ALL CLERKS

The HIS prevents two users from modifying the same record at the same time.

On occasion, a patient record can also be locked when the conversation is interrupted and the patient record has not been saved or when a user has opened the record and walked away from their computer leaving the record open on the screen.

If you are the user who had the patient record open when the conversation was interrupted, you can access the lock manager, highlight the patient name and click **unlock.**

Lock Manager can be accessed through the Access Management Office (AKA PM Office).