

## SOAP Note Review Procedures

### Setup:

- 1) From the SOAP Note screen select the top toolbar **“Tools”** option, then select **“Options Setup”**.
- 2) Set the **“Note Review Log Count”** field to Nth number of SOAP Notes you wish to have reviewed. Examples are:
  - 10** - 1 out of 10 or 10%
  - 20** - 1 out of 20 or 5%
  - 2** - 1 out of 2 or 50%
  - 0** - None
- 3) From the Advanced Utility Menu use the **“Define User Security”** option.
- 4) Check the **“Access SOAP Note Review Window”** for each person that can use the SOAP Review button from the Primary Menu. This includes the Doctor’s ID for the reviewing physician.
- 5) From the Primary Menu select the **“SOAP Review”** button.
- 6) Sign in as a user, if you haven’t defined any list of Nurses you will be prompted to create the **Provider Filter List**, reply **“YES”**.
- 7) Type in the **“ProviderList.txt”** file each Nurses UserID, one per line, you want to be able to review.

### Usage:

- 1) From the SOAP Note screen each time you sign a note, for each specific UserID, When you have signed the number of notes you specified in the **“Note Review Log Count”** field, the note will be automatically added to the SOAP Review List.
- 2) Additionally, from the SOAP Note screen you can force a note to be added to the review list by using the top Toolbar **“Tools”** option then clicking: **“Add Note to SOAP Note Review List”** Option.  
You must of course be displaying a signed note to use this option.
- 3) From the Primary Menu use the SOAP Review button to open the SOAP Note Review program, you must sign in using an authorized userid.
- 4) You will be prompted to use the Provider Filter drop down arrow field to select a provider.
- 5) You can edit the Provider Filter List any time by using the Tools option on the SOAP Note Review screen.