

Module	Where Manage	Preference Display Name	Description	Valid Values	Default Value	Level	User
Note	TWAdmin	Default Navigation After Signing	Determines to which page the system navigates after the user signs a note.	No Navigation (default), Schedule, Task view (select task view of interest), MD Charges	No Navigation	Ent/Org	Personalize
Note	TWAdmin	Default Signature Type	Determines the default signature type to use for the user (examples: Author, Co Author).	Values from Signature Type dictionary.	No Default	Ent/Org	N/A
Note	TWAdmin	Default Visit Type	Allows users to default to the previously used Visit Type.	None Last	None	Ent/Org	Personalize
Note	TWAdmin	Don't Generate Document Appt Encounter Tasks	Determines if the system automatically generates Document Appt Encounter Tasks for Arrived appointments. The Document Appt Encounter task is automatically completed when the note is completed. This includes any documentation that is linked to the encounter (i.e. forms, dictations, and notes). When this preference is set to 'Y', the system does not generate Document Appt Encounter Tasks for Arrived appointments.	Yes No	Yes	Ent/Org	Admin Only
Note	TWAdmin	Don't Generate Review Covered Note Tasks	Determines if the system automatically generates Review Covered Note tasks when notes are finalized by a provider that is not the appointment provider.	Yes No	Yes	Ent/Org	Admin Only
Note	TWAdmin	Is V10 Note User Only	When set to 'Y' (yes), the user is able to create Version 10 Notes within TouchWorks Version 11. These users are able to view Version 11 Notes that are created by users that are creating new Version 11 Notes. For new clients (that is, those that have never installed V10), this preference is set to 'N'.	Yes No	Yes	Ent/Org	Admin Only

Note	TWAdmin	Post Text To Current Note	When enabled, this option allows the "Post to Note" icon on the Version 11 Clinical Toolbar to be "pressed", and the clinician will be in post to note mode. This is an existing Version 10 personalize option that applies to Version 10 Notes within the Version 11 application. This preference does not apply to Version 11 Notes. This preference is intended to replace the Post to Note checkbox for Version 10 notes. When this preference is set to 'Y', the clinician's changes will be posted to the note. When this preference is set to 'N', the clinician's changes will not be posted to the note.	Yes No		Ent/Org	Personalize
Note	TWAdmin	Note Auto Unlock Notes After Time	Determines the number of hours before a note is automatically unlocked. This allows notes to be automatically unlocked after a pre-determined period of time. This preference prevents notes from being locked when there is no TouchWorks session open. This also eliminates the need to manage the Manage Notes Lock list. The best practice for this preference is to set it to 24 hours.	# (units = hours)	24	Ent/Org	N/A
Note	TWAdmin	Note Default Make Final	Allows the System Administrator to configure a default state for the Make Final option on the Note Signature page to accommodate the provider's most common workflow for signing documents and the need to finalize.	Yes No	Yes	Ent/Org	Personalize
Note	TWAdmin	Note Default Owner	Determines the default owner for Notes.	MRU Use Appt Enc Provider None	Use Appt Enc Provider	Ent/Org	Personalize
Note	TWAdmin	Note Lock Lists After Number Days	This preference allows organizations to select a reasonable time interval to lock lists within notes (such as, Vitals, Immunizations, Active Problems, and current Medications list sections) automatically for those notes that do not get finalized in the expected timeframe. Because lists can be defined to automatically update until the note is finalized, this preference is an additional option to prevent the lists in notes from being automatically updated indefinitely if they are not finalized. This preference applies to V11 notes only.	# (units = days)	7	Ent/Org	
Note	TWAdmin	Note Signature Display Default	Allows users to determine which components of their signature to display (such as, credentials, role, signature type, etc.) Best practice is to not use this preference.	NoteForm Signature Display	No Default	Ent/Org	Personalize