

Workflow for:

- Internal Medicine Pediatrics Family Medicine Specialty
 Clerical Clinical Provider

Date Updated: 2/14/13

Pages: 2

NextGen: Alerts; Hiding

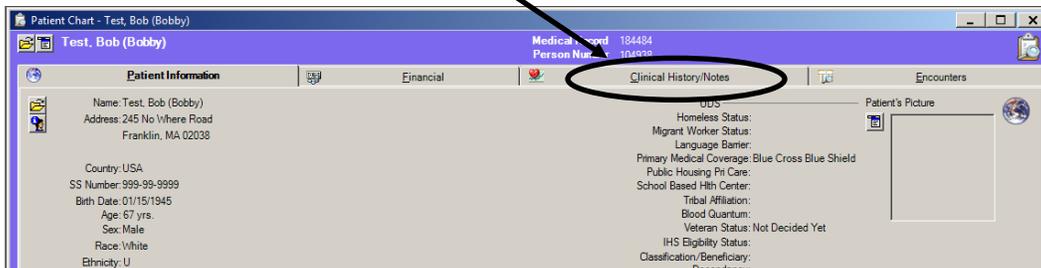
Some Chart Alerts in NextGen require action. Once the action has been performed it is that user's responsibility to hide the alert so that it no longer displays in a pop-up message.

Please Note: Some Alerts are purely informational in nature and should not be hidden, but stay active indefinitely. For example alerts such as, 30 min required w/Dr Test.

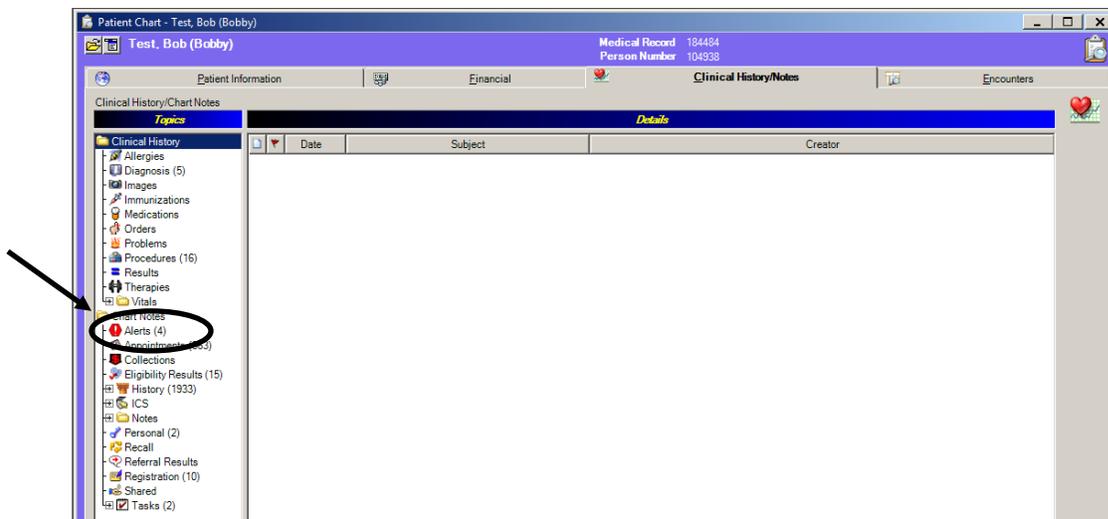
Instructions to hide a Chart Alert

Access the patient chart.

Click the tab to view the Clinical History/Notes section of the chart.

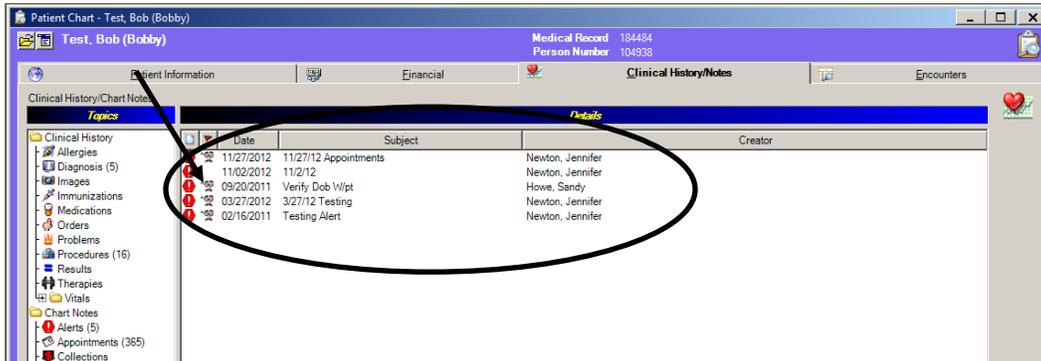


From the list of topics on the left, click Alerts.



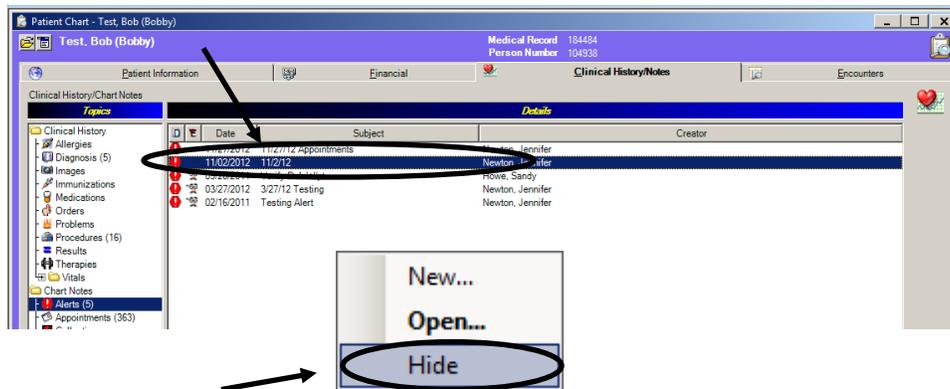
Details of Chart Alerts created for this patient will display including; the date the alert was created, the subject line entered on the alert and the name of the user that created the alert.

The hide icon  next to the date indicates the alert has been hidden and will no longer display in a pop-up message.



Click to select the Chart Alert you wish to hide. (It will turn blue.)

◆If additional details of the alert are required to determine which one should be hidden or additional details should be added to the alert before hiding, double click first to open the alert, make edits and then click OK to save changes.



Right click anywhere in the white details section and select Hide.

Click Yes to confirm hiding this alert.

