Mark a Document for Follow Up

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After uploading a Document you can mark it for Follow Up by a staff member:

1. From a Patient Record → **Documents**.
2. Find the document and click **Show**.
3. Click **Follow Up**.
4. Set the:
   a. Start Date - this is the date that the document will start to show in the Follow Up section.
   b. Deadline Date - this is the date that Follow Up needs to be actioned by, after this point it is overdue and will show as red in Follow Ups.
5. Click **Create Follow Up**.

A document can be marked as complete once it has been reviewed/followed up.