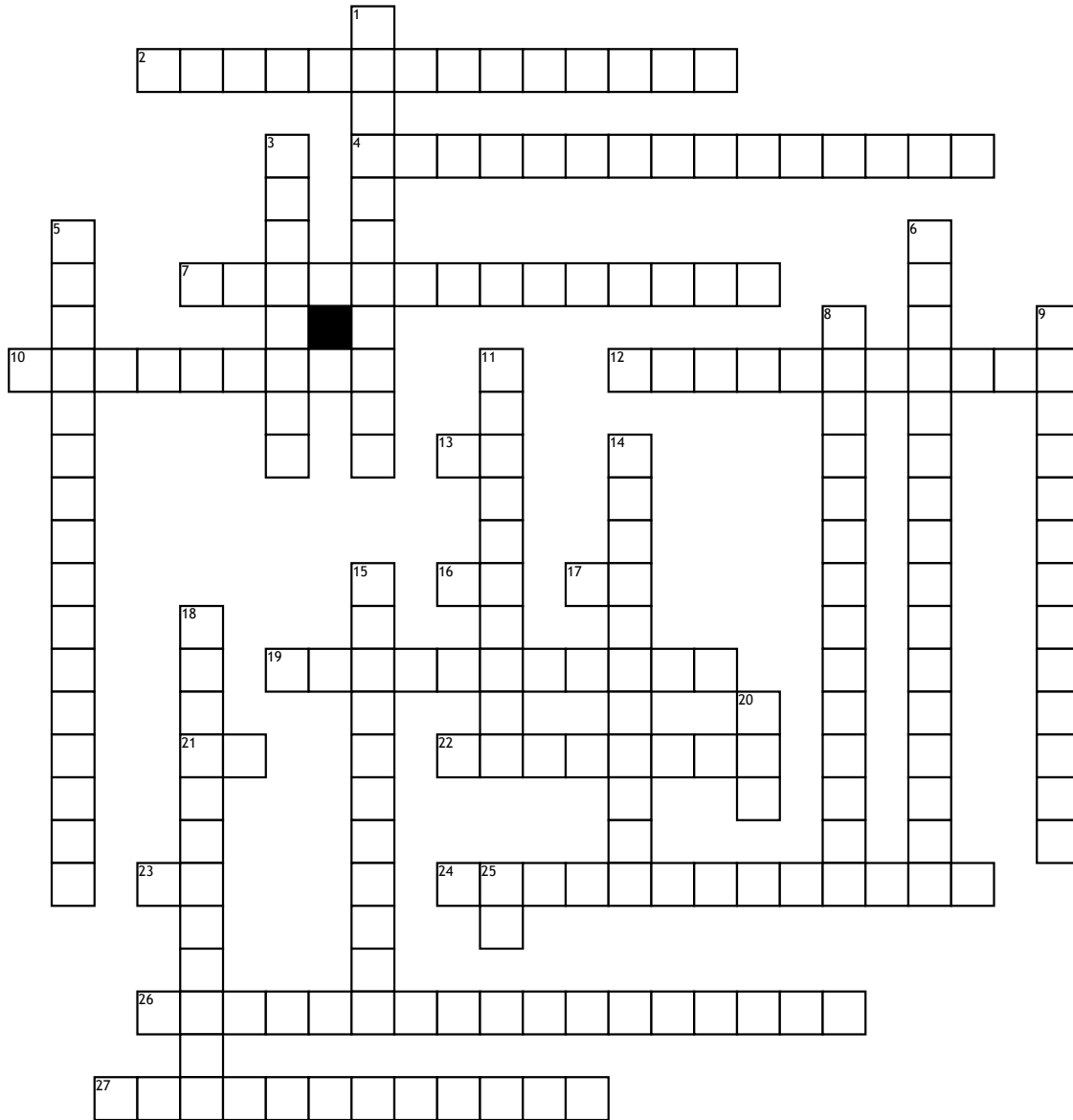Name: _____

Document Manager/ Phase 1

Across

2. When the document was marked Completed

4. Indicates the number of days outstanding for the notification.

7. Are used to define codes for follow up. The follow-up status codes may indicate steps in process that have been performed to retrieve the document

10. Begin date of the document

12. Date the document was printed

13. Request to Unlock (Abbreviation)

16. Tech Error (Abbreviation)

17. Physician's Office Requested a New Copy (Abbreviation)

19. When the mail date is assigned, the document status changes to

21. Change Physician (Abbreviation)

22. Date the document was checked in

23. Non-Interim Order (Abbreviation)

24. CP (Abbreviation for)

26. Are used to track when a change has been made to a document

27. When the document was created

Down

1. When the document has been completed the document(s) status will change to

3. CB (Abbreviation for)

5. MO (Abbreviation for)

6. Allows agencies to set up color-coded notifications that will notify personnel that a document has been outstanding for number of days

8. MAIL, FAX, COURIER, EMAIL, ELECTRONIC

9. Are used to define why the documents are reprinted

11. DECEMBER 18

14. Date the document was printed

15. OO (Abbreviation for)

18. The two-character code and description

20. Document Edit Codes (Abbreviation)

25. Address Change (Abbreviation)