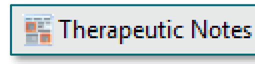
From the Office of Clinical Informatics
Cerner Millennium
Therapeutic Notes: Group Documentation
March 1, 2022

Therapeutic Documentation allows clinicians the ability to document therapeutic session notes for group, individual, or multiple patients from a single dashboard.

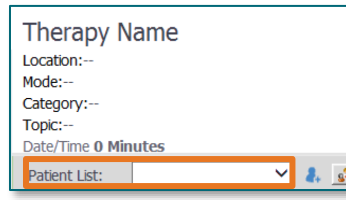
Creating a Group Note

Complete the following steps to document a group session note in **Therapeutic Notes:**



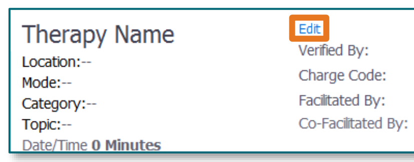
STEP 1: Open **Therapeutic Notes** from the toolbar.

STEP 2: Select the appropriate **Patient List** for the group note documentation.



NOTE: **Staff may use a custom patient list by adding the patients that attended the group to that list prior to accessing Therapeutic Notes.**

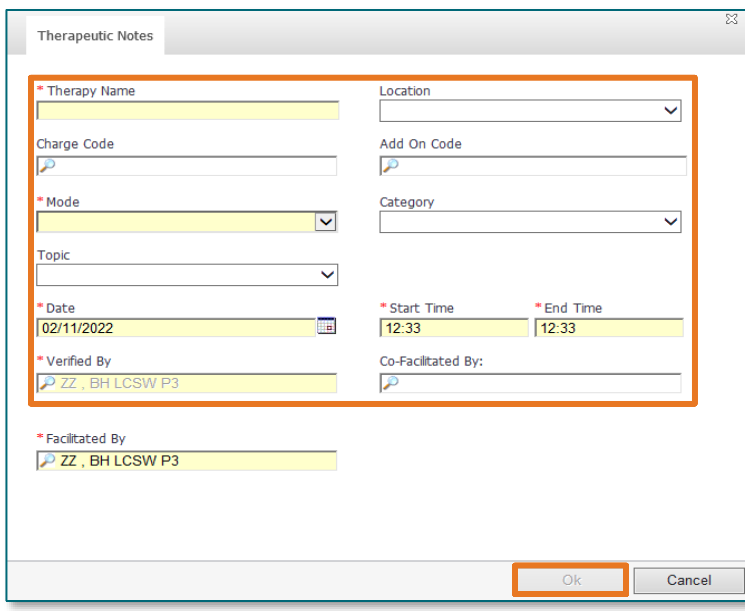
- **Group Level Documentation**



STEP 1: Select **Edit** within the group-level information.

STEP 2: Enter the group therapy name in the **Therapy Name** box.

STEP 3: Search and select **Charge Code**, if applicable.



STEP 4: Select the **Mode** from the drop-down menu.

STEP 5: Select a **Category** as appropriate.

STEP 6: Select a **Topic** from the drop-down menu.

STEP 7: Edit the **Date** and **Time** for the group.

- The current time is displayed by default for both the **Start** and **End Time.**
- If the end time hasn't happened yet, the **OK** button cannot be selected.

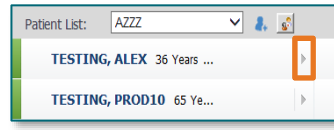
STEP 8: Enter and select up to five **Co-Facilitator** names, if applicable.

STEP 9: Select **OK.**

NOTE: **You can update the group-level information at any time until the note is signed.**

STEP 10: Within the Group Note free-text box, enter the group level documentation that will flow to each patient's chart.

➢ **Patient Specific Documentation**

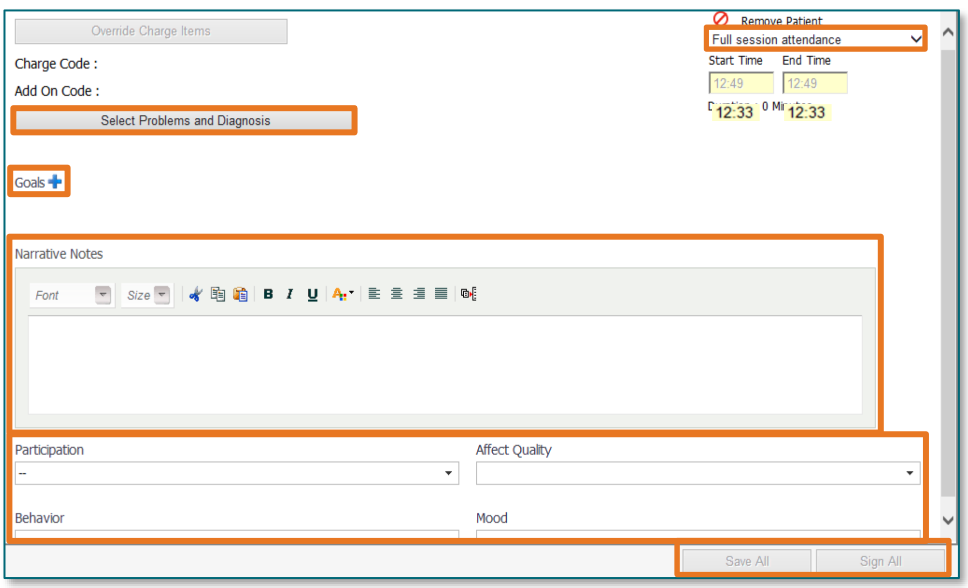


STEP 1: Select the arrow to the right of the patient's name.

STEP 2: Select the **Problems and Diagnoses** necessary for this session.

STEP 3: Document the patient's attendance for the session.

- If you select **Full Session attendance**, the indicator beside the patient's name in green.
- If you select **Partial Session attendance**, the indicator is gray.
- If you select **No Show attendance**, the indicator is red.



STEP 4: Select the **Goals** blue plus sign if there are patient specific goals to be added.

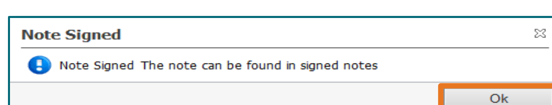
STEP 5: Document the patient specific narrative within the **Narrative Notes** free-text box.

STEP 6: Select the drop-down arrow next to **Participation**, **Affect Quality**, **Behavior**, and **Mood** to select the option(s) most applicable for the session.

STEP 7: Repeat steps 1-6 for all patients.

STEP 8: Select **Save All** or **Sign All**, whichever is necessary at the time.

- A saved note cannot be discarded without signing it first.



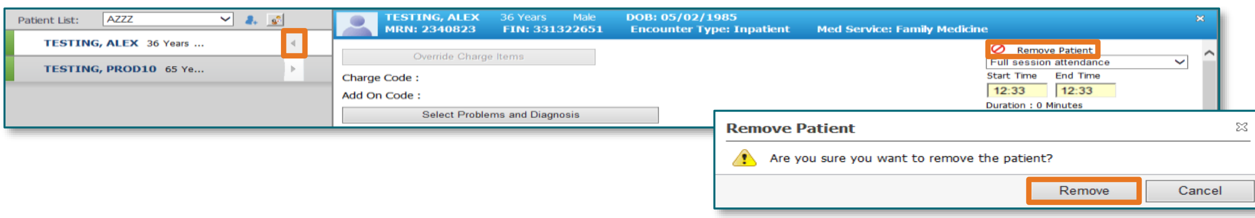
STEP 9: A confirmation message is displayed, select **OK**.

NOTE: **Once the group session note is signed, updates cannot be made to the note unless the entire session note is discarded and the note redone, including the changes needed to be made.**

Removing a patient from the group list within Therapeutic Notes

If a patient does not attend the group and individual documentation is not completed, the patient must be removed from the Therapeutic Note. If the patient is not removed, the group level documentation will still be entered into that patient's chart.

STEP 1: From the **Patient List** section within **Therapeutic Notes**, select the arrow to expand the patient.



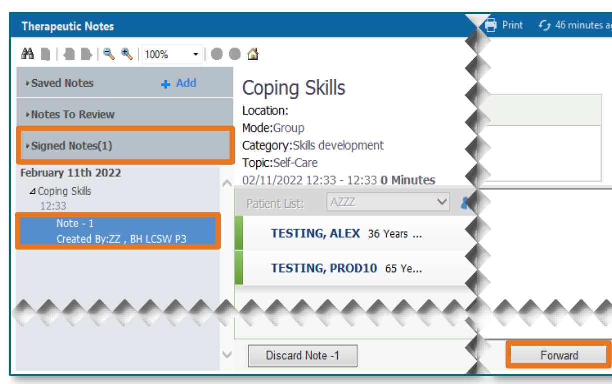
STEP 2: Select **Remove Patient**.

STEP 3: Select **Remove** within pop-up window.

NOTE: **Removing a patient from within the session note does not remove them from the patient list, it only removes them from the Therapeutic Note. To permanently remove or add someone to the custom patient list, use the Patient List Maintenance tool.**

Forwarding a Signed Session Note using Therapeutic Notes

A note can be forwarded to another clinician or provider for signature or for further review. If you are co-signing a forwarded note, the Create Note button is unavailable to add additional patients.



STEP 1: Expand the **Signed Notes** band.

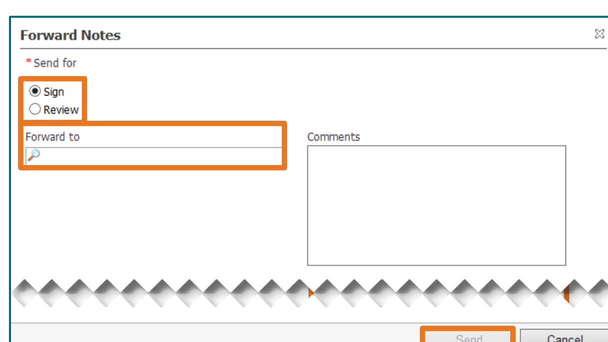
STEP 2: Select the note you want to forward.

STEP 3: Select **Forward.**

- The **Forward Notes** dialog box is displayed.

STEP 4: Select the **Sign** option if you are forwarding the note for signature.

Select the **Review** option if you are only forwarding the note for review.

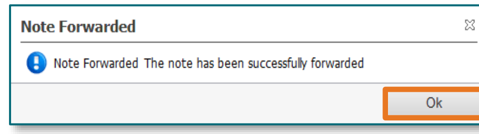


STEP 5: In the **Forward to** field, search and select the receiving clinician or provider.

STEP 6: Enter a comment in the **Comments** field, if applicable.

STEP 7: Select **Send.**

STEP 8: A confirmation message is displayed. Click **OK.**



Discarding a Session Note

STEP 1: Select the **Signed Notes** band.

STEP 2: Select the session note.

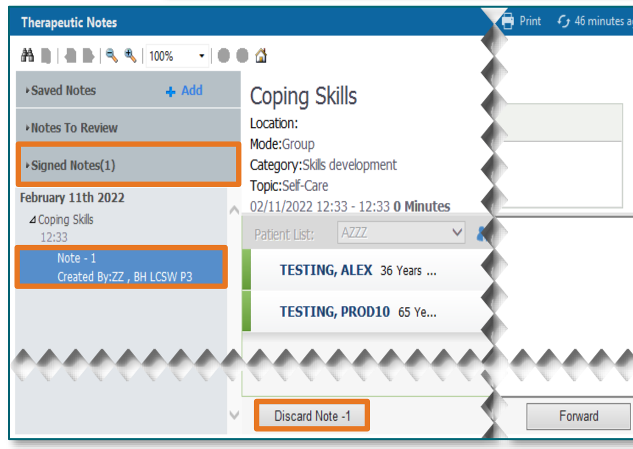
- The session note will then display.

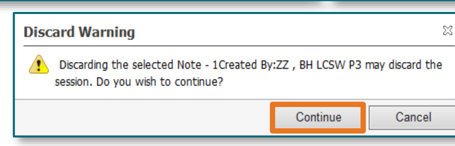
STEP 3: Select **Discard Note – 1.**

- The **Discard Warning** dialog box is displayed.

STEP 4: Select **Continue** to close the message box.

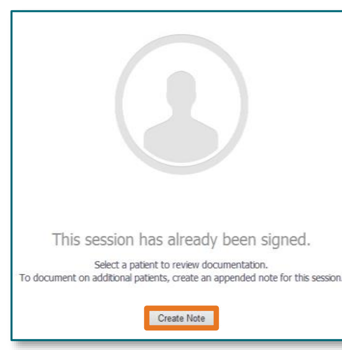
STEP 5: Each patient in the session note is displayed with a strikethrough.





Missed Note: How to Add an Additional Patient Note to a Group Once it has been Signed

STEP 1: Within a signed group note, select **Create Note.**



STEP 2: Select **Add Patient** icon and search for your patient using the search options available.

STEP 3: Select the correct **Patient.**

STEP 4: Select the correct **Encounter** and click **OK.**

STEP 5: Complete the required documentation specific to that patient.