Documenting a Subject Visit:

- Click the blue visit name to check in the visit and record information about it.

- The calendar shows the expected procedures and labs. Missed or additional procedures will not show up in this view; you will have to click on the visit link to see details.

- Enter visit status.

- Leave as No, unless the visit has occurred off-schedule and the planned dates of future visits need to be adjusted; in that case, select Yes.

- You can add comments for other staff to see in this field.

- Enter the dates of the procedures here.

- Need to add additional procedures? Make sure you’ve marked the visit as Occurred and hit “Submit.” The Additional Procedures button will appear.

- Be sure to click “Submit” when done.