

Statuses of Documents

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A document can be assigned a status of:

Status	Description
Reported	Default status given when a document is uploaded
Requested	
Follow Up	Indicates that a document requires some kind of action. Documents in this status require a start and deadline date. When within (or after) this date range, the document will appear in the Follow Ups tab
Complete	Indicates no further action is required
Deleted	Document has been marked as deleted and should not be considered part of the current medical record. It is however considered part of the history for this patient for auditing purposes.

Using all statuses is not a requirement, you can choose to leave all documents in the Reported status. It depends on your workflow and your business' requirements as to whether you choose to use the Follow Up and Complete statuses. These are useful if you require a member of staff to review a document after is it uploaded. See the Follow Ups section for more details.
