WQM – COMBINE WORK ITEM
HOSPITAL INFORMATION SYSTEM (HIS)

ALL ROLES

This guide is designed to assist you in efficiently combining work items within the WQM system. By following the steps outlined below, you will be able to navigate your department's queue, preview and select work items, and accurately combine documents. This ensures that work items are processed smoothly and efficiently within the clinic.

1. Open the appropriate queue in CDI WQM. Highlight the items that need to be merged by **clicking on the first document to select it and holding the Ctrl key on the key on your keyboard to select the next document(s) that need to be combined.**
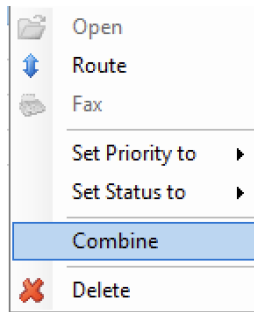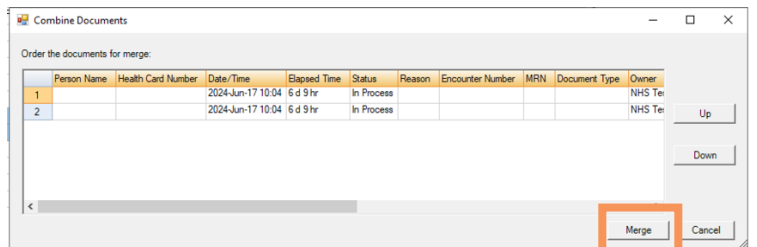

2. **Right-click on the selected items** and select **"Combine"**.

3. A new window will appear with the documents you would like to combine. Confirm that the documents are correct and click **"Merge".**

By following these steps, you can efficiently combine work items within WQM.