

# Document List Update

eScribeHost has a new feature with release 6.21 to make the Document list in the patient chart load faster.

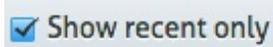
The images below show a picture of the Document list with a new checkbox:



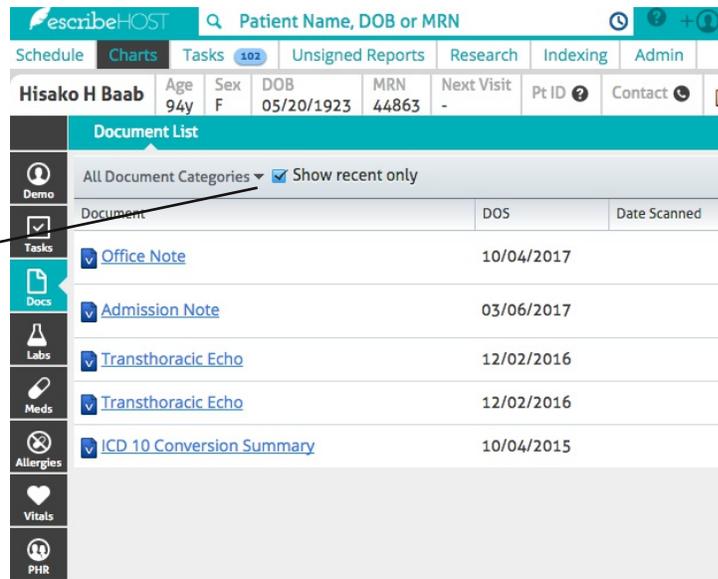
When this checkbox is checked, only documents with Date of Service in the last two years will display. Show Recent Only is checked by default when the patient chart opens. This reduces the number of documents to be loaded and the list loads faster.

Remove the checkmark to include ALL documents regardless of Date of Service.

## Show Recent Only CHECKED



From today  
minus 2 years

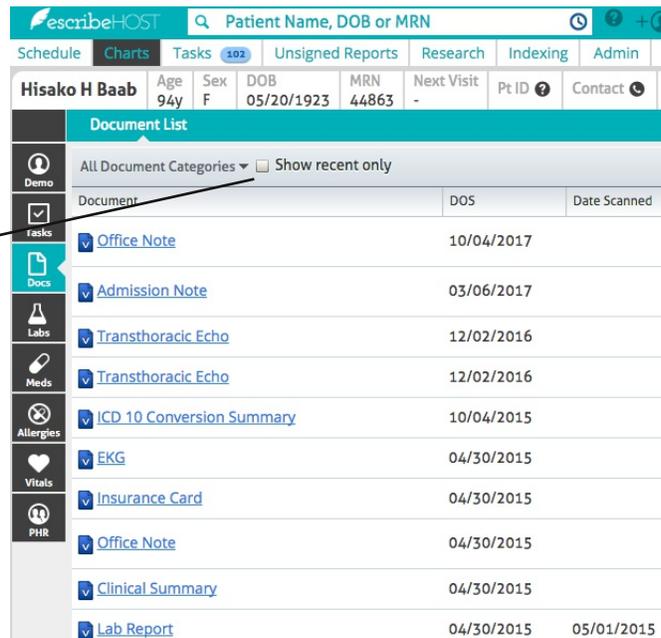


Document	DOS	Date Scanned
<a href="#">Office Note</a>	10/04/2017	
<a href="#">Admission Note</a>	03/06/2017	
<a href="#">Transthoracic Echo</a>	12/02/2016	
<a href="#">Transthoracic Echo</a>	12/02/2016	
<a href="#">ICD 10 Conversion Summary</a>	10/04/2015	

## Show Recent Only UNCHECKED



All documents  
regardless of age



Document	DOS	Date Scanned
<a href="#">Office Note</a>	10/04/2017	
<a href="#">Admission Note</a>	03/06/2017	
<a href="#">Transthoracic Echo</a>	12/02/2016	
<a href="#">Transthoracic Echo</a>	12/02/2016	
<a href="#">ICD 10 Conversion Summary</a>	10/04/2015	
<a href="#">EKG</a>	04/30/2015	
<a href="#">Insurance Card</a>	04/30/2015	
<a href="#">Office Note</a>	04/30/2015	
<a href="#">Clinical Summary</a>	04/30/2015	
<a href="#">Lab Report</a>	04/30/2015	05/01/2015