2 MINUTE PEARLS
Signing / Cosigning
Multiple Encounters
in AHLTA 3.3

• Did you know that in 3.3, you will now be able to review and sign multiple encounters very rapidly?
• Yes, it’s true. This is a great feature for those of you who have to review and co-sign a lot of notes everyday.
• This feature is most useful in the Co-sign Encounters module; although it does also work on the Appointment’s Screen and the Telephone Consults screen (for those encounters that are basically complete and ready to sign).
1. First, you must select all the encounters.
2. You can do this by either Right Clicking your mouse over the list, and choose ‘Select All’, or you can click on the first one, press and hold down the ‘shift’ key, while selecting the last one.

2. Once they are highlighted in Blue (as below), click the ‘Sign Encounter’ button.
1. Your password will ‘auto-fill’ during this session after you enter it once for the first note to sign. This saves keystrokes which saves time!

2. Click Sign, Skip or Cancel.
3. Clicking Sign, will automatically bring up the next one.
4. Skip will not sign the encounter, but bring up the next.
5. Cancel will stop queuing the process.
1. If an encounter needs to be Appended, select the encounter, then press ‘Append Narrative.’

2. This window will pop up.

3. Optionally add Title to the note.

4. Then, you can type whatever you need in this big box (note formatting tools like ‘basic’ word i.e. fonts, bold, center, etc).

5. Press ‘Save and Sign’ to sign this Append, then press ‘Sign Encounter’ to finish Co-signing the encounter.
Additional Suggestions

• If you need to annotate each and every chart that you Co-Sign, then this queuing feature may not help you much.

• But, if the majority of encounters you review do not need annotation, just signature, then you will definitely see improvement in the time it takes you to co-sign these encounters each day.
Video

AMEDD AHLTA Program Office
“Enhancing The Excellence Of Military Health Care”
For More Information…

• AMEDD AHLTA Homepage

• AHLTA Video Tutorials
  – Currently:  https://www.us.army.mil/suite/page/406 (AKO password required)

I would appreciate any feedback or suggestions you have for future **AHLTA 2 Minute Pearls**. Please contact me at the following:

– LTC Ron Moody, MD (AHLTA Program Office)
  Email: Ron.Moody@us.army.mil

*Pearl created by Anthony Inae, MD
anthony_inae@chcsii.com*

AMEDD AHLTA Program Office
“Enhancing The Excellence Of Military Health Care”