

The Dynamic Documentation templates described in this flyer can be used in the following scenarios when seeing patients in the Emergency Department.

ED Note

The ED Note template is used as the standard note for all Emergency Department encounters. The following scenarios will use the ED Note:

- **Assuming Care from another ED provider**
- **Addendums**
- **An ED Note can be opened and documented directly, if preferred.**

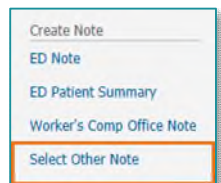
NOTE: Documenting in the ED Workflow components will not flow into the ED Note once it is opened. It is recommended to **ONLY** document within the ED Note once it is opened so documentation is not lost.

- If care is assumed from another provider, the assuming provider should chart in the appropriate component once handoff has occurred (i.e., report received from Dr. Smith @ date/time).
 - Charting should only be documented within the components the provider participated in.
 - For example, if handoff has occurred in Medical Decision Making and Assessment/Plan, skip all the others. Click **ED Note** and sign, or open **ED Note** and document within **Medical Decision Making and Assessment/Plan**, then sign.
- Information that is pulled into the ED Note can be removed once the note is opened (meds, allergies, labs).

Free Text Dynamic Documentation Template

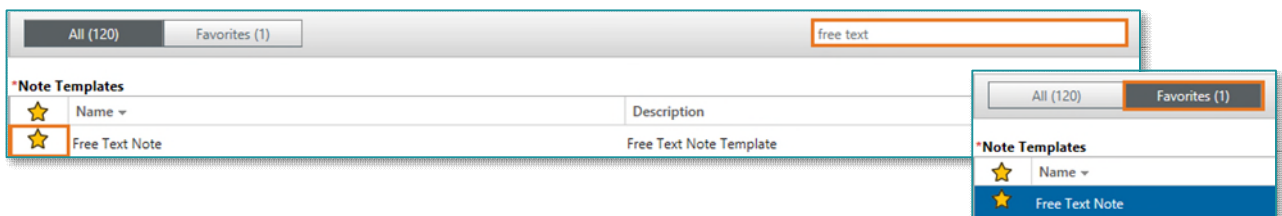
If a brief note is needed on a patient but not a full ED Note, a free text note is available.

STEP 1: From the ED Workflow MPage, within the **Create Note** section, click **Select Other Note**.



STEP 2: In the top right of the screen, type **Free Text** in the **search bar**.

STEP 3: Click the **star** next to the note template to create a favorite, which populates to the favorites button.

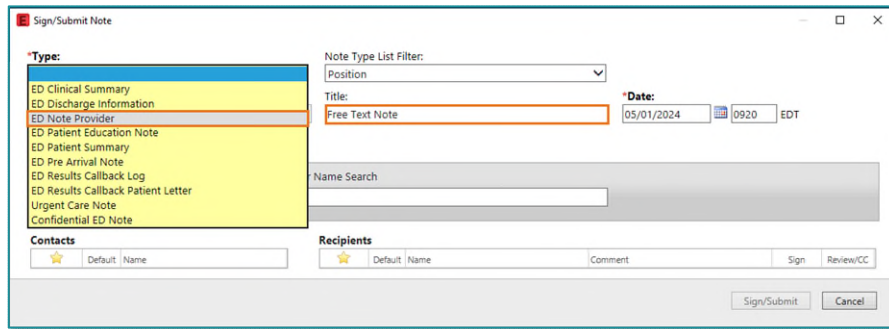


STEP 4: Double-click **Free Text Note**.

STEP 5: In the body of the note, using free text, auto text, or MModal, enter note details.

STEP 6: Within the Note Type dropdown, select **ED Note Provider**.

STEP 7: Name the **Note Type** within the **Title** (do not leave the note titled Free Text Note).

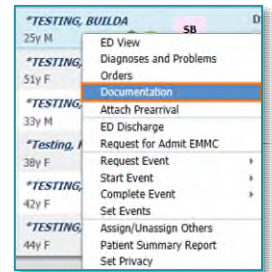


STEP 8: Click **Sign/Submit**.

Procedure Dyn Doc template

Procedure templates are available for stand-alone procedure documentation.

STEP 1: Right-click the patient from **LaunchPoint** and select **Documentation** from the menu.



STEP 2: Click the **Add** button. 

STEP 3: In the top right of the screen, type **Procedure** in the **search bar**.

STEP 4: Double-click **Procedure Note**.

STEP 5: In the components, using free text, auto text, or MModal, enter procedure details.

STEP 6: Within the **Note Type** dropdown, select **ED Note Provider**.

STEP 7: Click **Sign/Submit**.

