

HOW2 VALIDATION EXERCISES

Docman 10 - Coding

1)	How do you convert an Action Task to a Coding Task?	
2)	Do you have a Coding Quick Step to 'Code myself'?	
3)	What are the three ways to choose a clinical code to save onto the patient's record from the	
	document?	
4)	Search for codes in the Clinical Code Browser by typing in the code description, or by searching	
	the hierarchy.	
5)	If the code selected is already present on the patient's EMIS record, what information will you see in the 'Add Clinical Code' panel?	
6)	When adding a date associated with your code, what does the 'Intellisense i' option do?	
7)	What should you remember when highlighting text from the document to copy?	
8)	Name two ways in which you can enter the appropriate value to the selected code.	
9)	If you select the Consultation Header of 'Problem' for your code, what extra information will you be prompted to add?	
10)	Once completed and displayed in the Activity column, edit the code you have added.	
11)	How can you quickly code BP results?	
12)	Will Comments that you add to the Coding Activity show up in EMIS Web?	
13)	If you decline a Coding Task, does the Sender of the Task get a notification of this?	
14)	How can you copy a block of text into another application such as MS Word?	
15)	When viewing Medical History, what happens if you press Ctrl-F?	
16)	Can codes added to EMIS via Docman be edited in Docman?	