



## Submitting Information Outside of a Visit

**WHEN:** Effective Immediately

**WHO:** The change will affect the following staff, who are Bcc'd on this e-mail:

- All Clinical Staff

**WHAT:** Visit documentation on the iPad is not available to host staff **until the visit has been submitted from Time Entry**. If information such as medications, assessments, clinical notes, or clinical monitoring needs to be accessible **before a visit is submitted, it must be entered outside of a visit**.

**HOW:** Steps to Navigate from a Visit to Outside of a Visit

- From the patient **Visit**, tap **Menu**. 
- Select **My Patients**.
  - If the patient is not listed, search for them using the magnifying glass.
- Tap the appropriate **patient**.
  - This opens the patient's chart **outside of the visit documentation**, allowing clinical information to be entered and submitted before the visit is fully completed and can be submitted.
- Update the required information, such as medications, clinical notes, or clinical monitoring.
- Once all updates are complete, navigate to **Time Entry**.
- Tap the **Patient** tab in Time Entry.
  - Information entered here is **outside of a visit** and is the data that must be submitted.
- Tap **Submit**. 

**NOTE:** Submitting  is a manual action performed from the **Time Entry screen** that requires you to **enter your password**. Information remains **tablet-specific** and is **not sent to the host system** until it is manually

submitted. **Syncing**  pulls information **from the host** and sends **non-clinical data** (such as activities) **from the tablet to the host automatically**, without requiring manual submission.

**\*\*PLEASE NOTE: This mailbox is not monitored.\*\***

Please direct any questions to the Health Informatics team using [this link](#).