MEDITECH Web Expanse

MyHealthPortal – Emergency Department Note

Add the new Emergency Department Note document template to the documents list.

1. Navigate to Document
2. Start typing *emergency* in search bar.
3. The new Emergency Dept Note will display.
4. Click on the Star icon to save to your favorites list.

Result:

Both Emergency Department Note documents will be available for use

---
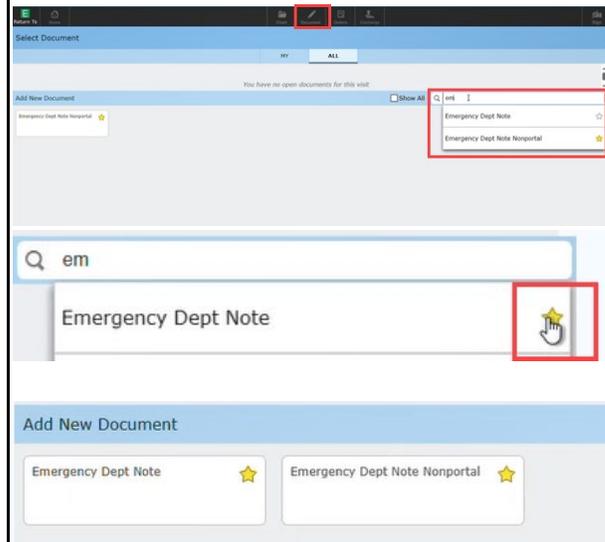
Emergency Dept Note document:

Upon opening this document, you will notice a top alert indicating your selection of the MyHealthPortal template for patient access. This alert **does not** display on the final document.
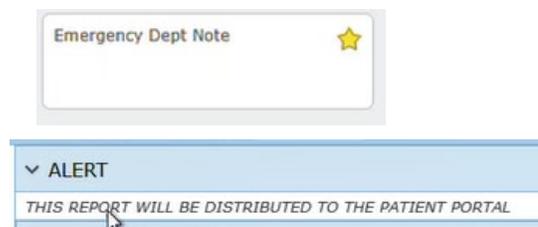
Emergency Dept Note Nonportal document:

Upon opening this document, you will see this section 'Portal Unpublished Reason

1. Click in this section and select the nonportal reason.

Delete a Pending Document

If you have selected the wrong document template, delete your pending document by clicking on the ☰ icon and click **Delete Document**
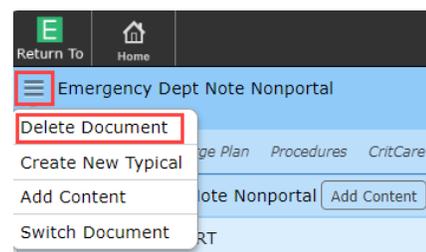
[Click here](#) for a short video demonstration