to Allergies.](#)

Dictation Column

Dictation: Updates as you select responses in the Phrases column.

T+: Increases text size.

T-: Decreases text size.

Document Chart Prep

Dictation Buttons

These buttons appear at the top of the Dictation Column, from left to right:



Add a New Timeline Entry: Add a timeline item to the dictation.

Assign a New Diagnosis: Add a current problem to the chart and dictation.

Assign a New Procedure: Add a procedure to the current encounter.

Add a New Prescription: Add a prescription to the MAR and dictation.

Display Patient Report: Open a patient report and optionally add it to the dictation.

Audit the Dictation: Check dictation for required audit information.

Insert Medical Information: Display patient information from previous days and optionally insert it into dictation.

Date and Time: Insert the current date and time.

Spell Check: Check spelling in the dictation.

CorrecTek Remote Support: Open the CorrecTek Remote Support window.

Review Button: Use the drop-down menu to review Allergies, Problems, or Prescriptions.

Image: Add an image to the encounter.

[Return to Allergies.](#)

Incomplete Diagnosis

Incomplete Code: A warning appears when an incomplete code is selected. Click **OK** on the warning. The message is assigned by the American Medical Association (AMA) to advise additional information must be provided for billing. This message can be disregarded in a non-billing setting.

[Return to Narrow the Results \(Optional\).](#)