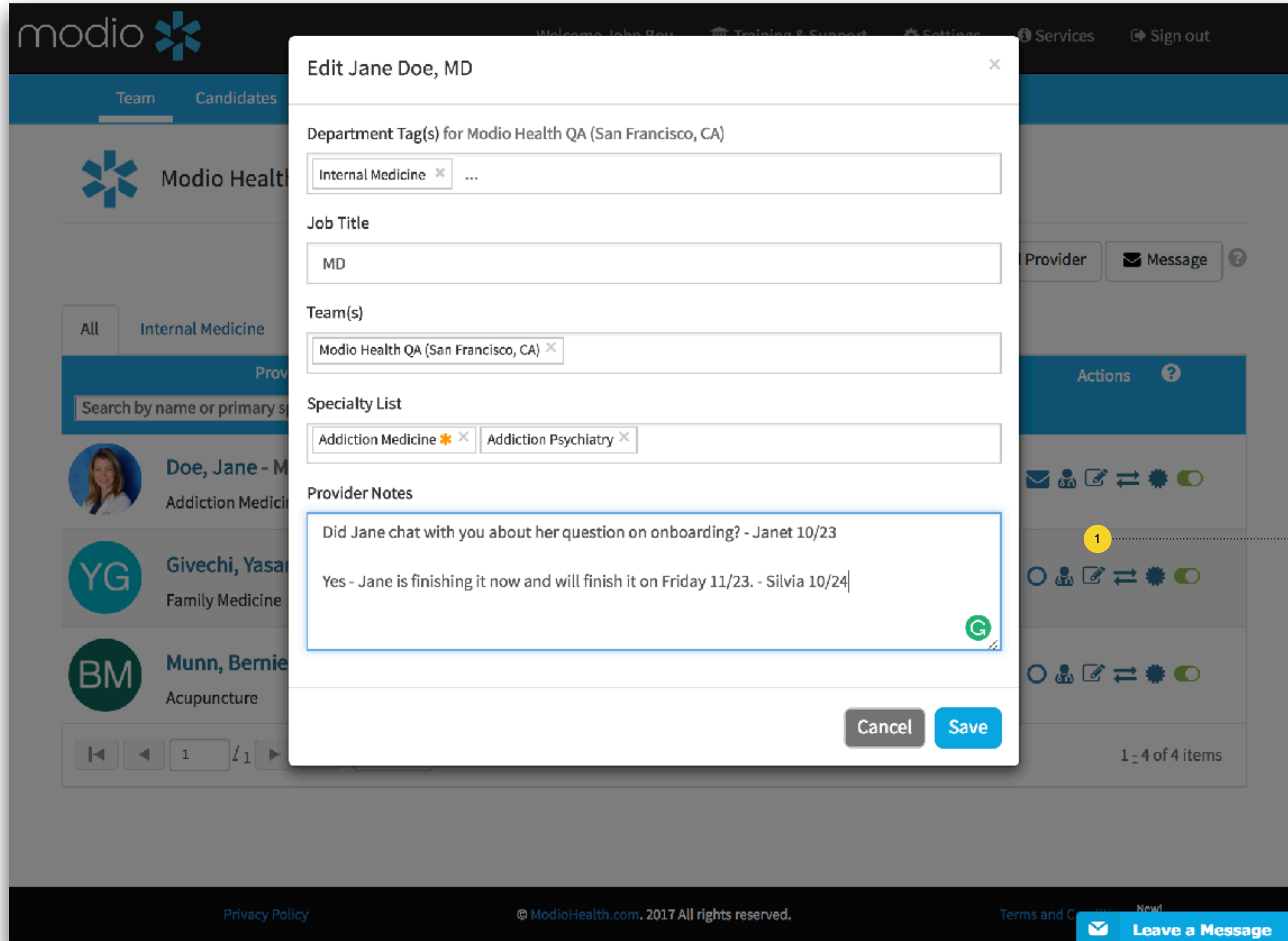# OneView

Tip Guide : Notes

PROVIDER NOTES

Use Notes to keep track of details about your providers' credentialing data. Notes are visible to the other coordinators on your team, but not to any of your providers.

Edit Note:
Click edit to add notes to a provider's OneView profile, such as "Starts work on Jan 1" or "Going on sabbatical July - Sept".

CREDENTIAL MANAGEMENT NOTES

Notes can be added to these sections: Education & Training, Practice/Employer, Facility Affiliations, Peer References, Licensure, Certifications, Medical Malpractice, and Payors.

Example shown for Practice / Employer Section

Notes:
You can add your note when you first create an entry in a credentialing section, or click edit on an existing entry to create a new note. If you want to delete your note, just clear the text from the field and click Save.

NOTES TAB

See all notes about your team from this tab. You can sort and filter notes here by provider name, type, description, or status.

Provider Name:
Type to find your provider's name.

Note Type:
Select the category of note needed.

Description:
Hover over the description to see the notes in detail.

Status:
Filter by Active or Archived notes.

Edit Note:
Hover over the Edit icon to see saved notes.

Archive Note:
Archive a note by clicking here.
Delete a note by archiving it, then clicking on the trash icon.
Deleted notes will no longer appear in the Notes tab or in the provider's profile.

Provider Name	Note Type	Description	Date Created	Last Updated	Status	Actions
...		...			Active	
Bernie Mann, DDS	Education	Graduate School	07/21/2017	09/06/2017	Active	
Bernie Mann, DDS	Education	Graduate School	07/21/2017	09/06/2017	Active	
Bernie Mann, DDS	Education	Graduate School	07/21/2017	09/06/2017	Active	
Bernie Mann, DDS	Education	Graduate School	07/21/2017	09/06/2017	Active	
Bernie Mann, MD	Provider	Middle Name Changed	10/05/2017	11/01/2017	Active	
Bernie Mann, DO	Provider	Middle Name Changed	10/19/2017	11/01/2017	Active	

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