

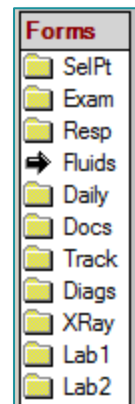
On December 1, 2020, the NeoData interface will be updated to allow for documentation to flow from Cerner to NeoData aiding in efficiency for providers. In addition, provider notes from NeoData will be transmitted to Cerner allowing for documentation to be more accessible for staff resulting in a smoother patient experience. This flyer will discuss the process for creating and transmitting the provider note.

Provider Documentation

Documentation of the provider note will occur within NeoData.

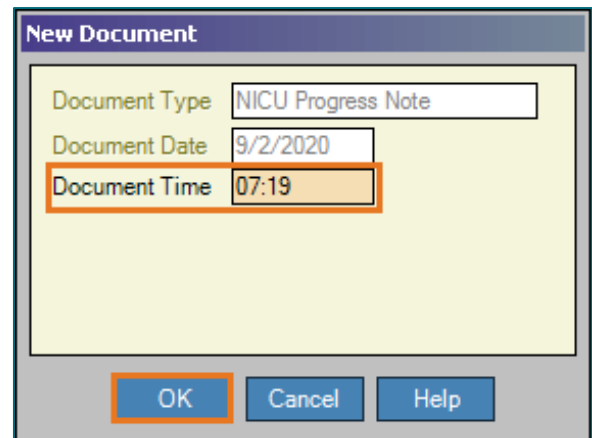
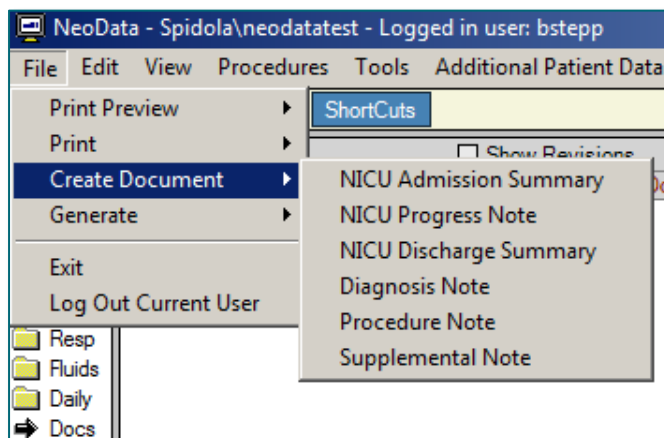
➤ Documentation in NeoData

- Select your patient from the patient list.
- Within NeoData, complete all the required elements needed for the note from Forms.



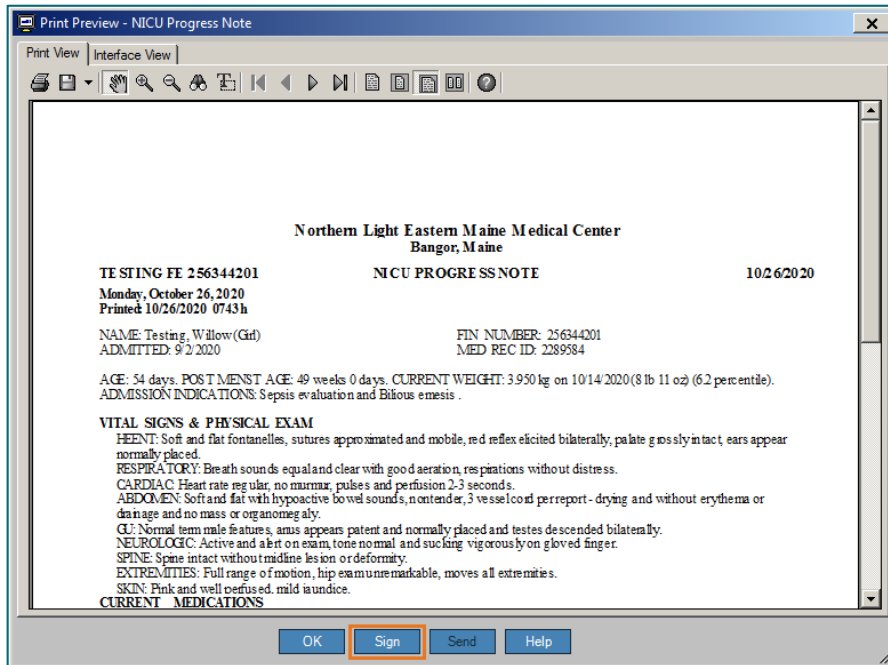
➤ Creating Documents

- Select the appropriate note type from the drop-down in File.
- Select Create Document and select the appropriate document type.
Change time of document, if needed.

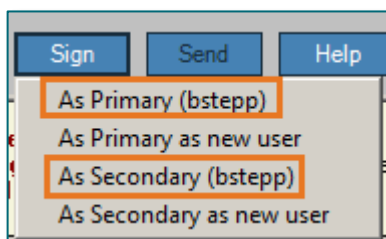


➤ **Signing Documentation**

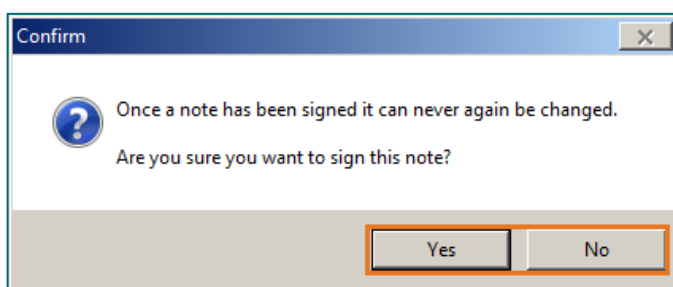
- A Print Preview version of the Note will display.
- After reviewing to ensure that the Note is accurate, select Sign.



- Select if signing as Primary or as Secondary.



- Attending Providers will sign as Primary.
- Nurse Practitioners will sign as Secondary.
- A pop-up box will appear that will confirm that this note is ready for final signature.



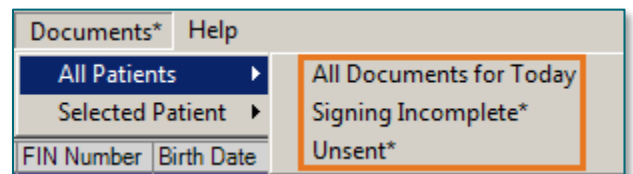
- If the note isn't ready for a final signature, select **No**.
- If the note is ready for a final signature, select **Yes**.
 - After selecting Yes, enter your PIN.
- If signing as a Primary, the note will be sent to Cerner after the note is signed.
- If signing as a Secondary, the note will be sent to Cerner after the attending signs the note.

➤ **Reviewing and signing documents**

- Attending Providers must review and sign notes from the Midlevel providers.
- From the Patient Chart
 - From Forms, select the new folder titled **Docs**.
 - A list of unsent documents will display.
 - The Attending Physician will select **View/Sign/Send**.

| DailyID | Revision | Document Date | Document Time | Document Name | Signed By | Signed On | Interface Status |
|---------|----------|---------------|---------------|-------------------------------|-----------|-----------|------------------|
| 1 | 0 | 10/26/2020 | 07:33 | NICU Progress Note 10/26/2020 | | | Unsent |
| 2 | 0 | 10/26/2020 | 07:34 | NICU Progress Note 10/26/2020 | | | Unsent |
| 3 | 0 | 10/26/2020 | 07:43 | NICU Progress Note 10/26/2020 | | | Unsent |

- The Print Preview of the document will be available to sign as Primary.
- After verification of note is complete, enter your PIN and the note will be sent to Cerner.
- Alternate Workflow: From the Toolbar
 - With the patient selected, select **Documents***.
 - Select from all patients or the selected patient.
 - Select the appropriate list of documents to view.
 - A document list will appear with the status of the documents.
 - To sign and send a document to Cerner, highlight the appropriate document. Select **View/Sign/Send**.



| Doc Date | Doc Time | DailyID | Rev# | Doc ID | Doc Name | Sign Status | Interface Status | Primary Signed By | Secondary Signed By |
|------------|----------|---------|------|---------|-------------------------------|-------------|------------------|-------------------|---------------------|
| 9/2/2020 | 23:05 | 1 | 0 | 1000001 | NICU Progress Note 09/02/2020 | Incomplete | Unsent | | |
| 10/26/2020 | 07:33 | 1 | 0 | 1000002 | NICU Progress Note 10/26/2020 | Incomplete | Unsent | | |
| 10/26/2020 | 07:34 | 2 | 0 | 1000003 | NICU Progress Note 10/26/2020 | Incomplete | Unsent | | |
| 10/26/2020 | 07:43 | 3 | 0 | 1000004 | NICU Progress Note 10/26/2020 | Incomplete | Unsent | | |

- The note will appear in Print Preview Mode, Sign.
- Enter your PIN and the note will be sent to Cerner.

➤ **Modifying documents**

- If a note needs to be edited/modified, select **Revise**.

| Documents | | | | | | Revise | View/Sign/Send | Delete | Interface | Print All Docs | Send All Docs |
|------------|----------|---------|------|---------|----------------------------------|-------------|------------------|--------------------------------------|-----------|----------------|---------------|
| Doc Date | Doc Time | DailyID | Rev# | Doc ID | Doc Name | Sign Status | Interface Status | Primary Signed By | | | |
| 10/16/2020 | 12:12 | 1 | 0 | 1000000 | NICU Progress Note 10/16/2020 | Complete | Transmitted | Shannon Marchegiani, MD 207-973-8781 | | | |
| 10/26/2020 | 07:33 | 1 | 0 | 1000002 | NICU Progress Note 10/26/2020 | Incomplete | Unsent | | | | |
| 10/26/2020 | 07:34 | 2 | 0 | 1000003 | NICU Progress Note 10/26/2020 | Incomplete | Unsent | | | | |

- Update the note, the revised note will display in Cerner as a revised note.

NOTE: When your notes are signed in Neodata, they will display in Cerner as an authenticated note. If the note is accidentally sent to Cerner before being signed, they will be in your message center as an unsigned note.