Northern Light Healthsm

Electronic Notes filed incorrectly can be challenging to locate using the Cerner default filter of the clinical document tree structure. This flyer covers the additional filters in Notes to assist with finding documentation.

Notes/Clinical Notes Filters

➢ From the dark side Menu, select **Notes**.

➢ **Filters**

- The **By status** filter is only helpful if the status of the note is known and therefore isn't useful when trying to locate a note filed incorrectly.

- Changing the filter to **By date** is most useful in finding the note if the user knows the date the note was completed.

- **Performed by** will also assist with finding the note faster if the author of the note is known.

- **By Encounter** would be used if the search is for a specific encounter.

NOTE: **If the exit door is used while these filters are selected, they will become default for subsequent searches.**