

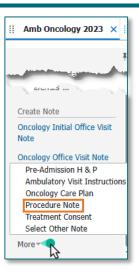
From the Office of Health Informatics Bone Marrow Biopsy Procedure Creating Dyn Doc Note

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: Bone Marrow Biopsy Note	Name 👻	Description	
Bone Marrow Biopsy Note	😭 Free Text Note	Free Text Note Template	
Title: Free Text Note *Date: 06/27/2023 1010 EDT			
*Author: 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 .onc_procedure	_bon	e_ma	rrow

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<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	Q 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.