

This flyer demonstrates how to view the history of documents within Documentation and Notes.

Viewing Previous Versions from MPages

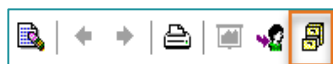
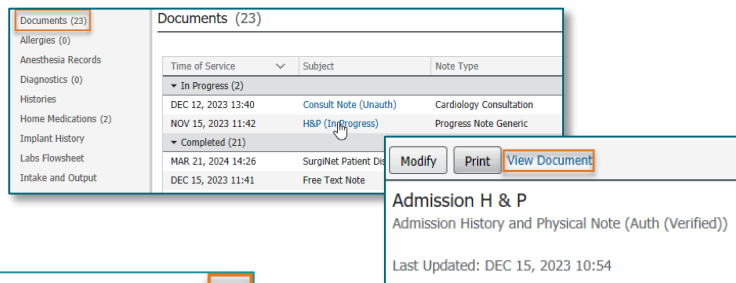
STEP 1: From the MPage view, navigate to the **Documents/Clinical Notes** section.

STEP 2: Click the note to review.

STEP 3: Click **View Document**.

STEP 4: Click the **History** icon.

- A window with previous versions of the note will appear.



<p>A newer version of this document is now available. This version is valid from November 15, 2023 11:48 EST to November 15, 2023 11:51 EST</p>		
Document Type:	Progress Note Generic	
Service Date:	November 15, 2023 11:42 EST	
Result status:	In Progress	
Template Title:	H&P	
	Status	Valid From
	In Progress	11/15/2023 11:52 EST
	In Progress	11/15/2023 11:51 EST
	In Progress	11/15/2023 11:48 EST
	In Progress	11/15/2023 11:45 EST

STEP 5: From the list, select the previous version of the note to review.

- All past versions of a note will display with a note stating, **A newer version of this document is now available.**

Viewing Previous Versions from Notes

STEP 1: Click **Notes**.

STEP 2: Click the note to review.

STEP 3: Click the **History** icon.

STEP 4: From the list select the previous version of the note to review.

NOTE: If needed, these can be printed and compared.

