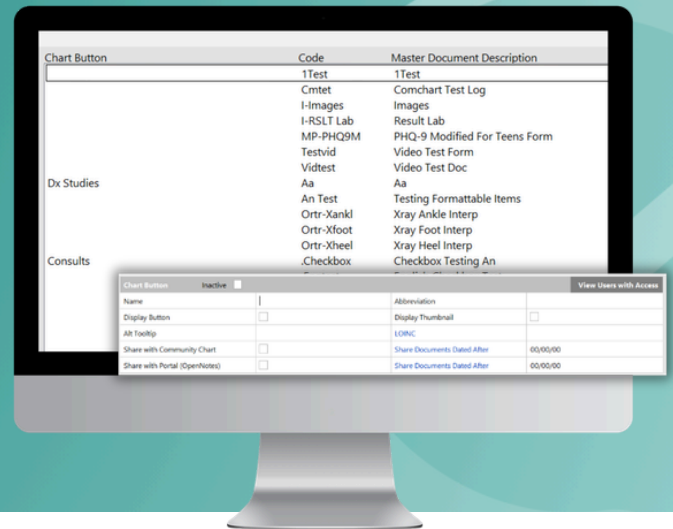


# So you need to set up chart buttons in medent.

## What's next?

Chart buttons are used to organize the electronic chart. They take the place of tabs or folders in a traditional paper chart and group similar documents together.

e.g. Assign documents such as Consult Urology and Consult Cardiology to a chart button called Consults.



## Create Chart Buttons

- Medical Records > Medical Records Setup > Chart Preferences > **Document Chart Buttons**
- Click **New**.
- Enter the **Name** to display in the chart. (e.g. Consults)
- Enter a 5-character **Abbreviation**. (e.g. CON)
- Check **Display Button** to display the button on the document summary screen. Only 5 buttons can be displayed.
- Check **Display Thumbnail** to display a thumbnail of the button's image.
- Enter an **Alt Tooltip** up to 65 characters to override the name.
- Click **LOINC** and select a LOINC code for any document attached to this button. The document will use this code unless it already has one attached at the master level.
- Check **Share with Community Chart** to allow documents to be shared via Community Chart.
  - If checked, use **Share Documents Dated After** to only disclose closed documents that have a document dated after what is in this field.

**NOTE:** Users must have security to set up what chart buttons can be shared via Community Chart.



Questions? Submit a support request at [medent.com](https://www.medent.com).

## Assign to Documents

There are two ways to link documents to chart buttons:

- Medical Records > Medical Records Setup > Chart Preferences >
  - Assign Chart Buttons to Documents**
  - Assign Documents to Chart Buttons**

Both options follow the same steps:

- Start typing to search for a document or chart button. Click on the one you want to use.
- Select chart button(s) or document(s) to assign.
- Click **OK** to save.
- Click **Log** to view the log for the setup.
- Click **Print** to print a list of assigned chart buttons.
- Click **Done** to save and return to preferences.
- Click **Clear** to clear any search parameters.

**NOTE:** Changes will not go into effect until the user exits medent and start a new session.

- If a user does not have security clearance to a specific chart button, document codes assigned to that chart button cannot be changed.
- If a user has access to imaging, a document can be assigned to a chart button but the user will be unable to edit or change the routing after the document is created.
- If a document was assigned to multiple chart buttons and the user has security clearance to a chart button, the document will be viewable.