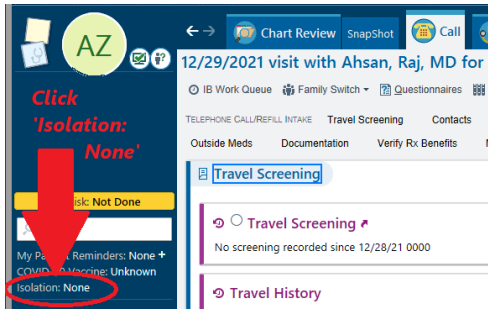# How to manually add or remove a COVID-19 Blue Banner
A. To Add a blue Covid banner:

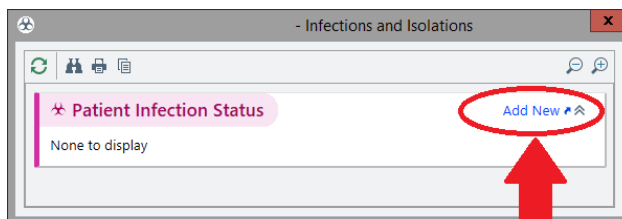1) While in an encounter, click '**Isolation: None**' in the left patient banner.

For Ambulatory Out-Patients: Make sure you are in a patient's encounter. In your encounter window click on 'All' and select a **PAST** encounter. Note: please don't select encounters that are Closed, such as the telephone encounter in the picture below or future scheduled encounter such as the Intake encounter. Closed and future encounters will not let you get in into the isolation bar. Once you have double clicked on an encounter, the '**Isolation: None**' will populate on the left side bar. Click on '**Isolation: None'.**
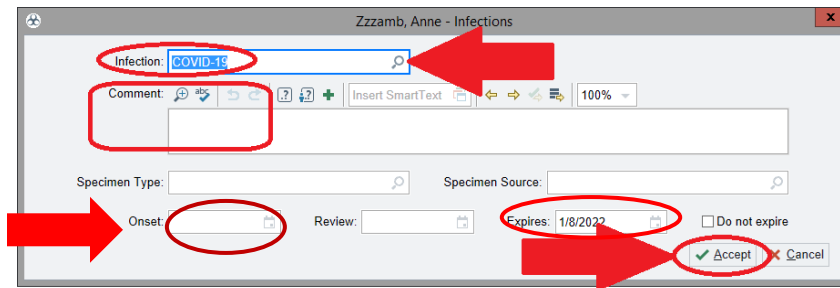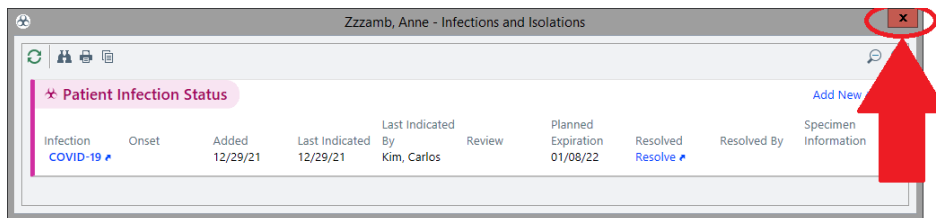

2) Click '**Add New**' Note: two windows will appear: The Patient Infection Status and the Patient Isolation Status. You will be working in the Patient Infection Status.

3) In '*Infection:*' box, select "**COVID-19**".
4) Add comment if necessary-when and where testing was done. Ex: Positive by Home test on 12/29/2021.
5) In the "**Onset**" box please indicate the date of first symptom or test date whichever comes first.
6) If the Onset date is different than the date you entered the results, you need to manually enter the expiration date. Remember, expiration date should be 10 days **or** 20 days if immunocompromised after the onset of disease; onset of disease counts as day 0. Please refer to our policy to determine appropriate timeframe.
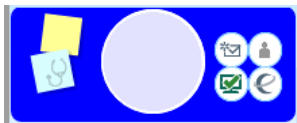7) Then click "**Accept**"

8) Click '**X**' to close the box.

B. To Remove a Blue COVID Banner

A blue COVID banner will not expire for a patient who is admitted to the hospital and can only be resolved manually once patient meets criteria based on current infection prevention protocols.

For outpatients, or patients that get discharged during their isolation period, the blue banner and isolation reason will auto-expire on day 11 or 21.

1) Mouse over '**Iso Reason**' in the left patient banner.
2) Click '**Resolve**'
3) Enter a comment.
4) Click '**Resolve**'