

## Manual Flags

Last Modified on 04/14/2023 8:45 am CDT

An Admin level user has access to create census flags Charge Capture by MDTech web portal. Flags are custom visual designations to be placed on census patients to facilitate care.

### Census Flags

→

1
0
0
0

Viewing 4 patients for today

<b>Hadley, Remy</b> 04/21/1977 <span style="background-color: #28a745; color: white; padding: 2px 5px;">New Consult</span>	PTH2008 02/20/2023
<b>Krabs, Pearl</b> 01/18/1992 <span style="background-color: #dc3545; color: white; padding: 2px 5px;">Follow Up</span>	BB10934 02/20/2023 <span style="background-color: #28a745; color: white; padding: 2px 5px;">A. Cameron</span>
<b>Laurie, Hugh</b> 06/11/1959 <span style="background-color: #6c757d; color: white; padding: 2px 5px;">Flag</span>	PTH2004 02/17/2023
<b>Turner, Timothy</b> 03/30/2001	N1CK4LD30n 02/13/2023

### Create a Flag

1. Navigate to settings via Menu > Administration
2. Within the *Administration* drop down, select *Flags*
3. Create a new flag by completing the form at the top and selecting *Save Manual Flag*
  - a. Existing flags are listed below the new flag form. Select the pencil button to edit existing flags

Charge Capture™
Diagnosics
Admin User

#### Settings

Find a setting

- Messages
- Charge Capture
- Appointments
- Administration
  - Users
  - Roles
  - Teams
  - Locations
  - Groups
  - Flags
  - Referral Directory
  - Access History
  - Short Codes
- Billing
- Interfaces

#### Manual Flags

Owner	Label	Short Text Label	Color
<input type="text" value="Diagnosics"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Blue"/>
Attaches To	Removable	Removable By Owner	
<input type="text" value="Encounter"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<span style="background-color: #007bff; color: white; padding: 5px 15px;">Save Manual Flag</span>

	Owner	Label	Short Text Label	Attaches To	Removable	Removable By Owner	
<input type="checkbox"/>	System	Follow Up	Follow Up	Encounter Day	Yes	Yes	✎
<input type="checkbox"/>	System	New Consult	New Consult	Encounter	Yes	Yes	✎
<input type="checkbox"/>	System	This is a flag	Flag	Encounter	Yes	No	✎

### Action Key

<b>Owner</b>	Defines whether the flag can be added systemwide, or only by specific groups.
<b>Label</b>	Name of the flag
<b>Short Text Label</b>	The text displayed within the flag on the census or encounter views
<b>Color</b>	Color of the flag
<b>Attaches To</b>	<u>Encounter</u> : the flag will persist across all dates of service for the stay <u>Encounter Day</u> : the flag is specific to the date of service
<b>Removable</b>	Determines if the flag can be removed at all
<b>Removable By Owner</b>	Determines if other users within the owning system/group (aside from the flag creator) can remove the flag.

## Add a Flag to a Census Patient

1. Navigate to the census
2. Select the *Wrench* icon on the patient
3. Select *Manage Flags*
4. Add or remove flags as needed

