

## From the Office of Clinical Informatics PowerNote Viewing Document History

March 3, 2019

This flyer will demonstrate how to view the history of a PowerNote and as a guide to correct the body of a signed PowerNote.

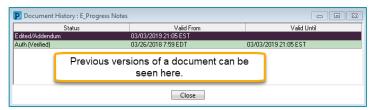
## **Viewing Previous Versions of a Document**

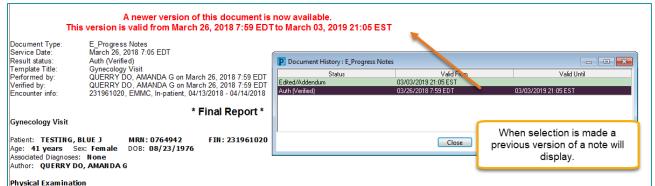
**STEP 1:** Click **Notes** from the Menu.

<u>STEP 2</u>: Click the History icon (yellow filing cabinet) in the Notes toolbar.



**STEP 3:** Click the desired version to compare.





NOTE: If needed, these can be printed and compared from a clinical standpoint.