Northern Light Health℠

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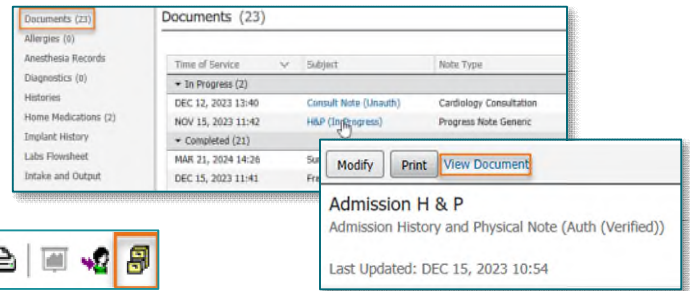

Viewing Previous Versions from MPages

STEP 1:   From the MPage view, navigate to the **Documentation/Clinical Notes** section.
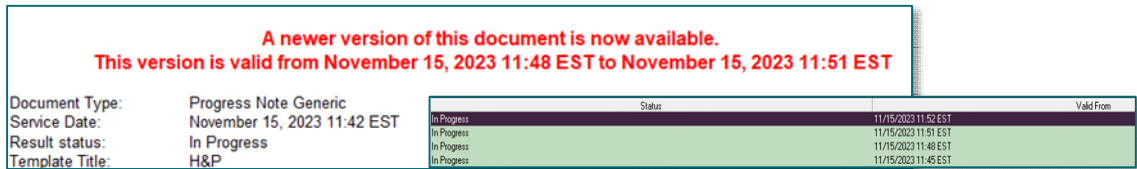
STEP 2:   Click the note to review.

STEP 3:   Click **View Document**.

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

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

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- All past versions of a note will display with a note stating, **A newer version of this document is now available**.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