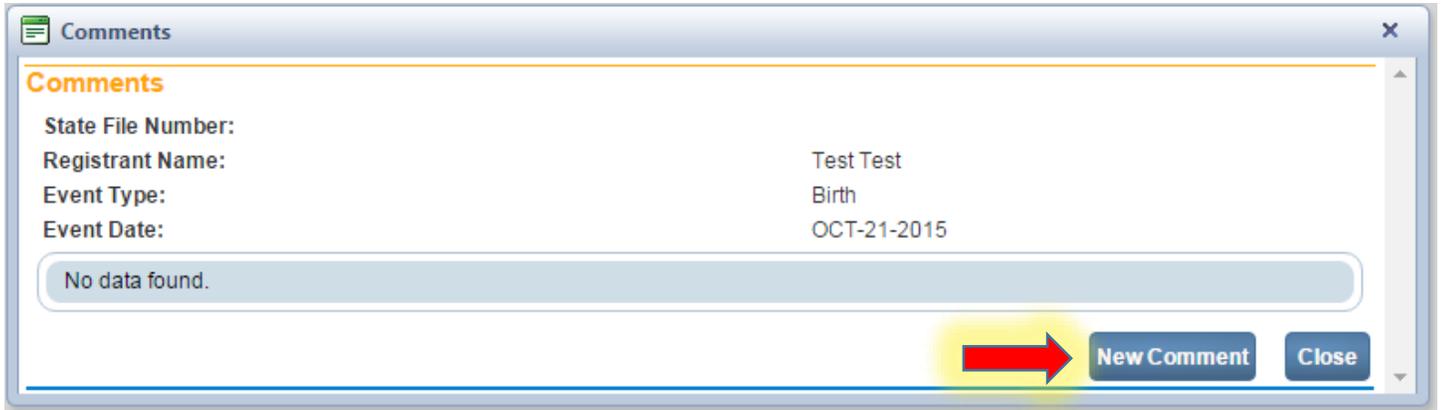


To add a comment to a record you are working with in OVERS

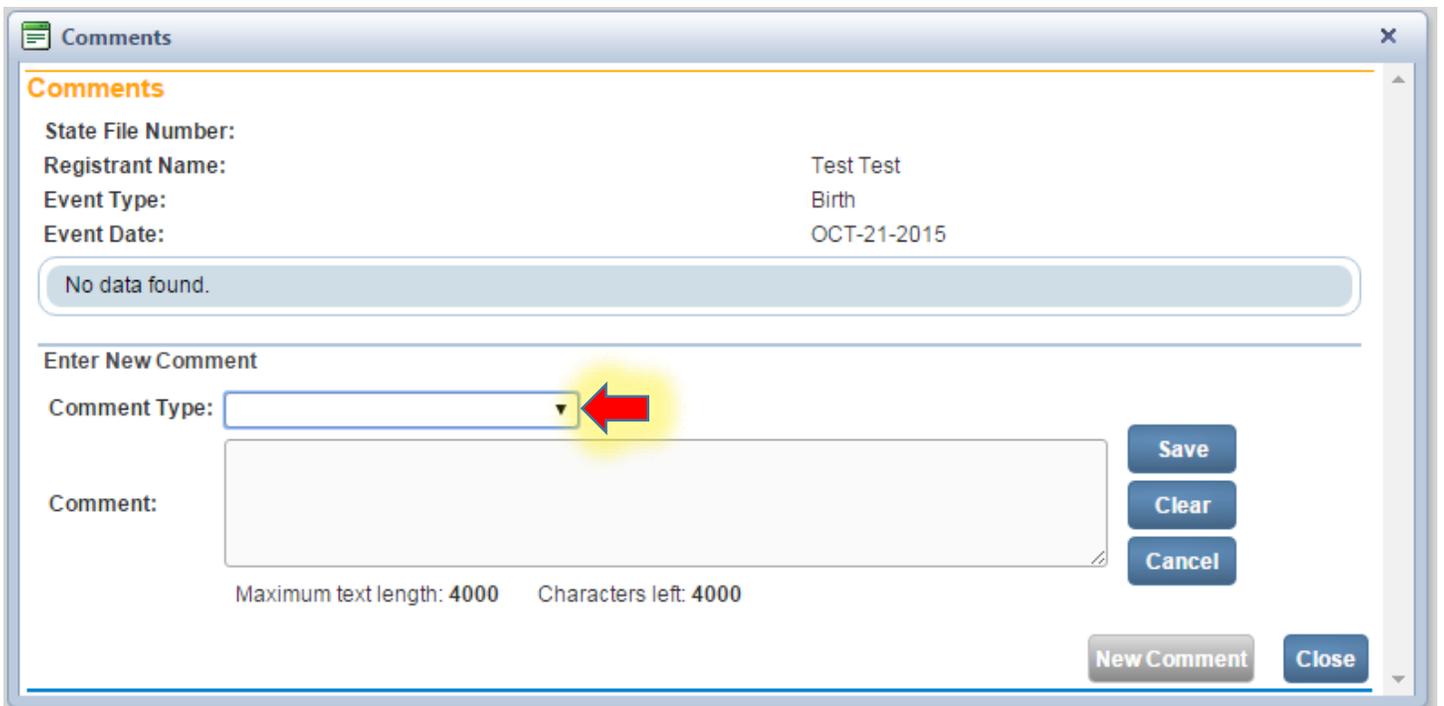


1. From the left hand menu in "Other Links" select the "Comments" link

2. Once selected a "Comments" pop-up box will be displayed



3. Select the "New Comment" option from the pop-up



4. The pop-up will refresh and display a section in which you can "Enter New Comment"

5. Select a Comment Type from the drop down (*NOTE: comment types available will differ based on your User account set-up*)

6. Once you select the comment type the Comment field will be opened for you to enter your comment. You can enter up to 4,000 characters (spaces count as characters).
7. Once you have entered your comment select the Save option.
8. The pop-up will refresh again and display the comment you just entered, along with the Comment Type, Date Entered, and the Username of the person who entered the comment.

Comment Type	Date Entered	Entered By	Comment	Edit Delete
General Comments	10/21/2015	birthclerk	This record is waiting on more information from the doctor b	Edit Delete

records : 1

9. If you want to read the full text of the comment, simple hover your mouse over the comment text to display the 'hypertext.'
10. If you entered the comment you will be able to 'Delete' it. You cannot delete comments entered by others.