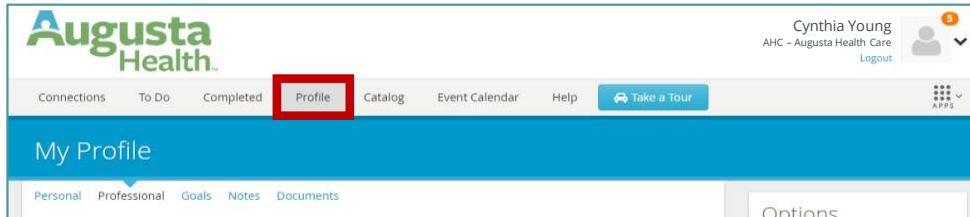


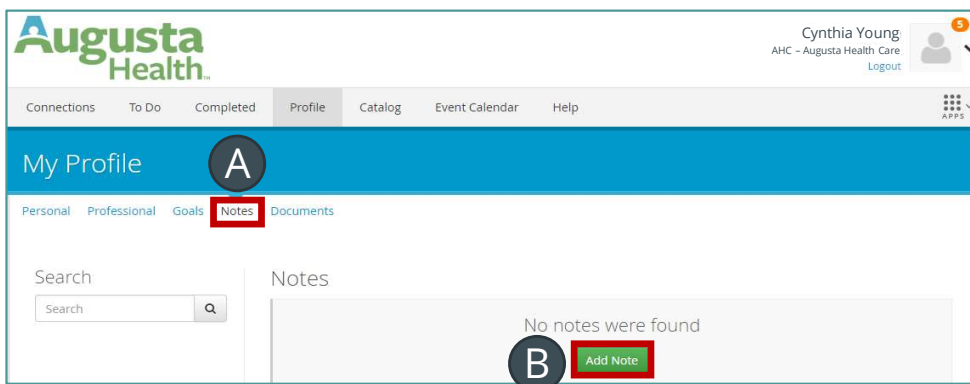
Adding a Note to Your HealthStream Profile

Notes related to your performance or that of others with whom you work, can be added to your HealthStream profile thru the year. If applicable, notes can be imported into Reflection (review) forms once they are activated. Also, documents can be attached to support your note, if desired. To keep notes short and detailed, bullets are suggested.

I. Log in to HealthStream then click the Profile tab

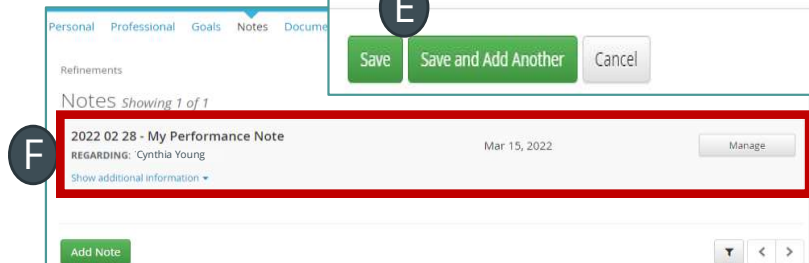
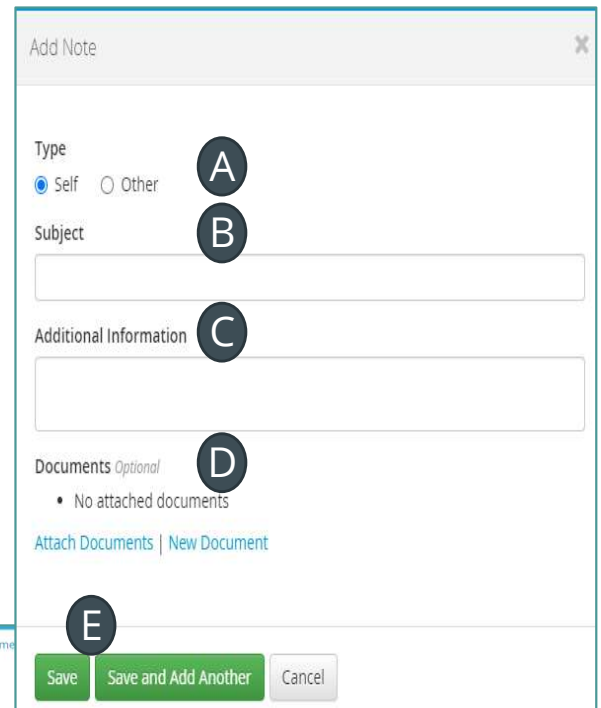


II. Click the A) Notes subtab then click B) Add Note



III. Create the Note:

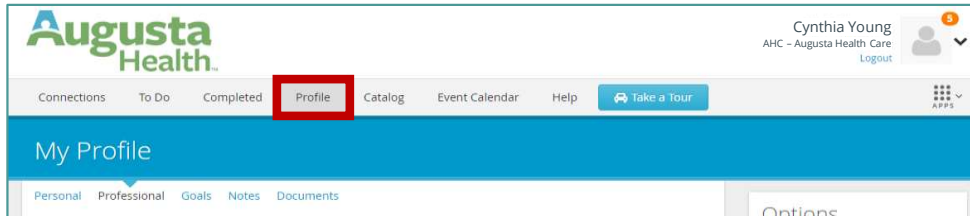
- A. Select the 'Type' of note
 1. 'Self' if the note is about your performance
 2. 'Other' if for a peer or direct report
- B. Type a meaningful 'Subject', for example:
 1. Date of event (YYYY MM DD)
 2. First initial Last Name or Project Name
- C. Add key details under 'Additional Information' (*This is the actual note*).
- D. Under 'Documents', use the blue links to attach supporting evidence (*OPTIONAL*).
 1. Upload an exiting document **or...**
 2. Create a new document
- E. Click 'Save' or 'Save and Add Another' to keep your entry or click 'Cancel' to lose your data.
- F. Note appears on list.



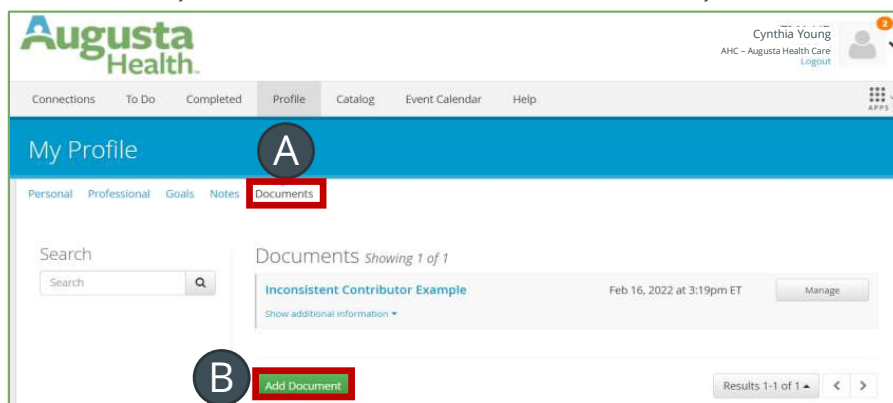
Adding a Document to Your HealthStream Profile

Documents (i.e. – data report, redacted patient letter, checklist, etc.) related to your performance or that of others with whom you work, can be added to your HealthStream profile thru the year. If applicable, documents can be imported into Reflection (review) forms once they are activated.

I. Log in to HealthStream then click the Profile tab



II. Click the A) Documents subtab then click B) Add Document



III. Upload the Document:

- A. Type a meaningful 'Document Name', for example:
 1. Date of event (YYYY MM DD)
 2. First initial Last Name or Project Name
- B. Add key details under 'Description' (*This optional section is an overview of the attachment*).
- C. Under 'Attachment', click 'Choose File'.
 1. Search for an exiting document
 2. Select the document then click 'Open'
- D. Click 'Save' or 'Save and Add Another' to keep your document or click 'Cancel' to exit the screen.
- E. Attached document appears on your Documents page.

