

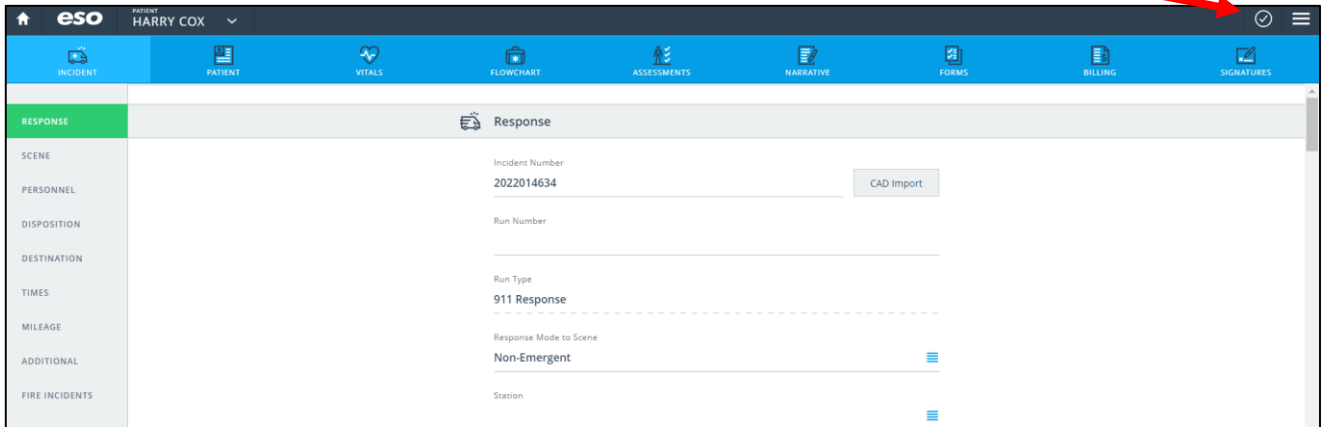


Locking and Syncing EHRs

July 2022

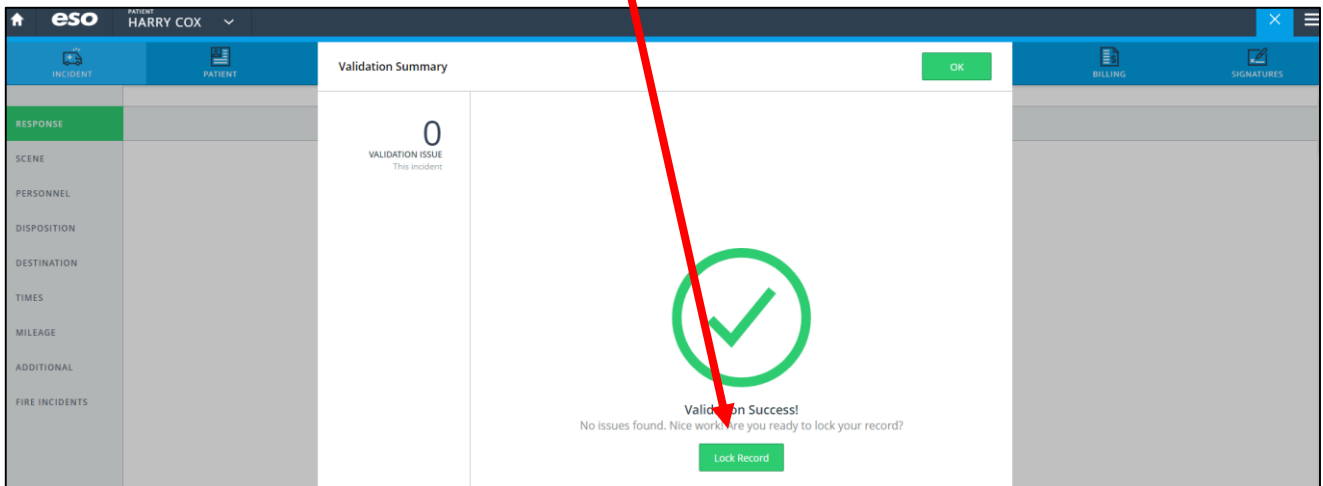


Step 1: Clinician selects the Validation Check



Step 2: Clinician selects

Lock Record

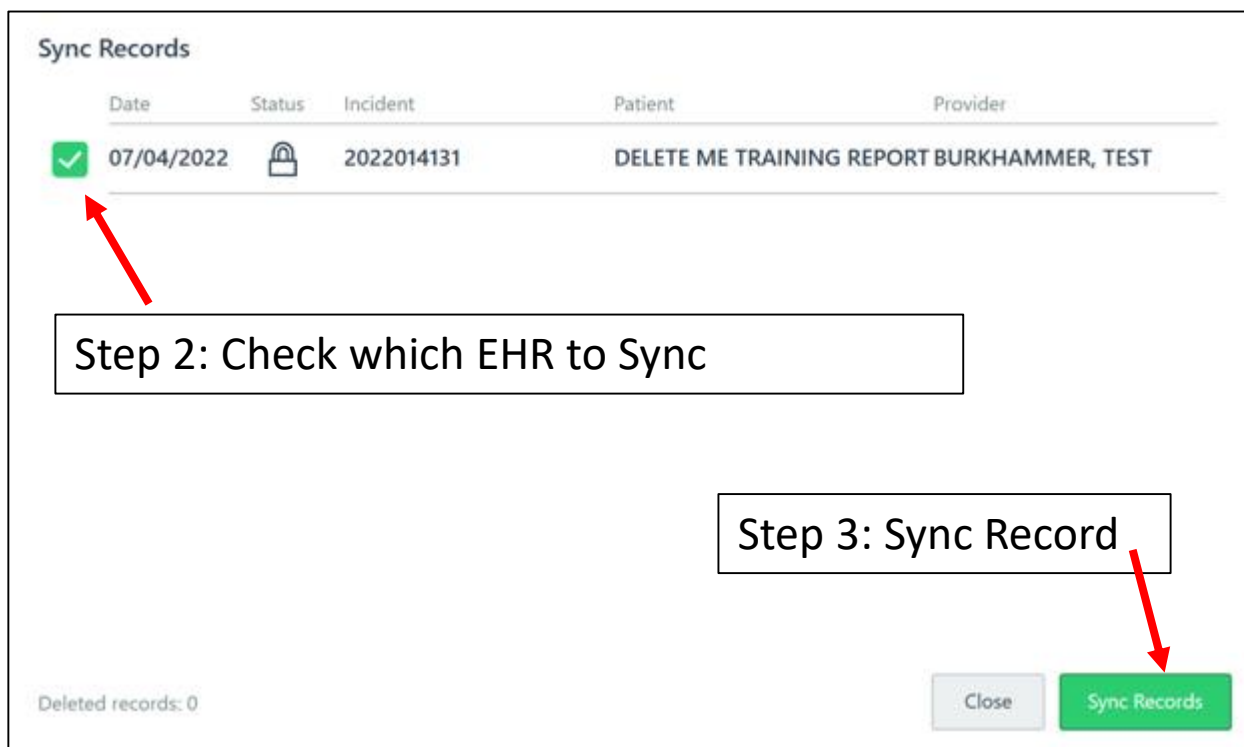
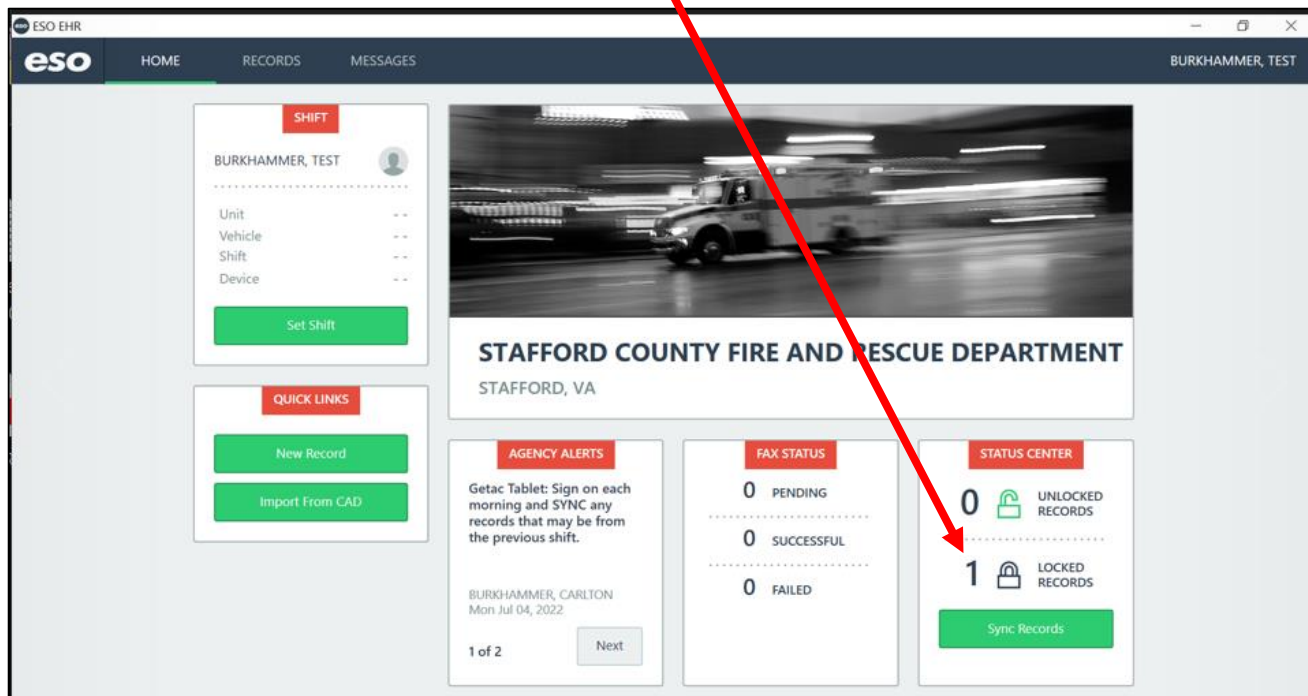


Step 3: If the Clinician is locking EHRs from the ESO Dashboard, they should ensure the EHR is locked.



Locking and Syncing EHRs

Step 1: If the Clinician is locking EHRs from the Getac Tablet, they should ensure the EHR is locked.

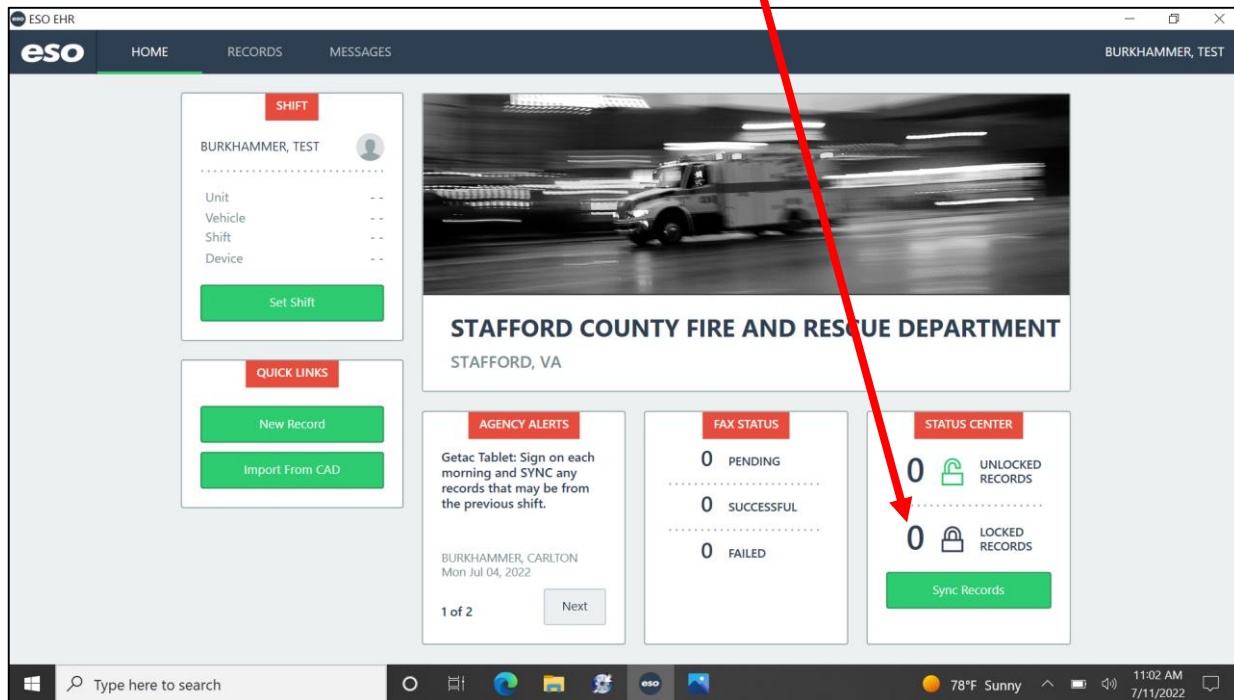


Step 2: Check which EHR to Sync

Step 3: Sync Record

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Step 4: Ensure your EHRs were Sync.



The screenshot displays the ESO EHR interface for a user named BURKHAMMER, TEST. The interface includes a navigation bar with 'HOME', 'RECORDS', and 'MESSAGES'. The main content area is divided into several sections: 'SHIFT' (with a 'Set Shift' button), 'QUICK LINKS' (with 'New Record' and 'Import From CAD' buttons), 'AGENCY ALERTS' (with a 'Next' button), 'FAX STATUS' (showing 0 PENDING, 0 SUCCESSFUL, and 0 FAILED), and 'STATUS CENTER' (showing 0 UNLOCKED RECORDS and 0 LOCKED RECORDS, with a 'Sync Records' button). A red arrow points from the text 'Step 4: Ensure your EHRs were Sync.' to the 'Sync Records' button in the 'STATUS CENTER' section.

Please Sync your Locked EHRs as soon as possible so they populate to the hospital.

Please check your tablet at shift change and Sync all EHRs (Unlocked and Locked) off your tablet.