




This Quick Reference Guide reviews Safety and Attendance.

## Common Buttons & Icons

 Safety and Attendance	<b>Safety and Attendance</b> button
	<b>Selected</b> icon
Add New Patient	<b>Add New Patient</b> button
 Sign Changes To Chart	<b>Sign Changes To Chart</b> button

## Open Patient List

### ➤ From Cerner:

- STEP 1:** Click the **Safety and Attendance** button in the action toolbar. The Safety and Attendance MPage displays.
- STEP 2:** Click the **Patient List** drop-down arrow.
- STEP 3:** Make the appropriate selection from the list; then, click **Submit**. The Patient List displays.

## Add a Patient to a List

### ➤ From the Safety And Attendance MPage:

- STEP 1:** Scroll down to the bottom of the page; then, click **Add New Patient**. The Add New Patient window displays.
- STEP 2:** Click the **Patient List** drop-down arrow. Make the appropriate selection from the list.
- STEP 3:** Select the patient you wish to add; then, click **Submit**.

**NOTE:** To remove an added patient, hover over the **Select All** cell for the patient; then, click **Remove**.

## Chart on a Patient

### ➤ From the Safety And Attendance MPage:

- STEP 1:** Select the date and time cell you wish to chart. The Charting window displays.

**NOTE:** You can chart on multiple patients at the same time by selecting multiple time cells. You can also click the **Select All** cell for the appropriate patients to chart on them simultaneously.

- STEP 2:** Make the appropriate selection. The Patient List displays.

**NOTE:** If an activity location is not selected, use the OK button.

**STEP 3:** Click **Sign Changes To Chart**.

### Unchart Documentation

➤ From the Safety And Attendance MPage:

**STEP 1:** Click the cell with the wrong documentation. The Charting window displays.

**STEP 2:** Click **Unchart All**. The Patient List displays.

**NOTE:** Uncharted cells will display with white and gray lines.

**STEP 3:** Click **Sign Changes To Chart**. The cell displays white and can be charted with the correct information.