Netsmart

Using Annotations

Overview

An annotation is a graphic that you can add to an imported or scanned document to show markups or comments without affecting the original image.

Details

Examples of annotations include hiding information by covering it with a black rectangle, adding notes to a document on a sticky note, or highlighting content you want to draw attention to.

Before You Begin

You must have access to the **Clinical Document Viewer** form in **User Definition** or **User Role Definition**.

Add an Annotation

Complete the following steps to add an annotation to a scanned or imported document in Avatar.

1. Open the client's ChartView and select a document.
2. To open the document, select the check box in the **View** column and click the **View** button.
3. Select any of the pages of the document.

   Note: For documents with multiple pages, select the thumbnail image in the left pane to select a specific page.
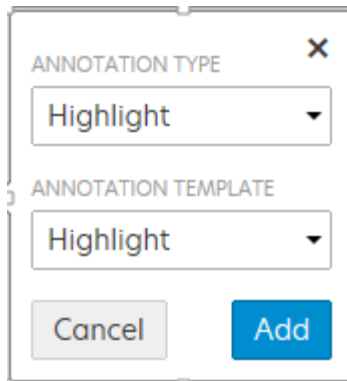
4. Select

   > **Create Annotation**.

5. Click the cursor in the document.

   System result: The **Annotation** dialog box opens.

ANNOTATION TYPE   ✕

Highlight   ▾

ANNOTATION TEMPLATE

Highlight   ▾

Cancel   Add

6. In the **Annotation Type** and **Annotation Template** drop-down lists, select an option.

    System result: Based on the annotation type you select, the options available to select in the **Annotation Template** list are updated.

Annotation Type	Annotation Template
Highlight - Ability to highlight an area of the document.	• **Highlight**
Rectangle - Draw a rectangle on the selected portion of the document.	• **Red Rectangle** - Draw a red rectangle with a transparent center around an area of the document. • **Black Redaction** - Draw a solid black rectangle over the top of the selected area of the document.
StickyNote - Ability to add a note on an area of a document. This note will include a username and date/time stamp.	• **StickyNote**

7. Click the **Add** button.

8. Select the edges of the annotations box to adjust the size and location of the annotation.

    Note: Your cursor changes appearance from a pointer to four arrows

    ✛

    when you have selected the entire annotation to move, or to two

    ⟺

    ↕

    arrows to indicate that you are resizing the annotation.

9. Click **Save**

to save the annotation.

Edit an Annotation

Depending on the type of annotation you've added to a document, you can modify the size, look, or type of annotation. Complete the following steps to edit an annotation you added to a document in Avatar.

1. Select the annotation in a document.

    System result: The **Edit**

    and **Delete**

    buttons are displayed when the annotation remains selected.

Annotation type	Steps to edit
Highlight	You can change the color of the highlight. 1. Select the drop-down arrow in the **Fill Color** list. 2. In the color pallet, select a color and click **OK**.
Black Redaction or **Red Rectangle**	You can change the line color and the fill color. 1. In the **Line Weight** drop-down list, select the number to represent the thickness of the border line. 2. Select the drop-down arrow in the **Fill Color** or **Line Color** lists. 3. In the color pallet, select a color and click **OK**.
StickyNote	You can add additional notes. 1. In the **Add Comment** box, type some text. 2. Click **OK**.

2. Click the **Edit**

    button.

    System result: The edits you can perform are based on the type of annotation you have selected. Perform any of the following steps to edit your annotation.

3. Click **OK** to commit the change to the annotation.

4. Click **Save**

    to save the annotation.

Delete an Annotation

You can delete an annotation that has been placed on a scanned or imported document.

1. Select an annotation.

    System result: The **Edit**

    and **Delete**

    buttons are displayed when the annotation remains selected.

2. Click the **Delete**

    button.

Hide an Annotation on a Document

Complete the following steps to hide an annotation to a scanned or imported document in Avatar.

1. Open the client's ChartView or Clinical Document Viewer and select a document.
2. To open the document, select the check box in the **View** column and click the **View** button.
3. Select

    > **Hide Annotation**.

    System result: The document annotations will remain hidden until the document closed.

4. To display the annotation select

    > **Show Annotation**.