

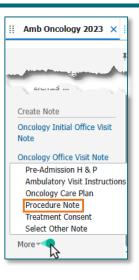
From the Office of Health Informatics Bone Marrow Biopsy Procedure Creating Dyn Doc Note

August 25, 2025

## To create a Bone Marrow Biopsy Procedure Note using a free text Dyn Doc note and an auto text, follow the steps outlined in this flyer.

## Creating a Bone Marrow Biopsy Procedure Note

- <u>STEP 1</u>: From the **Amb Oncology 2023** workflow MPage, scroll down to the **Create** Note section and click the **More** dropdown.
- **<u>STEP 2</u>**: Click **Select Other Note**.
- **<u>NOTE</u>**: Make sure the Note Type List Filter is set to All or Position.
- **<u>STEP 3</u>**: In the **Type** field, select **Bone Marrow Biopsy Note**.
- **<u>STEP 4</u>**: Select the **Free Text Note** in the **Note Templates** section.
- <u>NOTE</u>: The note template can be saved to favorites by selecting the star icon to the left of the note title. The template will then appear in the Favorites filter for quicker access.



| New Note × List                                      |                     |                         | 4         |
|--|---------------------|-------------------------|-----------|
| Note Type List Filter:                               | All (105) Favorites | (1) Q Search            |           |
| *Type:<br>Bone Marrow Biopsy Note                    | Name 👻              | Description             |           |
| Bone Marrow Biopsy Note                              | 😭 Free Text Note    | Free Text Note Template |           |
| Title:<br>Free Text Note  *Date: 06/27/2023 1010 EDT |                     |                         |           |
| *Author:<br>SMITH - TEST04 , LANCE                   |                     |                         |           |
|  |                     |                         | OK Cancel |

- STEP 5: Click OK.
- **<u>STEP 6</u>**: Place the cursor in the free-text component of the note.
- **<u>STEP 7</u>**: Begin typing the auto text abbreviation created for the treatment summary auto text.
  - Press enter or double-click the auto text abbreviation in the list to fire the auto text.
- **<u>STEP 8</u>**: Complete documentation by filling out the fields of the note and any additional information, as applicable.

| Free Text Note X       | List |      |      |
|------------------------|------|------|------|
| Tahoma                 | •    | 9    | •    |
| .ond<br>.onc_procedure | _bon | e_ma | rrow |

## From the Office of Health Informatics Bone Marrow Biopsy Procedure – Creating Dyn Doc Note August 25, 2025 Page 2 of 2

**<u>STEP 9</u>**: When ready to sign the note, click **Sign/Submit**.

Sign/Submit

- **<u>STEP 10</u>**: Update the **Title** of the note to reflect the nature of the visit (e.g., Bone Marrow Biopsy).
  - By default, it will display the name of the note template used. In this case, it is Free Text Note.
  - Updating the title allows for notes to be quickly and easily found in the patient's chart.

## STEP 11: Click Sign.

| *Type:       Note Type List Filter:         Bone Marrow Biopsy Note       All         *Author:       Title:         *MITH - TEST04 , LANCE       Bone Marrow Biopsy         ØForward Options       Create provider letter         Favorites       Recent         Relationships       Q Provider Name         Contacts |                                | Sign/Submit Note       |            |               |
|---|--------------------------------|------------------------|------------|---------------|
| Favorites     Recipients       Contacts     Recipients  | *Type:                         | Note Type List Filter: |            |               |
| SMITH - TEST04, LANCE     Bone Marrow Biopsy     D6/27/2023     1010     EDT            Forward Options           Create provider letter             Favorites      Recent     Relationships          Provider Name             Contacts             Recipients                                   Default Name        | Bone Marrow Biopsy Note        | ✓ All                  | ~          |               |
| ➢ Forward Options □ Create provider letter          Favorites       Recent       Relationships       Q. Provider Name         Contacts       Recipients         ✓       Default       Name       Comment       Sign       Review  | *Author:                       | Title:                 |            |               |
| Favorites       Recent       Relationships       Q provider Name         Contacts       Recipients       Q Default       Name       Comment       Sign       Review   | SMITH - TEST04 , LANCE         | Bone Marrow Biopsy     | 06/27/2023 | D10 EDT       |
| Image: Sign Review     Image: Sign Review   | Favorites Recent Relationships | <b>Q</b> Provider Name |            |               |
| Sign Can  |                                | _                      |            |               |
| Sign Can  | Contacts                       | Recipients             | Comment    | Sign Review/C |
|   | Contacts                       | Recipients             | Comment    |               |

NOTE: Make sure to use the Exit button when closing PowerChart to ensure the changes are saved. Otherwise, the changes may be discarded and not saved when logging in the next time.

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