

The Respiratory Therapy Note is used to document a narrative shift summary and or any patient information that does not have a discreet location for documentation within Interactive View and I&O (iView).

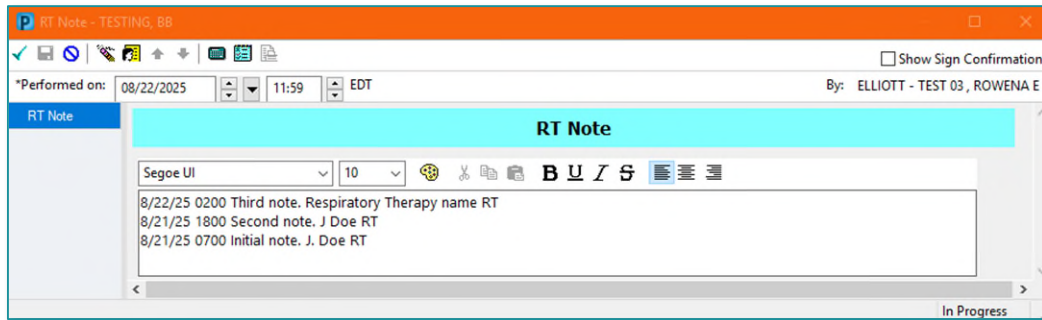
Respiratory Therapy Note PowerForm

➤ Accessing the Respiratory Note

- The Respiratory Therapy Note can be accessed from **Clinical Entry Workspace**.
 - Make the **Respiratory Therapy Note** a **favorite** in Clinical Entry Workspace for quick access.
- The Respiratory Therapy Note is also available in the Respiratory Therapy **Adhoc** folder.

➤ Documenting a Respiratory Therapy Note

- A new note is opened for each entry from **Clinical Entry Workspace** or an **Adhoc** folder.
- The Respiratory Therapy Note is written in **reverse chronological order**, thus displaying the most recent note at the top.
- Each entry should be **dated** and **timed** at the beginning of the note and end with the **Respiratory Therapist's full signature** (first initial, last name) and **credentials**.



- The Respiratory Therapy Note is **Last Charted Value** meaning it will retain the previous documentation when a new note is opened from Clinical Entry Workspace or the Adhoc folder.
- **Do not clear the information from the form** when opening a new document. The intent of the workflow is to have all Respiratory Therapy Notes available in one document for the entire length of the patient's stay.

NOTE: In the event the 30,000-character limit is met on a patient with an extended stay, the oldest portion of the note can be cleared leaving the latest information available in the note, or the entire note can be cleared.

- Each signed note creates a new Text Rendition (TR) version of the note making it easy to look back at a specific date/time.

➤ Modifying a Document

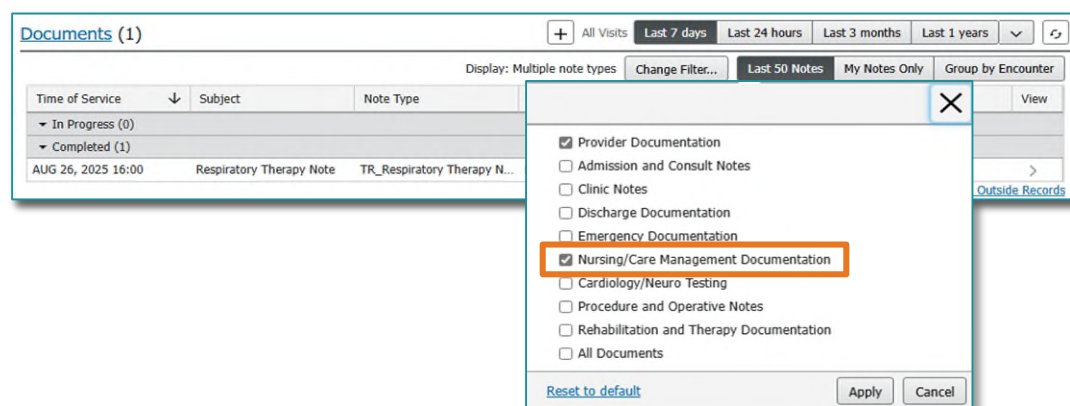
- If documentation has occurred in error, locate the form instance in Form Browser, right-click and unchart.

NOTE: Modifying the form from Clinical Entry Workspace or Form Browser results in strikeouts in the text rendition version and should be avoided. The TR version is what HIM provides as a legal document to anyone requesting a copy. The strikethroughs give the appearance that all previous documentation is marked in error.

➤ Locating a completed Respiratory Therapy Note

- The Respiratory Therapy Note can be found in:
 - Clinical Entry Workspace
 - Nurse View Handoff tab in Clinical Notes component
 - Documentation in Menu/Table of Contents
 - Results Review in the following tabs:
 - Results Extended
 - All Flowsheets – Clinical Documentation
 - Critical Care
 - Provider View Documentation component – Respiratory Therapy Notes are included with the Nursing documentation filters.
 - Use the **Change Filter** button and select Nursing Documentation to pull Nursing and Respiratory Therapy Notes into the Documentation component.

NOTE: The filter name to include Nursing/Respiratory Notes varies by the various Provider View tabs (MPages).



For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.