

Patients to Be Seen



Course Overview

Use the **Patients To Be Seen** button to view and manage the list of patients who are scheduled for care.

This guide explains how to follow the workflow, complete required tasks, and document visits.

Use This Guide When

- Learning the **Patients To Be Seen** workflow
- Documenting a patient visit using templates
- Completing or closing a patient task
- Indicating when a visit cannot be completed

What You'll Be Able to Do

- Open the **Patients To Be Seen** workflow
- Document a patient visit using templates
- Record vital signs during a visit
- Complete a patient task
- Indicate when a visit cannot be completed

Patients to Be Seen



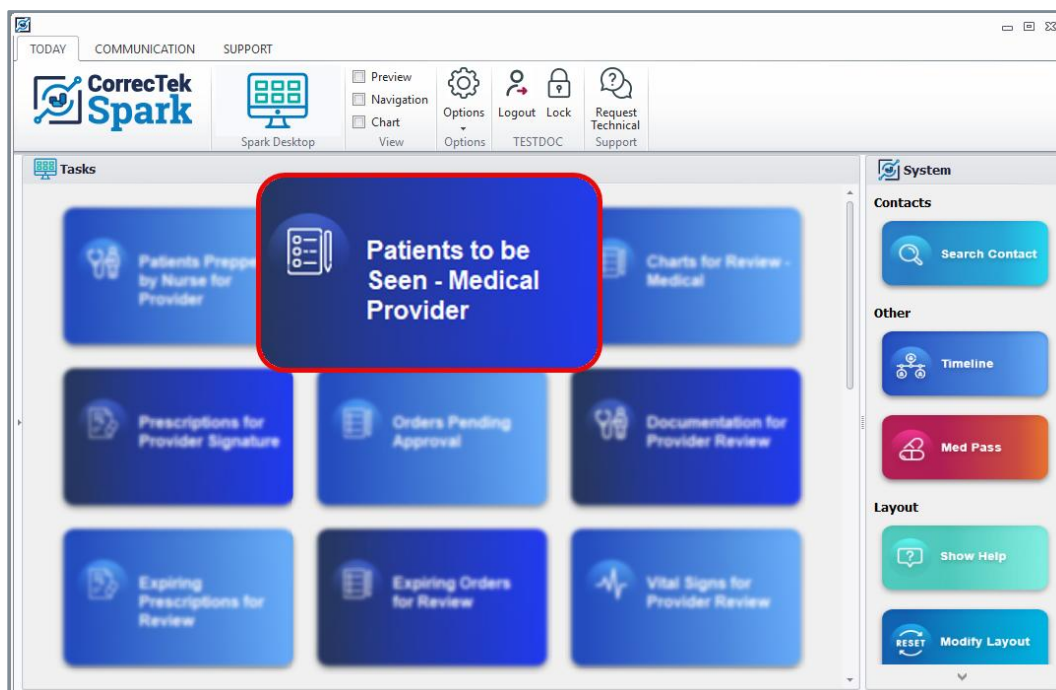
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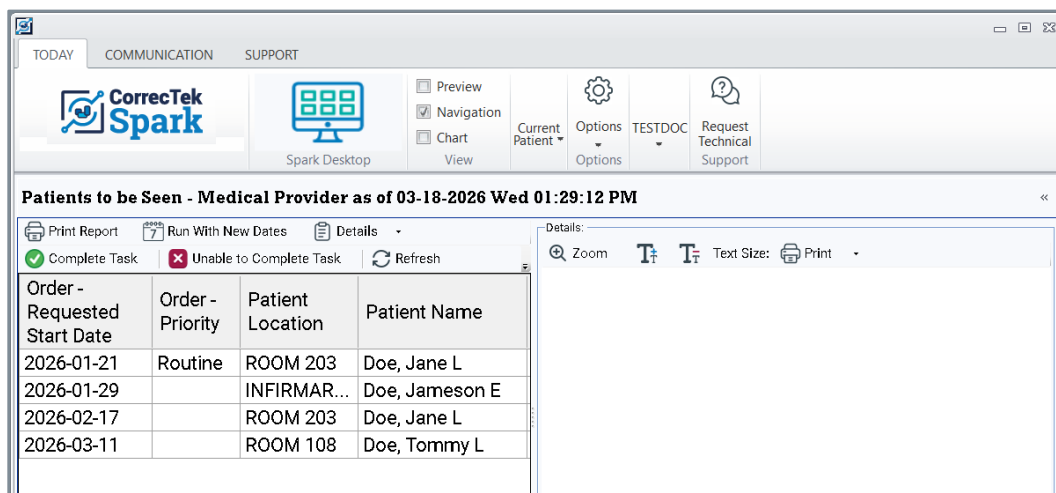
Patients to Be Seen

Spark Desktop

From the Spark Desktop, click **Patients to be Seen**.



Displays a list of all patients waiting to be seen by a provider.

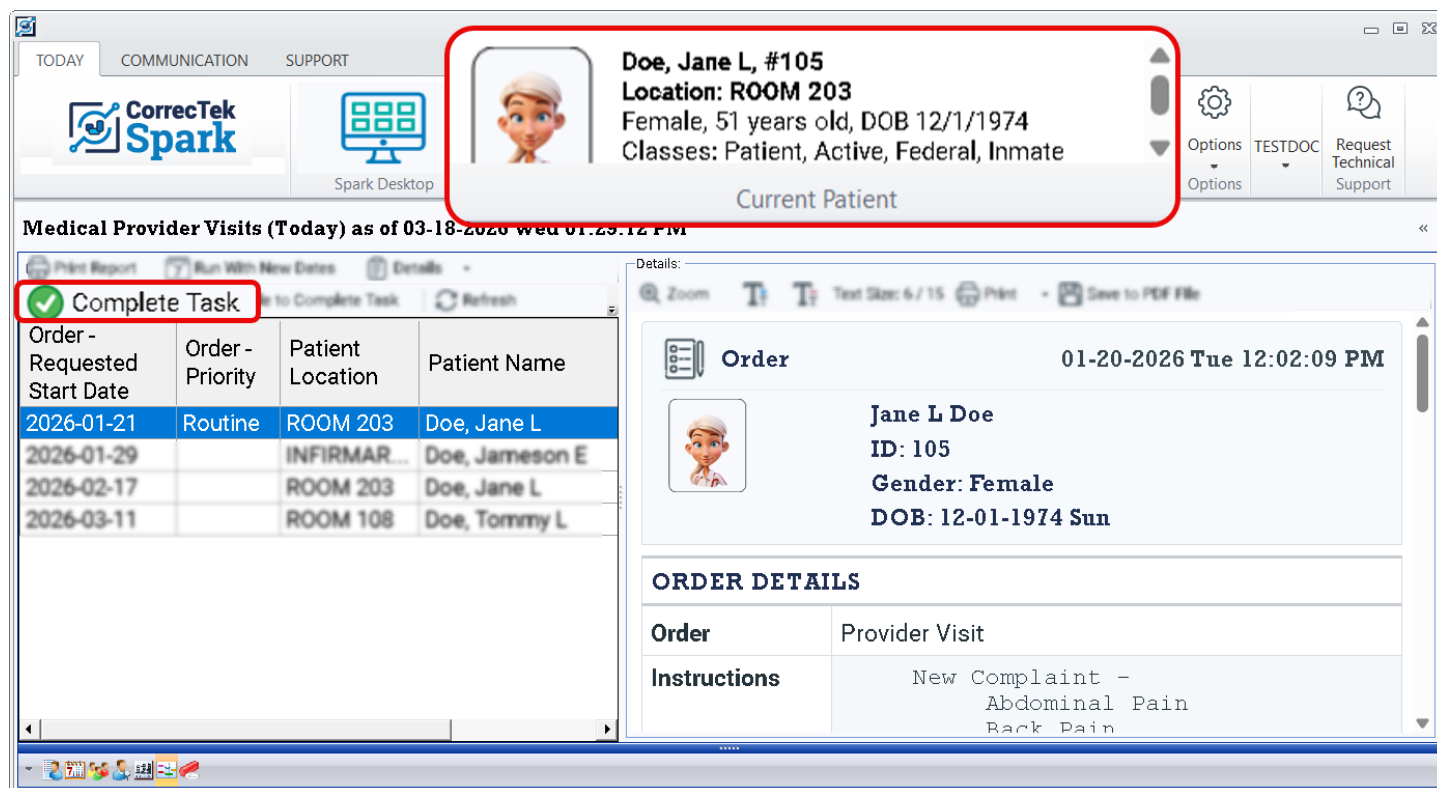


Patients to Be Seen

Highlight the target patient from the list.

Click **Complete Task** to launch the template.

| Tip: Review the details for visit information.



The screenshot shows the CorrecTek Spark Desktop interface. At the top, there are tabs for TODAY, COMMUNICATION, and SUPPORT. Below these is the CorrecTek Spark logo and a Spark Desktop icon. A red box highlights the 'Current Patient' window, which displays patient information for Jane L. Doe, #105, located in ROOM 203. Below this, a table titled 'Medical Provider Visits (Today) as of 03-18-2020 wed 01:29:12 PM' is shown. The table has columns for Order - Requested Start Date, Order - Priority, Patient Location, and Patient Name. The first row is highlighted in blue and corresponds to the patient Jane L. Doe. A red box highlights the 'Complete Task' button in the top left corner of the table. To the right of the table, there is a 'Details' section for the selected patient, showing their name, ID, gender, and date of birth. Below this is an 'ORDER DETAILS' section with a table showing the order type (Provider Visit) and instructions (New Complaint - Abdominal Pain, Back Pain).

Order - Requested Start Date	Order - Priority	Patient Location	Patient Name
2026-01-21	Routine	ROOM 203	Doe, Jane L
2026-01-29		INFIRMAR...	Doe, Jameson E
2026-02-17		ROOM 203	Doe, Jane L
2026-03-11		ROOM 108	Doe, Tommy L

| Tip: When a patient appears in the **Current Patient** window, you can access their **MAR, Timeline, Registration** and **Reports**.

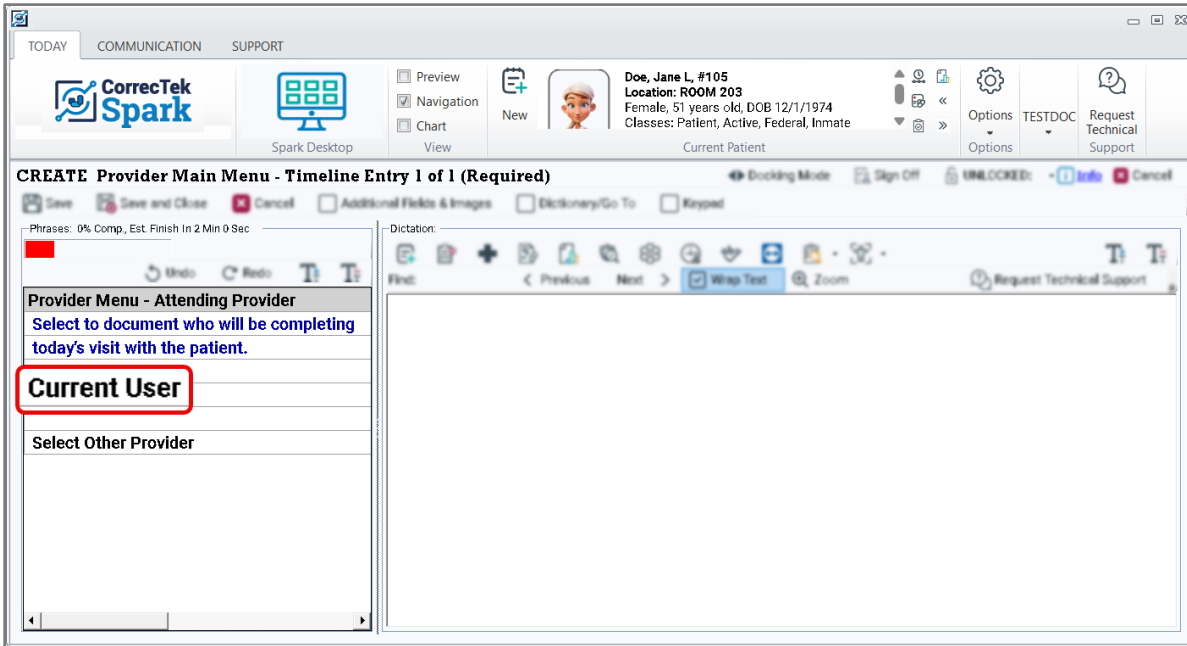
For more information on workflow buttons, see the Workflow Buttons reference.

Document a Visit

The template screen opens. The system utilizes a split-column layout to build your chart note: the **Phrases** column on the left controls the inputs, which write automatically into the **Dictation** column on the right.

Patients to Be Seen

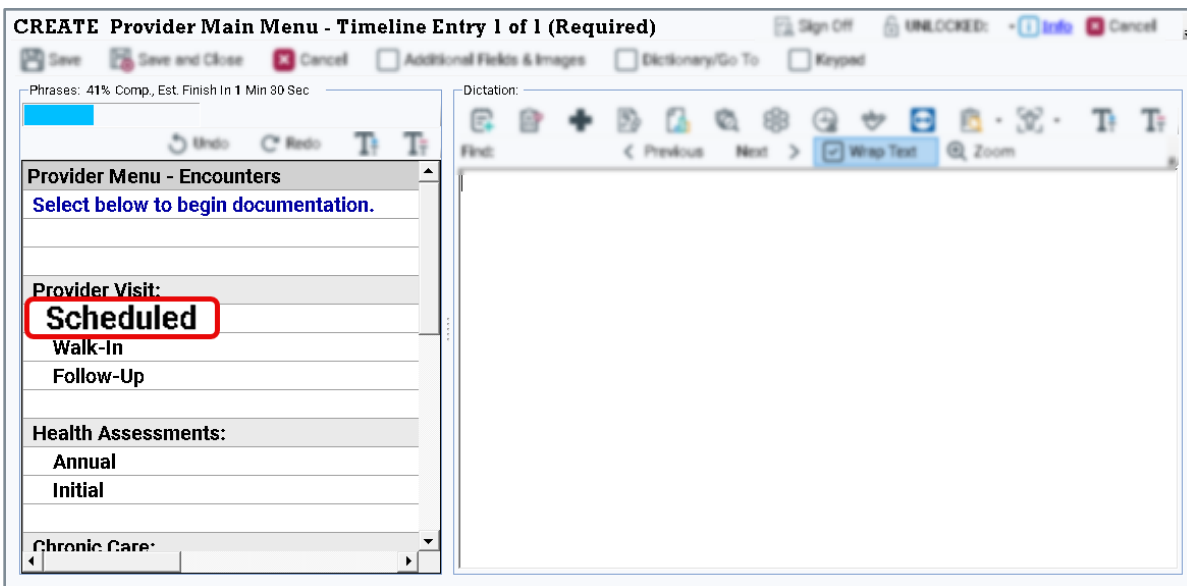
Current User is selected for this example.



The screenshot shows the CorrecTek Spark software interface. The top bar includes tabs for TODAY, COMMUNICATION, and SUPPORT. The main window is titled "CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)". On the left, there is a "Provider Menu - Attending Provider" section with a list of options: "Current User" (highlighted with a red box), "Select Other Provider", and "Select below to begin documentation". The right side of the window is a large text area for dictation, with a toolbar at the top containing various icons for editing and formatting.

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

Proceed by selecting the type of visit. In this example, **Scheduled** is selected.

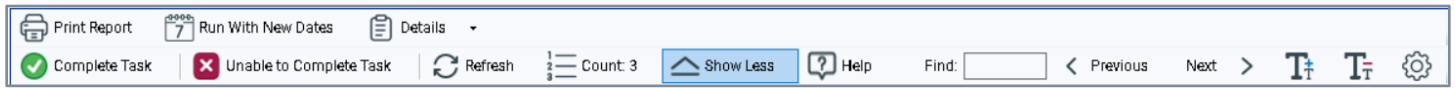


The screenshot shows the CorrecTek Spark software interface. The top bar includes tabs for TODAY, COMMUNICATION, and SUPPORT. The main window is titled "CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)". On the left, there is a "Provider Menu - Encounters" section with a list of options: "Scheduled" (highlighted with a red box), "Walk-In", "Follow-Up", "Health Assessments: Annual, Initial", and "Chronic Care". The right side of the window is a large text area for dictation, with a toolbar at the top containing various icons for editing and formatting.

Patients to Be Seen

Each selection adds to the **Dictation** column on the right.

For more information, see the

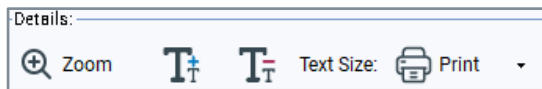


Print Report: Print the list.

Run With New Dates: Run the report using a different date range.

Details: Open the details.

Details Buttons



Zoom: Open the details in a new window.

T+: Increase the font size.

T-: Decrease the font size.

Print: Open print options.

Complete Task: Open the selected visit to be completed.

Unable to Complete Task: Mark the selected visit as not being completed.

Refresh: Refresh the list and remove completed items.

Show Less/More: Display or hide additional buttons.

Help: Open a help document.

Find: Search the list for a keyword.

Previous: Find the previous matching keyword.

Patients to Be Seen

Next: Find the next matching keyword.

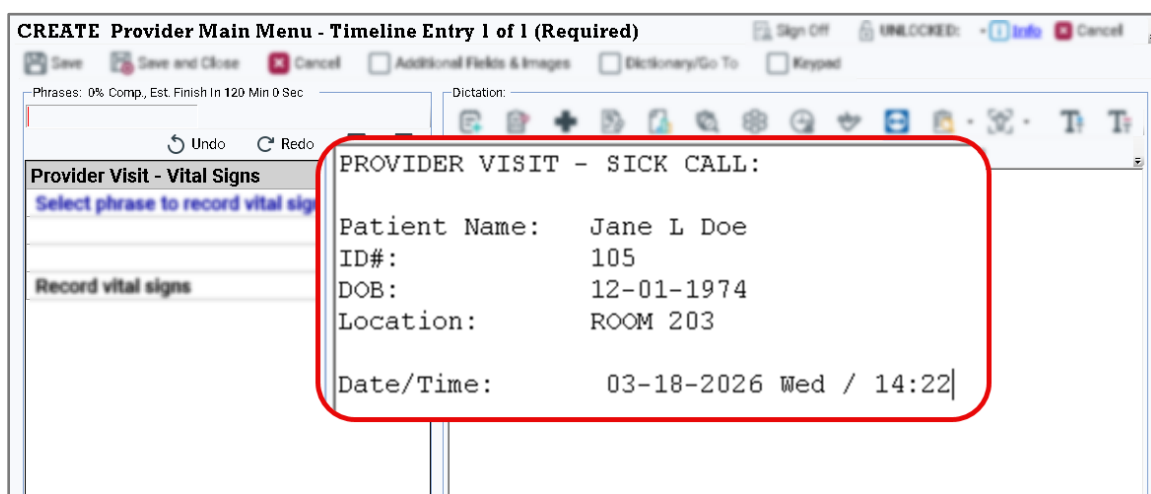
T+: Increase the font size.

T-: Decrease the font size.

Grid Options: Adjust column size and word wrap.

Return to Document a Visit.

Templates and Phrases Column references.



For more information on this section, see [Error! Reference source not found.](#)

Recording Vitals

Click **Record Vital Signs** in the **Phrases** column to launch the input window.

Patients to Be Seen

CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Sign Off UNLOCKED: Info Cancel

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

Phrases: 0% Comp., Est. Finish In 120 Min 0 Sec

Undo Redo T T

Provider Visit - Vital Signs
Select phrase to record vital signs.

Record vital signs

Dictation

Find: < Previous Next > Wrap Text Zoom

PROVIDER VISIT - SICK CALL:

Patient Name: Jane L. Doe
ID#: 105
DOB: 12-01-1974
Location: ROOM 203
Date/Time: 03-18-2026 Wed / 14:22

Enter the required vital signs in the numeric fields or select Values from the provided list.

Click **Save and Close** to close the window and insert the formatted vitals grid directly into the **Dictation**.

Vital Signs

Save and Close

Patient: Doe, Jane L. (51) Edit

Date: 03-18-2026 02:11 PM ☐ Unable to Record Vital Signs

Weight: 213 lbs. 4 oz. 96.73 kg Body Mass Index: 26.0
Body Surface Area (Mosteller): 2.28
Body Surface Area (DuBois): 2.28

Height: 6 ft. 4 in. 193 cm < Use Previous Height

Blood Pressure (mmHg): Systolic 120 / Diastolic 80 Temperature: 98 °F 36.67 °C

Pulse: 68 /minute

Respirations: /minute

Head Circumference: Units ☒ in. ☐ cm. Last Menstrual Period:

VAS Pain Level:

Pulse Oxygen: 98 % Blood Sugar Reading

Inhaled Oxygen Conc: % Peak Flow

COMMENTS: Dictionary Templates Zoom

Edit Selected:

Values
88
89
90
91
92
93
94
95
96
97
98
99
100

The recorded vital signs appear in the **Dictation**.

Patients to Be Seen

CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Sign Off UNLOCKED: Info Cancel

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

Phrases: 1% Comp., Est. Finish In 119 Min 30 Sec

Undo Redo T T

Provider Visit - Allergies
Select phrase to review and insert the patient's allergies.

Allergies - Review and Insert

VITAL SIGNS:

Weight	213 lbs 4 oz
Height	6 ft. 4 in.
BMI	25.9
BSA (Mosteller)	2.28
BSA (DuBois)	2.28
Blood Pressure	120/80 mmHg
Temperature	98 °F / 36.67 °C
Pulse	63 /minute
Pulse Oxygen	98%

Return to Vital Signs

Allergies

Click **Allergies–Review and Insert** to pull up the patient's existing allergy profile.

CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Sign Off UNLOCKED: Info Cancel

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

Phrases: 1% Comp., Est. Finish In 119 Min 30 Sec

Undo Redo T T

Provider Visit - Allergies
Select phrase to review and insert the patient's allergies.

Allergies - Review and Insert

Return to Vital Signs

DOB: 12-01-1974
Location: ROOM 203
Date/Time: 03-18-2026 Wed / 14:22

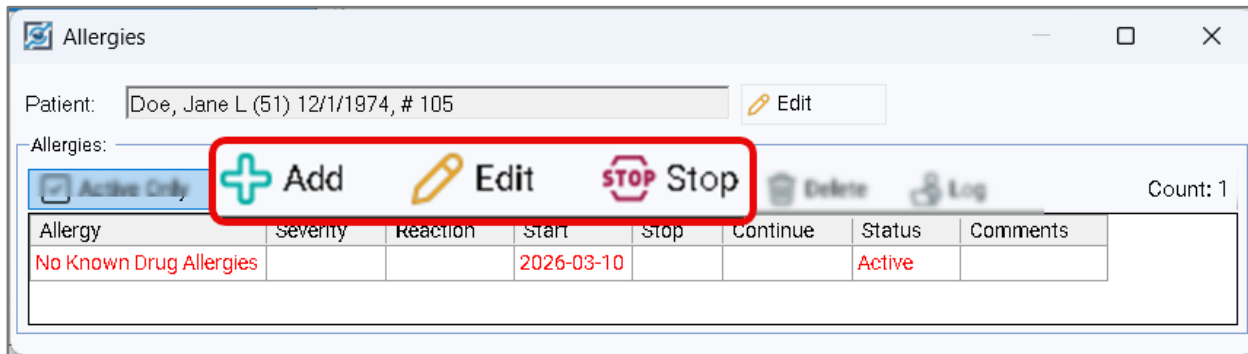
VITAL SIGNS:

Weight	213 lbs 4 oz
Height	6 ft. 4 in.
BMI	25.9
BSA (Mosteller)	2.28
BSA (DuBois)	2.28
Blood Pressure	120/80 mmHg
Temperature	98 °F / 36.67 °C
Pulse	63 /minute
Pulse Oxygen	98%

Review the data. If no changes are needed, click **X** to close the window and automatically insert the current list into the **Dictation**.

Patients to Be Seen

If updates are needed, select **Add**, **Edit**, or **Stop** before closing to update their chart.



Count: 1

Allergy	Severity	Reaction	Start	Stop	Continue	Status	Comments
No Known Drug Allergies			2026-03-10			Active	

Continue selecting responses in the **Phrases** column as the template advances.

Current Medications

Select a matching medication documentation option from the Phrases column based on your validation:

- **Review Current Medications:** Opens a screen to alter, add or stop active orders.
- **Insert Medications:** Automatically inserts the patient's existing active medication list into the note exactly as it is.
- **Not on medication:** Inserts a note that the patient is not currently taking any medications.

Patients to Be Seen

CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 2% Comp., Est. Finish In 119 Min 0 Sec

Dictation:

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

Undo Redo T T

Provider Visits - Current Medications

1. Select phrase to review patient's current medications.
2. Select applicable phrase regarding current medications.

Review Current Medications

Insert Medications

Not on medication

Return to Review Allergies

Date/Time: 03-18-2026 Wed / 14:22

VITAL SIGNS:

Weight	213 lbs 4 oz
Height	6 ft. 4 in.
BMI	25.9
BSA (Mosteller)	2.28
BSA (DuBois)	2.28
Blood Pressure	120/80 mmHg
Temperature	98 °F / 36.67 °C
Pulse	63 /minute
Pulse Oxygen	98%

ALLERGIES:

No Known Drug Allergies

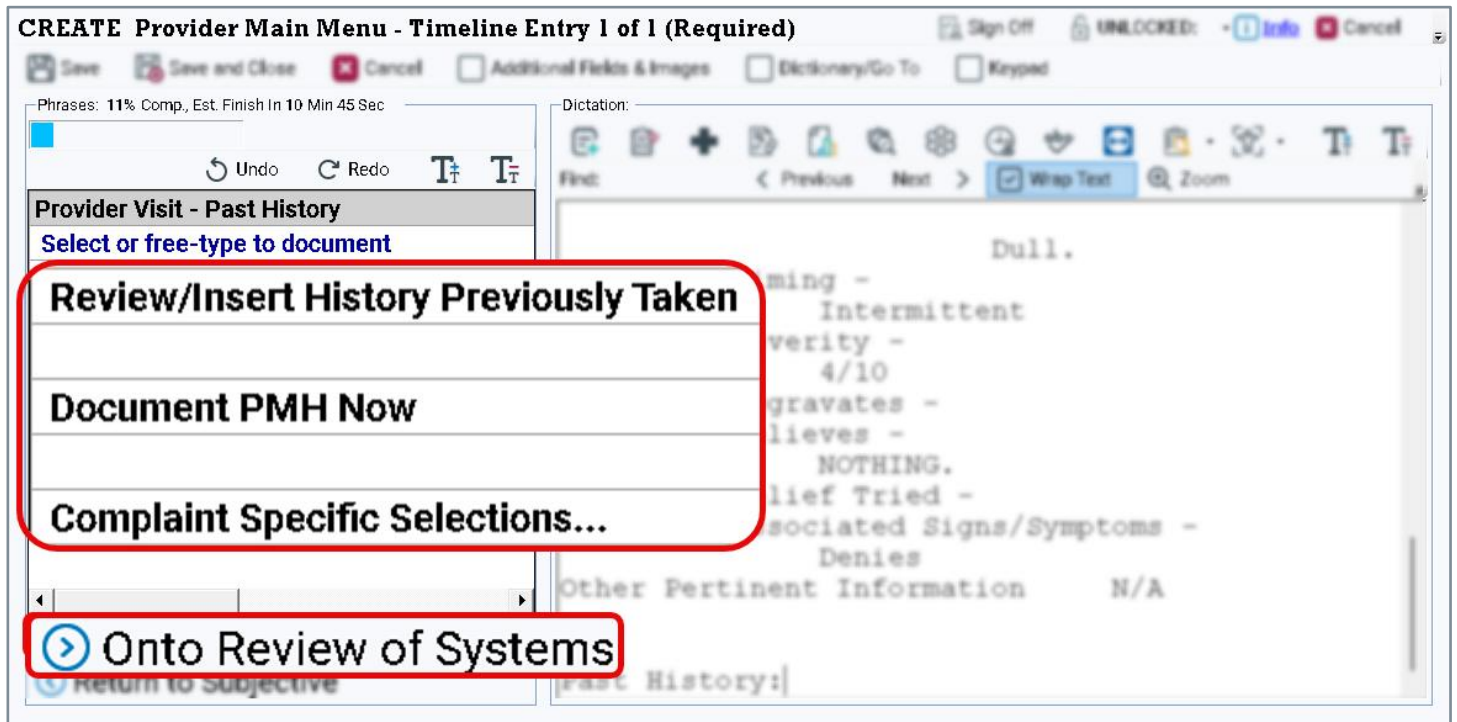
Patient History

Select an option to document the patient's **Past Medical History (PMH)**:

- **Review/Insert History Previously Taken** – Opens the **Edit Text** window. Review the information and update as needed by typing directly in the text field. Click **Save and Close** to return to the template.
- **Document PMH Now** – Opens a blank **Edit Text** window. Enter the past medical history by typing directly in the free-text field to make updates and click **Save and Close**.
- **Complaint Specific Selections** – Provides a list of checkboxes and quick-clickable selections to build the history text.

Patients to Be Seen

Once history documentation is complete, click **Onto Review Systems** to advance.



CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Sign Off UNLOCKED: Info Cancel

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

Phrases: 11% Comp., Est. Finish In 10 Min 45 Sec

Undo Redo T T

Provider Visit - Past History

Select or free-type to document

Review/Insert History Previously Taken

Document PMH Now

Complaint Specific Selections...

Onto Review of Systems

Return to Subjective

Dictation:

Find: < Previous Next > Wrap Text Zoom

Dull.

ming -

Intermittent

verity -

4/10

gravates -

believes -

NOTHING.

lief Tried -

sociated Signs/Symptoms -

Denies

Other Pertinent Information N/A

Past History:

Additional questions may appear as you progress through the template.

In-House Testing

To document a diagnostic test, click the specific text name in the **Phrases** column.

Patients to Be Seen

CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Sign Off UNLOCKED: Info Cancel

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

Phrases: 29% Comp., Est. Finish In 46 Min 8 Sec

Undo Redo T T

Provider Visit - In-House Testing

FS Blood Glucose document

Peak Flow

U/A (Dipstick)

Urine Pregnancy

Rapid Strep

Onto Data Review

Return to ROS

Dictation

Find: < Previous Next > Wrap Text Zoom

Nose:
No congestion or rhinorrhea.

Mouth/Throat:
No redness or sore throat.

Respiratory:
No wheezing or cough.

Cardiovascular:
No palpitations.

Gastrointestinal:
No nausea/vomiting, constipation or diarrhea.

IN-HOUSE TESTING:

Type or select the applicable response. The specific field name appears at the top of the window to guide you through each step.

Enter Field Value for: Clarity

< Previous Field Cancel Edit Next Field > Finish

Clarity:

Clear

Optional - Choose a value below (will advance to next field upon selection):

Clear

Hazy

Cloudy

Complete each section using **Next Field** to advance or click **Finish** when done.

After completing the selection, you are returned to the template.

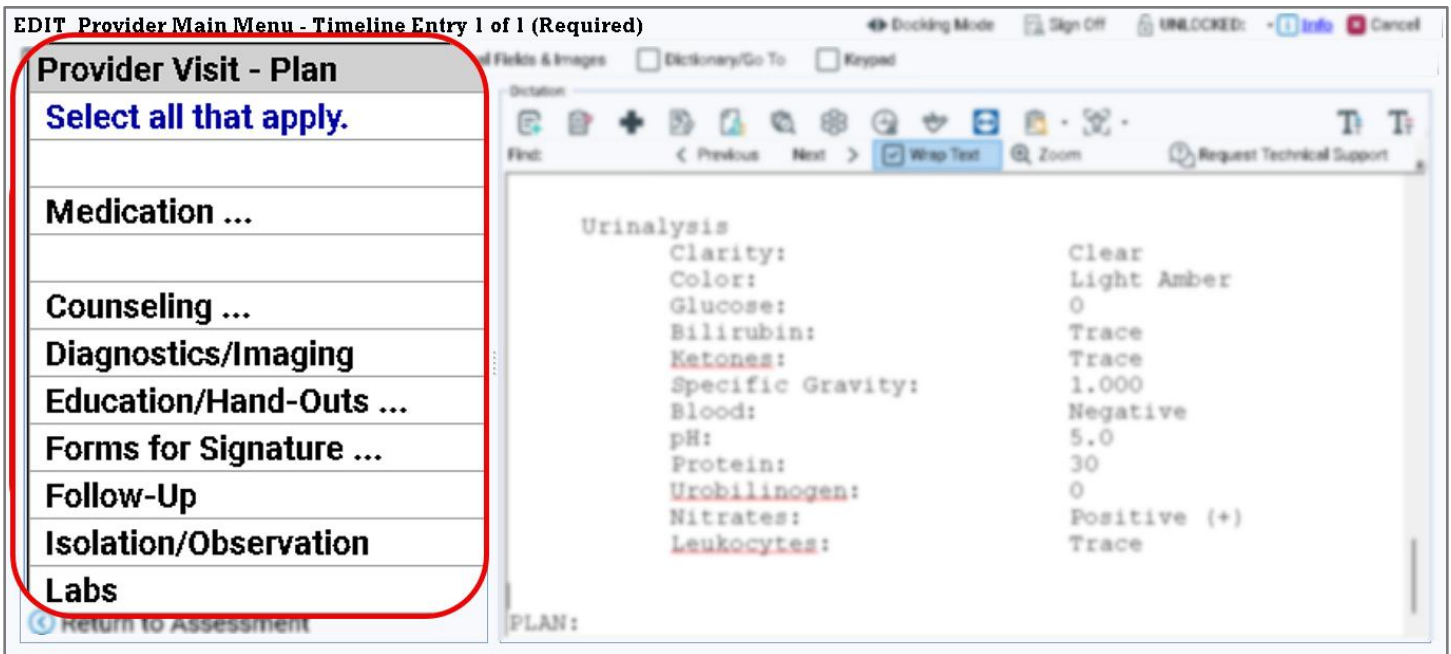
Repeat as needed to document additional in-house tests or click **Onto Data Review** to move forward.

Patients to Be Seen

Initiate Follow-Up Care

Based on the visit findings, specific template selections can automatically initiate orders or prescriptions for follow-up care.

Select the appropriate prompt to begin the process.



EDIT Provider Main Menu - Timeline Entry 1 of 1 (Required)

Provider Visit - Plan

Select all that apply.

Medication ...

Counseling ...

Diagnostics/Imaging

Education/Hand-Outs ...

Forms for Signature ...

Follow-Up

Isolation/Observation

Labs

Return to Assessment

Urinalysis

Clarity:	Clear
Color:	Light Amber
Glucose:	0
Bilirubin:	Trace
Ketones:	Trace
Specific Gravity:	1.000
Blood:	Negative
pH:	5.0
Protein:	30
Urobilinogen:	0
Nitrates:	Positive (+)
Leukocytes:	Trace

PLAN:

Sign the Dictation

Click **Electronic Signature** on the primary toolbar.

Patients to Be Seen

EDIT Provider Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 100% Comp., Est. Finish In 6 Sec

Provider Visit - Electronic Signature
Select phrase below to Electronically Sign.

Electronic Signature

IN-HOUSE TESTING:
Urinalysis

Clarity:	Clear
Color:	Light Amber
Glucose:	0
Bilirubin:	Trace
Ketones:	Trace
Specific Gravity:	1.000
Blood:	Negative
pH:	5.0
Protein:	30
Urobilinogen:	0
Nitrates:	Positive (+)
Leukocytes:	Trace

ELECTRONIC SIGNATURE:|

Select your designated signature type from the list, then click **Select**.

Sign Off Types

type: _____

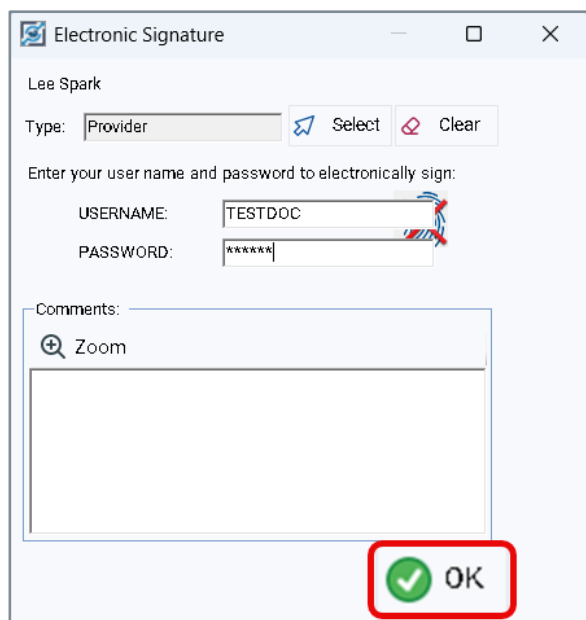
Select

Type
Nurse Locking
Provider
Provider Locking
Provider Review
Psychiatrist
Psychiatrist Locking
Psychiatrist Review
RN Review

Tip: Sign off types that include 'locking' prevent further changes to the dictation.

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

Patients to Be Seen



Electronic Signature

Lee Spark

Type: Select Clear

Enter your user name and password to electronically sign:

USERNAME:

PASSWORD:

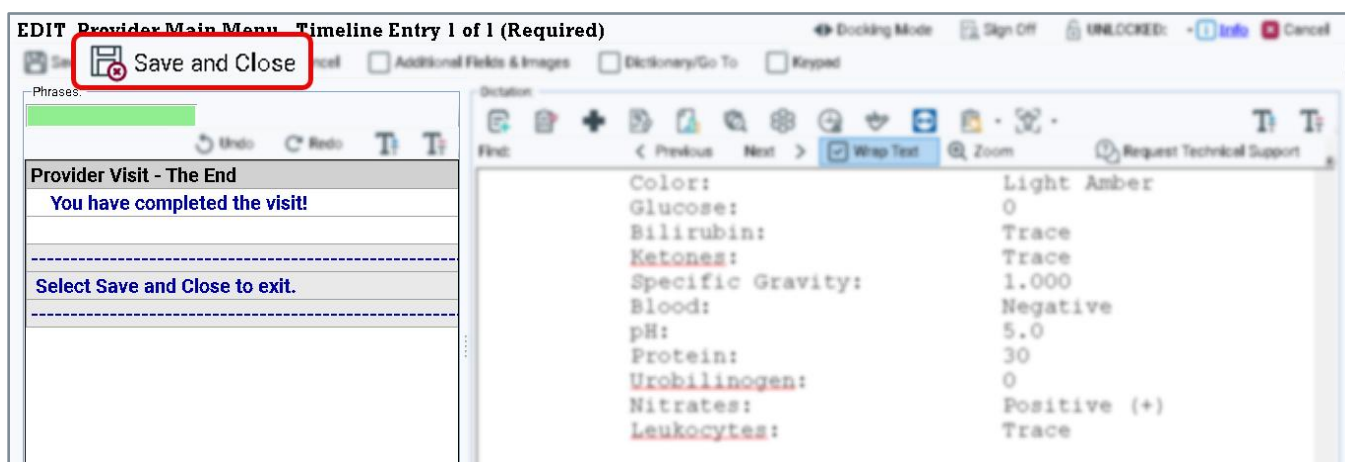
Comments:

Zoom

OK

Complete the Visit

Click **Save and Close** on the main template screen to finish the visit.



EDIT Provider Main Menu Timeline Entry 1 of 1 (Required)

Save and Close

Phrases:

Provider Visit - The End

You have completed the visit!

Select Save and Close to exit.

Find: Previous Next Wrap Text Zoom Request Technical Support

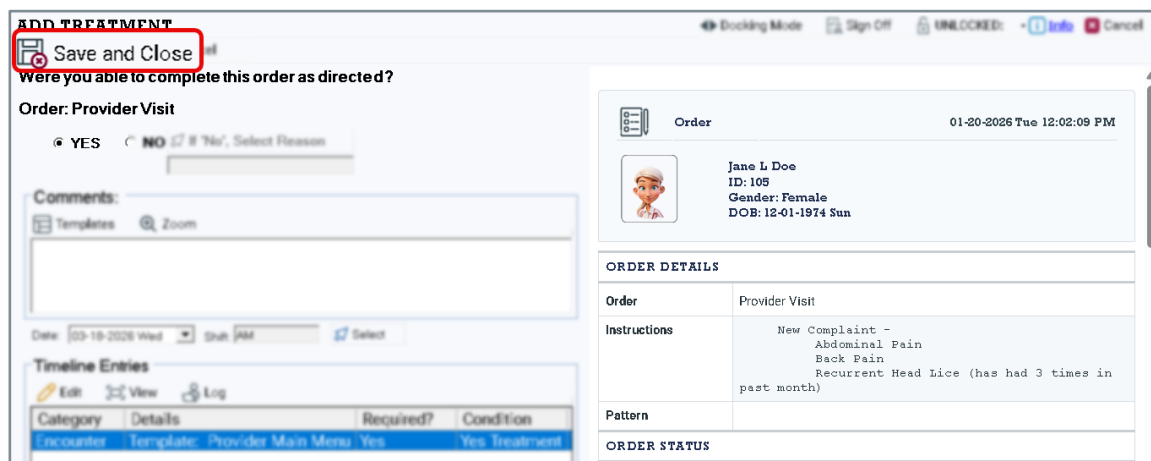
Color:	Light Amber
Glucose:	0
Bilirubin:	Trace
Ketones:	Trace
Specific Gravity:	1.000
Blood:	Negative
pH:	5.0
Protein:	30
Urobilinogen:	0
Nitrates:	Positive (+)
Leukocytes:	Trace

Add Treatment

The **Add Treatment** dialog box confirms that the task is complete.

Patients to Be Seen

Click **Save and Close** to return to the **Patients To Be Seen** list.



ADD TREATMENT

Save and Close

Were you able to complete this order as directed?

Order: Provider Visit

☒ YES ☐ NO *If 'No', Select Reason*

Comments:

Templates Zoom

Date: 03-19-2026 Wed 10:41 AM Select

Timeline Entries

Category	Details	Required?	Condition
Encounter	Template: Provider Main Menu	Yes	Yes Treatment

Order

01-20-2026 Tue 12:02:09 PM

Jane L Doe
ID: 105
Gender: Female
DOB: 12-01-1974 Sun

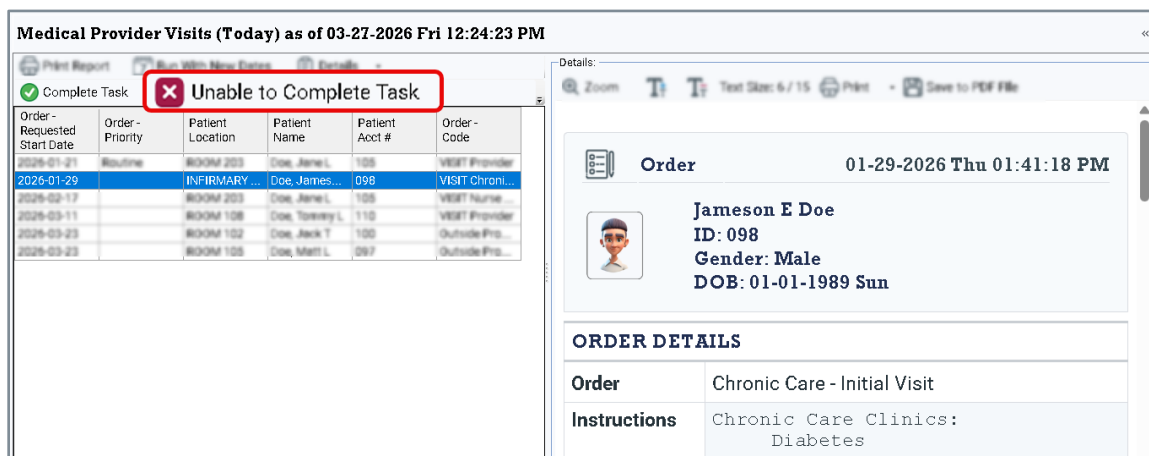
ORDER DETAILS

Order	Provider Visit
Instructions	New Complaint - Abdominal Pain Back Pain Recurrent Head Lice (has had 3 times in past month)
Pattern	

ORDER STATUS

Unable to Complete Task

Highlight the target patient in the queue list, then click **Unable to Complete Task** on the toolbar.



Medical Provider Visits (Today) as of 03-27-2026 Fri 12:24:23 PM

Print Report Run With New Filter Details

☒ Complete Task ☒ **Unable to Complete Task**

Order - Requested Start Date	Order - Priority	Patient Location	Patient Name	Patient Acct #	Order - Code
2026-01-27	Routine	ROOM 203	Doe, Jane L	105	VISIT Provider
2026-01-29		INFIRMARY...	Doe, James...	098	VISIT Chroni...
2026-02-17		ROOM 203	Doe, Jane L	105	VISIT Nurse
2026-03-11		ROOM 108	Doe, Torriky L	110	VISIT Provider
2026-03-23		ROOM 102	Doe, Jack T	100	Outside Pro...
2026-03-23		ROOM 105	Doe, Matt L	097	Outside Pro...

Details:

Zoom Text Size: 6 / 15 Print Save to PDF File

Order

01-29-2026 Thu 01:41:18 PM

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

ORDER DETAILS

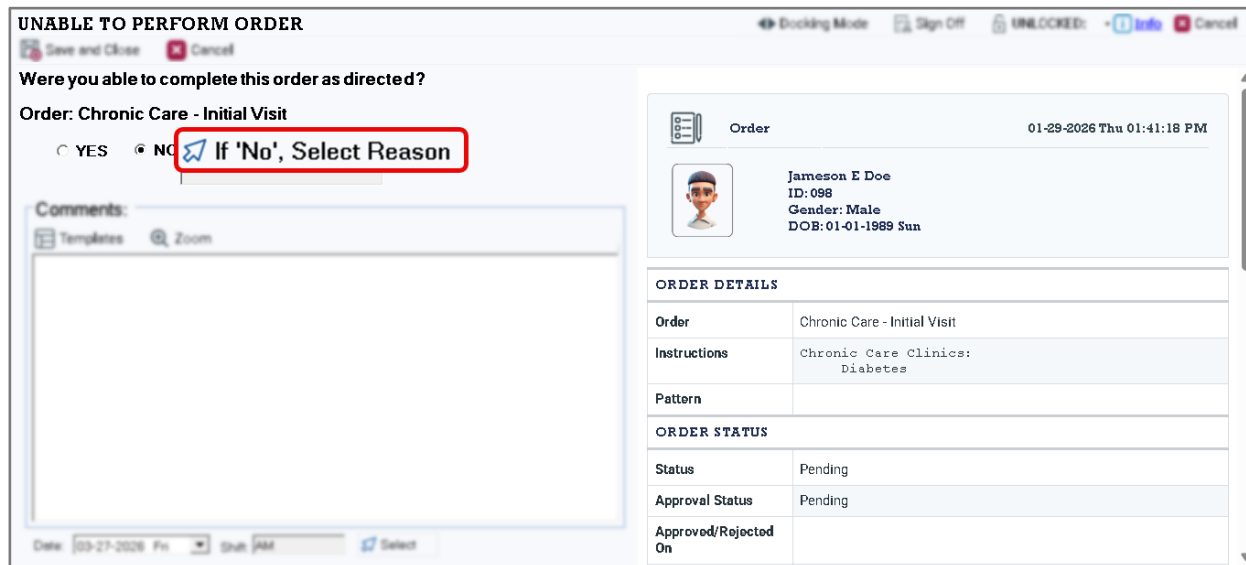
Order	Chronic Care - Initial Visit
Instructions	Chronic Care Clinics: Diabetes

Unable to Perform Order

The Unable to Perform Order screen opens.

Patients to Be Seen

Click **If 'No', Select Reason** button.



UNABLE TO PERFORM ORDER

Save and Close Cancel

Were you able to complete this order as directed?

Order: Chronic Care - Initial Visit

☐ YES ☒ NO **If 'No', Select Reason**

Comments:

Templates Zoom

Date: 03-27-2026 Fri 03:41 AM Select

Order 01-29-2026 Thu 01:41:18 PM

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

ORDER DETAILS

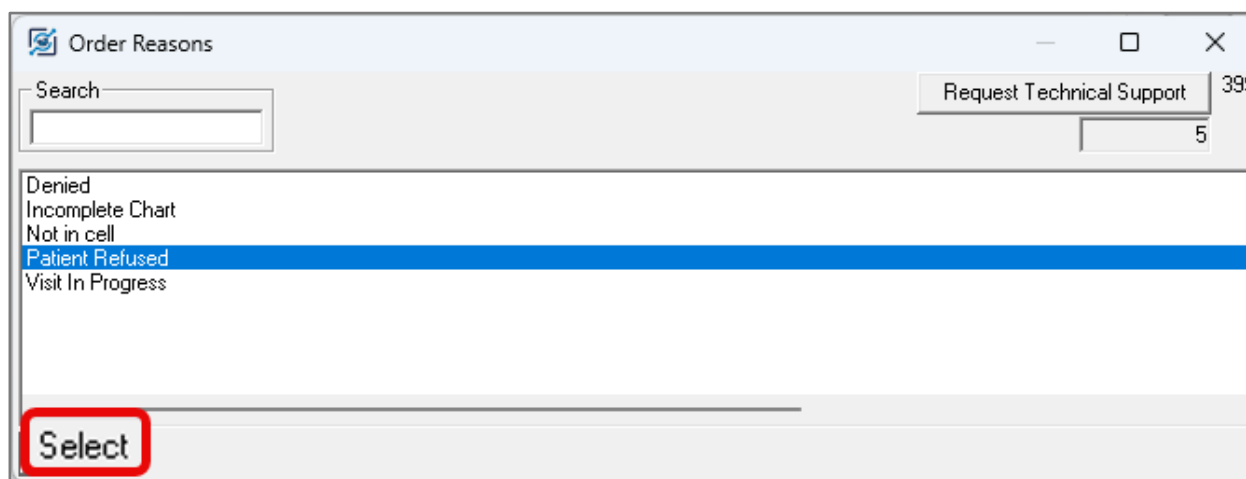
Order	Chronic Care - Initial Visit
Instructions	Chronic Care Clinics: Diabetes
Pattern	

ORDER STATUS

Status	Pending
Approval Status	Pending
Approved/Rejected On	

Select the appropriate operation **Reason** from the dropdown list.

Click **Select** to return to the summary screen.



Order Reasons

Search

Request Technical Support 399

5

Denied
Incomplete Chart
Not in cell
Patient Refused
Visit In Progress

Select

Click **Save and Close** to return to the Patients to be Seen list.

Patients to Be Seen

UNABLE TO PERFORM ORDER

 **Save and Close**

Were you able to complete this order as directed?

Order: Chronic Care - Initial Visit

☐ YES ☒ NO [If 'No', Select Reason](#)

Patient Refused

Comments:

Templates Zoom

Date: 03-27-2026 Fri Shift: AM Select

Order 01-29-2026 Thu 01:41:18 PM

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

ORDER DETAILS

Order	Chronic Care - Initial Visit
Instructions	Chronic Care Clinics: Diabetes
Pattern	

ORDER STATUS

Status	Pending
Approval Status	Pending
Approved/Rejected On	

Refusal Form

Use this workflow if a patient actively declines their scheduled care.

If the patient refuses care, the Refusal Form prompt opens. Enter the type of service being refused. The field name will appear at the top of the window as you move through each step.

Additional Information

 **Save and Close**

What Being Refused:

Chronic Care visit

Complete each field using **Save and Close** to move forward.

Patients to Be Seen



Signature Capture

When the **Refusal Form** document opens, click **Start Signature**.

Using a signature pad, obtain the patient's signature. If an additional signature is required (e.g., witness, officer), click **Next**.

After all signatures are obtained, click **Finish**.

Tip: You must click **Finish** to permanently apply and save the signature(s) to the form.

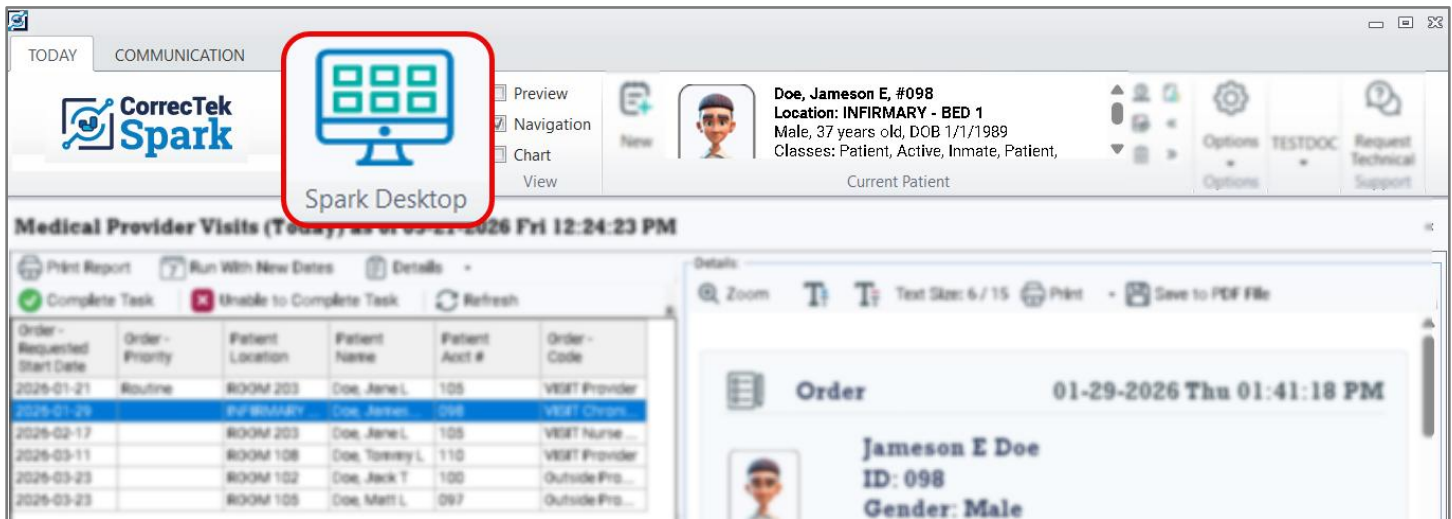
A screenshot of a web-based "View Document" window for Clearview Health Group. The window title is "View Document". The toolbar includes buttons for "OK", "Save and Close", "Print", "Print Preview", "Show Signature Pad" (which is highlighted), "Sig Pad Default: Disabled", and font settings. The main content area displays the Clearview Health Group logo and contact information: "Clearview Health Group, 2901 Medical Park Drive, WATER VALLEY, KY 42085, Phone: 270-555-0404 | Fax: 270-555-0606". Below this is a section titled "REFUSAL OF TREATMENT". The form contains the following fields: "Date/Time: 03-27-2026 Fri 12:43:54 PM", "Patient Name: Jameson E Doe", "ID#: 098", "DOB: 01-01-1989", "Gender: M", and "Location: INFIRMARY - BED 1". A statement reads: "I, Jameson E Doe, knowing that I have a condition requiring medical care, have refused care as indicated below: Chronic Care Visit". Below this, "Reason for Refusal:" is "Pt feels it is not helping and unnecessary" and "Potential Consequences Explained:" is "Explained". A declaration states: "I acknowledge that I have been fully informed of and understand the above treatment recommendations and the risks involved in refusing them. I". At the bottom, there are navigation buttons: "< Previous", "Start Signature" (with a pen icon), "Unable to Sign" (with a red X icon), "Clear" (with a red X icon), and a "Finish" button (with a checkmark icon) which is highlighted with a red box. To the right of the "Finish" button is a "Next >" button. Below the navigation buttons is a "Patient Signature:" label and a signature pad containing the handwritten signature "Jameson Doe".

Click **Save and Close** to archive the completed refusal and return to the dashboard list.

Patients to Be Seen

Returning to Desktop

Click **Spark Desktop** on the main navigation bar to exit the module and return to your home screen.



The screenshot shows the CorrecTek Spark interface. The top navigation bar includes the CorrecTek Spark logo, a 'Spark Desktop' icon (a monitor with a grid) highlighted with a red box, and a 'New' button. To the right of the 'New' button is a patient profile for Jameson E. Doe, #098, located in the INFIRMARY - BED 1. Below the navigation bar, the main content area displays 'Medical Provider Visits (Today)' for Friday, 01-29-2026. A table lists visits with columns for Order - Requested Start Date, Order - Priority, Patient Location, Patient Name, Patient Acct #, and Order - Code. The table shows several visits, with the first one highlighted in blue. To the right of the table, there is a 'Details' section for the selected visit, showing the patient's name, ID, and gender.

Order - Requested Start Date	Order - Priority	Patient Location	Patient Name	Patient Acct #	Order - Code
2026-01-21	Routine	ROOM 203	Doe, James L	105	VISIT Provider
2026-01-29		INFIRMARY	Doe, James L	098	VISIT Chron
2026-02-17		ROOM 203	Doe, James L	105	VISIT Nurse
2026-03-11		ROOM 106	Doe, Tommy L	110	VISIT Provider
2026-03-23		ROOM 102	Doe, Jack T	100	Outside Pro...
2026-03-23		ROOM 105	Doe, Matt L	097	Outside Pro...

Order 01-29-2026 Thu 01:41:18 PM

Jameson E Doe
ID: 098
Gender: Male

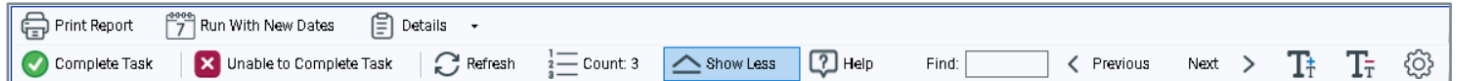
Related Courses

- Document Provider Note
- Patient Chart
- Initiate Order
- Create Prescription
- Create Patient Document

Patients to Be Seen

Reference Page

Workflow Buttons

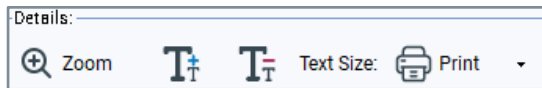


Print Report: Print the list.

Run With New Dates: Run the report using a different date range.

Details: Open the details.

Details Buttons



Zoom: Open the details in a new window.

T+: Increase the font size.

T-: Decrease the font size.

Print: Open print options.

Complete Task: Open the selected visit to be completed.

Unable to Complete Task: Mark the selected visit as not being completed.

Refresh: Refresh the list and remove completed items.

Show Less/More: Display or hide additional buttons.

Help: Open a help document.

Find: Search the list for a keyword.

Previous: Find the previous matching keyword.

Patients to Be Seen



Next: Find the next matching keyword.

T+: Increase the font size.

T-: Decrease the font size.

Grid Options: Adjust column size and word wrap.

[Return to Document a Visit.](#)

Templates

Templates provide a structured format for documenting patient information during an encounter.

The documentation process is consistent across departments, though the information recorded may vary.

[Return to Recording Vitals.](#)

Phrases Column

Headers or additional instructions: Highlighted in gray.

Questions/prompts: Displayed in blue text.

Responses: Displayed in 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 Recording Vitals.](#)

Patients to Be Seen

Dictation Column

Dictation: Update as responses are selected in the Phrases column.

T+: Increase text size.

T-: Decrease text size.

Dictation Buttons

The following buttons appear near the top of the Dictation Column (left to right):



Add a New Timeline Entry: Add a timeline item and inserts it into dictation.

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

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

Add a New Prescription: Add a prescription to the patient's MAR and insert it into dictation.

Display Patient Report: Display a patient report and optionally insert it into 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 Recording Vitals.