PATIENT FOLDER:



The Documents Tab Actions

Documents and reports are displayed in the **Documents** tab. Reports are added to the **Documents** tab when they are previewed and signed using the **Preview** Report option in the Exam Actions menu. Documents are uploaded from a computer or electronic device using the Add Document button located at the top lefthand corner of the **Documents** tab. StratusEEC 7 # 🗓 🛈 🜐 English Stratus Demo User - Hospital_WebC 5 Patient Folder Normal VEEG & Routine **Helpful Hint:** Patient Folder 66h 72FA55 72FA55 xam Actions Properties A color-coded **Document Header** appears Type: External Recorded: 12/1/2021, 4:59 PM 📋 Tasks at the top of each **Document Box**. The Add Document colors make it easy to quickly locate documents of a similar type. Exam ID: 72FA55 Exam ID: 72FA55 O Recorded: 12/1/2021, 4:04 PM Name: EEG Report-0.pdf Name: EEG Report Date: 2/6/2023, 11:52 AM Date: 3/27/2023, 1:20 PM User: Stratus Demo User User: Stratus Demo User Click the View button to open the in a separate internet Click the **Download** button to download the document and browser window. save it to your device. PLEASE NOTE: A Download button will be available in this PLEASE NOTE: Downloading from the Documents tab will window. only download the document as a PDF Click the Sign button on the document box to add your My Settings – Uploaded Signature to the report and Publish the report. PLEASE NOTE: Signing the document will Publish the document. A Published document

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