

In PowerNotes, an encounter can be documented and then saved as a Precompleted Note, which can be used as a template for future encounters. Precompleted Notes can also be saved as a favorite.

## Creating a Precompleted Note

**STEP 1:** Select a patient chart and open a new note.

**STEP 2:** Document the typical patient encounter, selecting the recurring data elements and excluding patient specific data or values.

**NOTE:** It is not recommended to free-text Orders or Diagnoses within a Precompleted Note but rather insert a Smart Template.

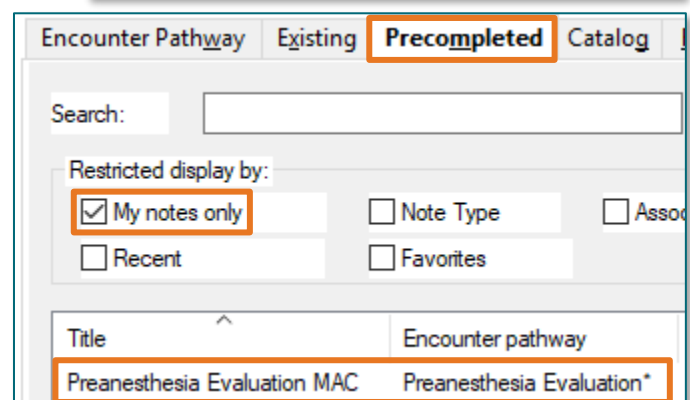
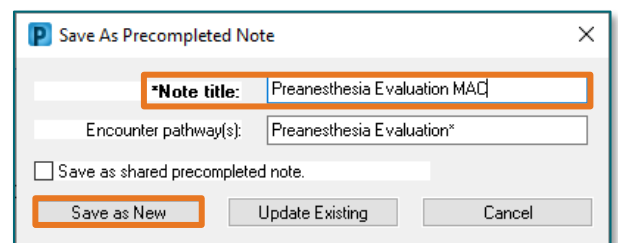
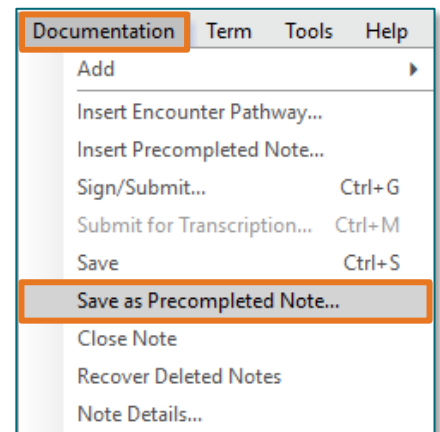
**STEP 3:** Once the note has been filled in, go to the Documentation menu at the top and select Save as Precompleted Note...

**STEP 4:** The Save as Precompleted Note dialog box will open.

- In the Note Title box, enter a title for the Precompleted Note.

**STEP 5:** Select Save as New to save the note. The Precompleted Note is now user-specific and can only be used and updated by the creator.

**NOTE:** Shared Precompleted Notes can be used and revised by all care providers. Once a Shared Note has been deleted by one provider, it is no longer available for anyone to use. Save your Precompleted Note templates as a shared and unshared version to allow others to use your template and avoid accidental deletion.



## Searching for a Precompleted Note

**STEP 1:** From the New Note page, click the Precompleted tab.

**STEP 2:** Enter the name in the Search box or highlight a note from the list.

- The search can be refined further by selecting filters such as My Notes Only.

## Revising a Precompleted Note

- STEP 1:** From the New Note page, select the **Precompleted** tab and then locate the **Precompleted Note** to revise.
- STEP 2:** Open the note.
- STEP 3:** Once the **Precompleted Note** is open, make the necessary changes.
- This may include documenting additional terms, negating terms, or deselecting terms within the note.
- STEP 4:** When all changes are complete, select **Documentation** at the top and **Save as Precompleted Note**.
- The **Save as Precompleted Note** dialog box will display with the original note title.
- STEP 5:** Select the **Update Existing** to save the changes and replace the original note.

## Note Type Defaults

By default, the **Note Type** field displays the most recently used note type. Providers can adjust their settings to remove this default. After it is removed, the **Note Type** will automatically populate with the most recommended option. If multiple note types are recommended, the field will remain blank, requiring the provider to select one.

- STEP 1:** From the **New Note** page, select **View** from the top toolbar.
- STEP 2:** Select **Customize** at the bottom.
- STEP 3:** In the **Customize** window, select the **Document Types** tab.
- STEP 4:** Uncheck the box for **Display last documented type used as default**.
- STEP 5:** Select **Apply**.
- STEP 6:** Select **OK**.
- The next time a new note is started this setting will take effect.

