



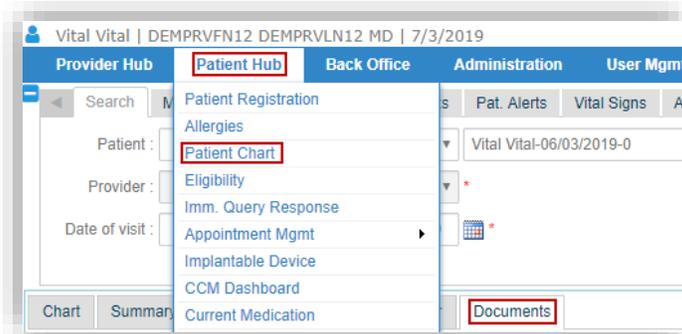
# GeeseMed Patient Documents Manual-2020



## Patient Docs

- Patient Docs are used to upload documents such as insurance papers, driver's license, etc. for easy access to providers and nurses.
- Access Patient

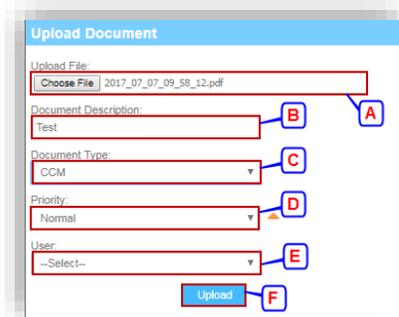
1. Path: **"Patient Hub>>Patient Chart>>Documents"** [Select Patient First]



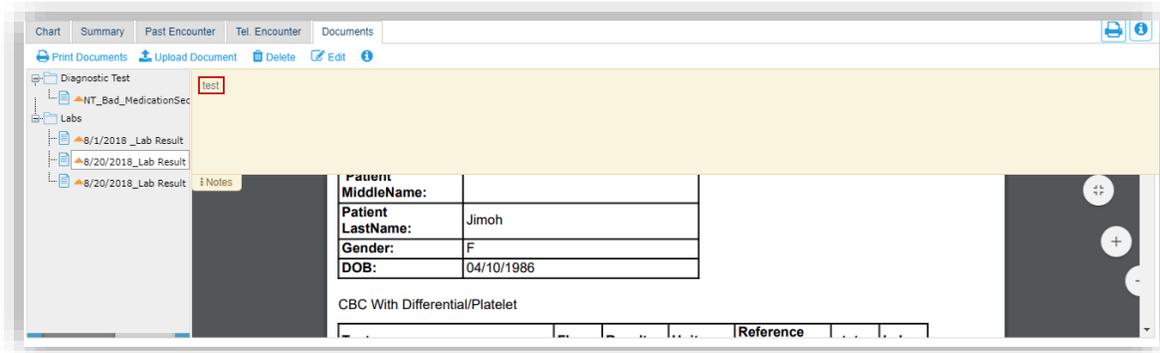
- Clicking the documents opens the screen below:



1. Select document and click **'Print'** to print the document.
2. Select **'Upload Document'** to upload a document.



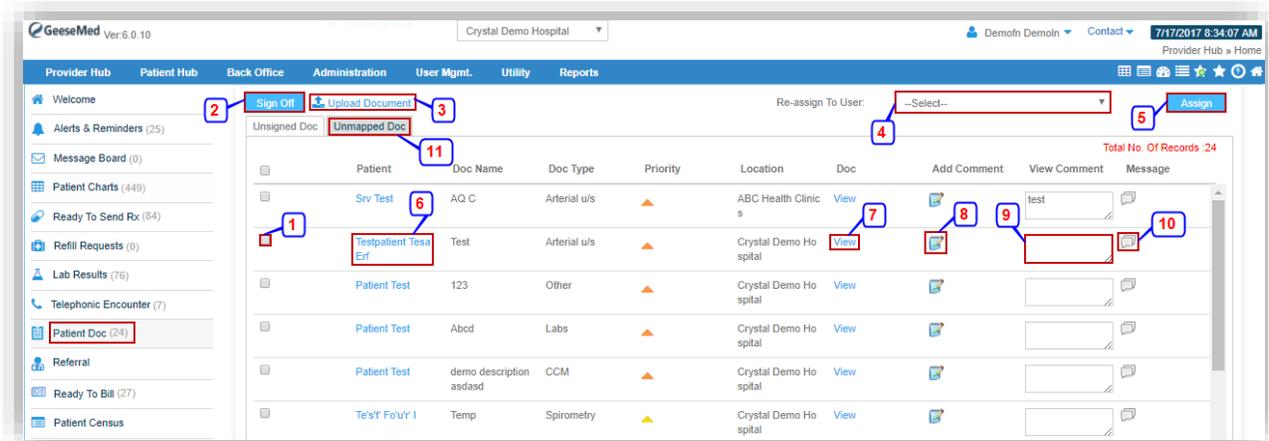
- A. Click the **'Choose File'** button to select the file to upload (note types allowed).
  - B. Enter a description for the document
  - C. Select the document type from the dropdown box.
  - D. Select the priority of the document (default is normal).
  - E. Select the user who uploaded file.
  - F. Click on **'Upload'** button to upload the file.
3. Select document and click on **'Delete'** to delete the document.
  4. Click on **'Edit'** to edit.
  5. Click any **'Document Name'** to view and the document will be opened in the tab as below



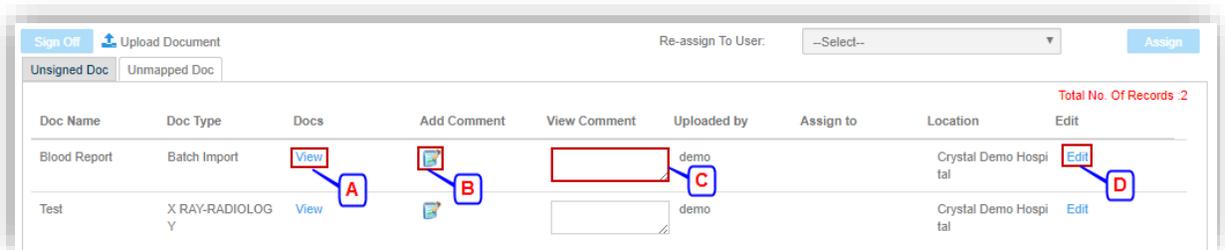
**Note:** Entered comment for the document will be displayed here.

## Patient Documents Search

- Path: “Home>>Patient Doc”
- Opens the document search screen as shown below:



1. Click the checkbox to select the patient doc.
2. Click on ‘**Sign-off**’ to sign-off on the document.
3. Click on ‘**Upload Document**’ to upload the document for a specific patient.
4. To assign a document, select the user from the “Re-assign to User” dropdown menu.
5. Click on ‘**Assign**’ to complete assignment.
6. Click on ‘**Patient Hyperlink**’ to be directed to the patient chart.
7. Click on ‘**View**’ to view the document uploaded for the patient.
8. Click on  to add comments.
9. “**View Comment**” displays the last comment entered.
10. Click on ‘**Message**’ to open the new Message Screen.
11. To view documents not assigned to a specific patient, click on ‘**Unmapped Doc**’





- A. Click on **'View'** to view the Document.
- B. Click on  to add comments.
- C. Last comment entered displays in the "View Comment" box.
- D. Click on 'Edit' to edit the information.