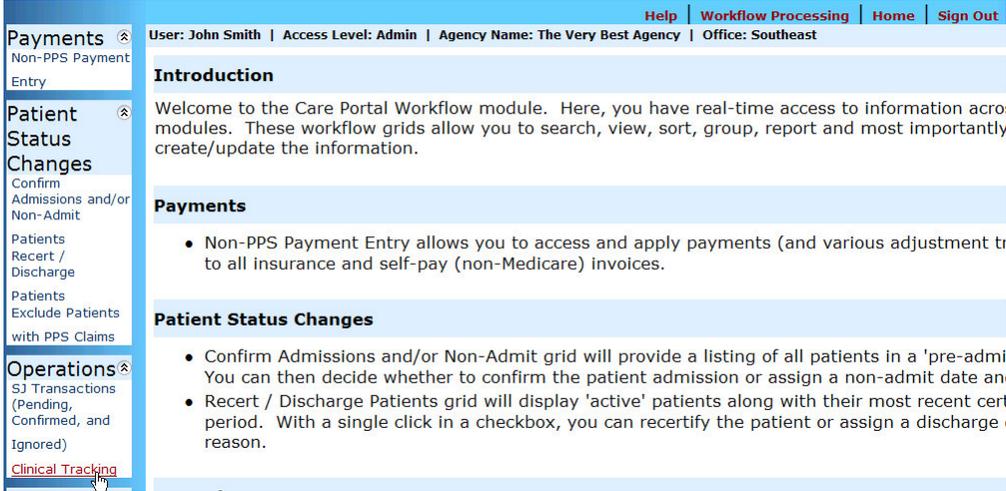
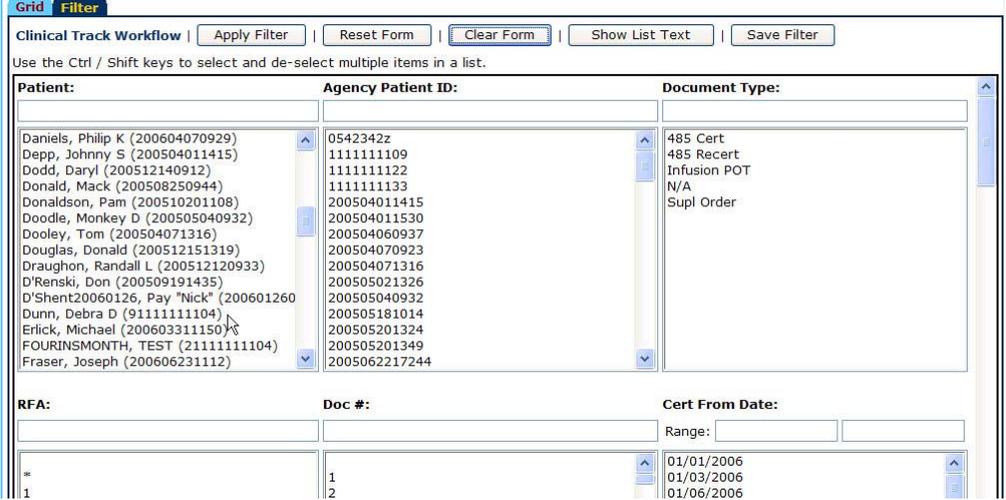
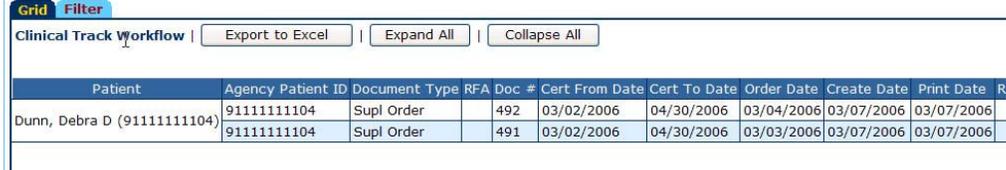


# Instructions to update clinical tracking information using a Workflow grid

Action / Instruction	Screen Shot																																	
<p>Scenario: Need to update clinical tracking information for multiple patients and/or documents</p>																																		
<p>1. Select 'Clinical Tracking' in WORKFLOW / Operations.</p>																																		
<p>2. Select values as appropriate for information you want update in the FILTER form. Click [Apply Filter] button.</p>																																		
<p>3. Grid results are displayed.</p> <p>In this example, a single patient (DUNN,DEBRA) and tracking status of MD_WAIT were used for filter form selections.</p>	 <table border="1" data-bbox="505 1423 1511 1522"> <thead> <tr> <th>Patient</th> <th>Agency Patient ID</th> <th>Document Type</th> <th>RFA</th> <th>Doc #</th> <th>Cert From Date</th> <th>Cert To Date</th> <th>Order Date</th> <th>Create Date</th> <th>Print Date</th> <th>R</th> </tr> </thead> <tbody> <tr> <td>Dunn, Debra D (9111111104)</td> <td>9111111104</td> <td>Supl Order</td> <td></td> <td>492</td> <td>03/02/2006</td> <td>04/30/2006</td> <td>03/04/2006</td> <td>03/07/2006</td> <td>03/07/2006</td> <td></td> </tr> <tr> <td></td> <td>9111111104</td> <td>Supl Order</td> <td></td> <td>491</td> <td>03/02/2006</td> <td>04/30/2006</td> <td>03/03/2006</td> <td>03/07/2006</td> <td>03/07/2006</td> <td></td> </tr> </tbody> </table>	Patient	Agency Patient ID	Document Type	RFA	Doc #	Cert From Date	Cert To Date	Order Date	Create Date	Print Date	R	Dunn, Debra D (9111111104)	9111111104	Supl Order		492	03/02/2006	04/30/2006	03/04/2006	03/07/2006	03/07/2006			9111111104	Supl Order		491	03/02/2006	04/30/2006	03/03/2006	03/07/2006	03/07/2006	
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Action / Instruction	Screen Shot
<p>4. You can enter a date by triple-clicking in the date field to display the calendar.</p>	

<p>5. Alternately, you can enter a date by typing the date into the date field. The date field will auto-format, you do not need to enter the '/' separators. Simply enter month, date and year numeric values.</p> <p>Please note that month and date fields are two-digits and year field is four digits.</p> <p>Example: January should be entered as "01", not "1".</p>	
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