

There are several different types of report flags, each with a specific intended purpose.

Flag to be used in the report		What this flag means
!!	Two exclamation points	<u>Excellent report</u> – this is to be used by a faculty member who wants to identify a report as particularly well done. <i>The email with the attached report will go to the resident/fellow.</i>
**	Two asterisks	<u>Resident/fellow self review</u> – this is to be used by a resident or fellow to identify a report that he or she would like to see after it is edited and finalized by faculty. <i>The email with the attached report will go to the resident/fellow. This is not a faculty flag.</i>
::	Two colons	<u>Faculty recommended resident/fellow review</u> – this is to be used by a faculty member who wants a resident or fellow to see how the report was edited. <i>The email with the attached report will go to the resident/fellow.</i>
:::	Three colons	<u>Faculty recommended resident/fellow review with comments</u> – this is to be used by a faculty member who wants a resident/fellow to see how the report was edited. <i>The email with the attached report will go to the faculty member, who will then forward it to the resident/fellow along with comments indicating why the report was flagged.</i>

All flags must be entered into the report as the very last line of the impression, and nothing else should be on the line with the flag. Flags that are buried into the text of the report or appear on a line with other text will be missed.

Each evening, Report Compare will search the day's work for reports that have the flags listed above. The program will compare the preliminary and final versions and create the compare document. The compared reports will go to the appropriate recipients as text documents that can be reviewed. **As noted above, reports flagged with !!, **, or :: will be returned directly to the resident/fellow. Reports flagged as ::: will be returned to the attending who will be responsible for typing comments into the e-mail and forwarding it to the resident/fellow.**