The purpose of the **Copy to Comments** button is to add documentation to the assessment without having to re-enter the orders. This can save time and eliminate entry errors. It takes information from the most recent verbal order and places it in the assessment. You can use this feature with the IV, Labs, Feeding and Supplies screen. Below is an example on how to use it.

Create a verbal order by select the appropriate Type from the drop-down list (IV for this example). After the order information is entered and saved, it will be available in the assessment to insert into the documentation.

Type:	IV				•	1
Check	This	is	an	IV	order.	
Orders:						
50						

When you're on the IV screen in the assessment, you'll notice the most recent IV order text at the bottom of the screen.

IV Started	Start Time:	11:48:00 AM 🗘	🗆 IV Finished	End Time: 11:48:00 AM 🗘	
Dressing changed today		Last Dress	ing Changed: Unknown		
CAPS changed	today	Last CAPS	Changed: Unknown		
Infusion Schedule:	Select the time frame 🗸				
Site Appearance:	Intact	Red	Tender	Swelling	
Procedure tolerated:	Excellent	Good	Fair	Poor	
50	°.		- 474		
Copy to Comments V Orders					
This is an IV order.					

When you click on the **button Copy** to Comments, the text from the verbal order will appear in the white box, which will show up on the printed assessment.

This is an IV order.				
Copy to Comments	IV Orders			
This is an IV order.				

Knowledgebase

http://kb.barnestorm.biz/KnowledgebaseArticle50587.aspx