Northern Light Health

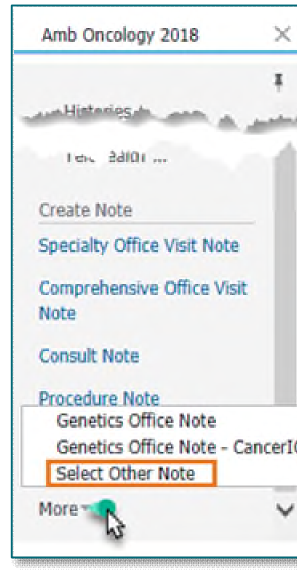
From the Office of Clinical Informatics

Bone Marrow Biopsy Procedure Creating Dyn Doc Note

June 25, 2024

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



STEP 1: From the **Amb Oncology 2023** workflow MPage, scroll down to the **Create Note** section and click the **More** dropdown.

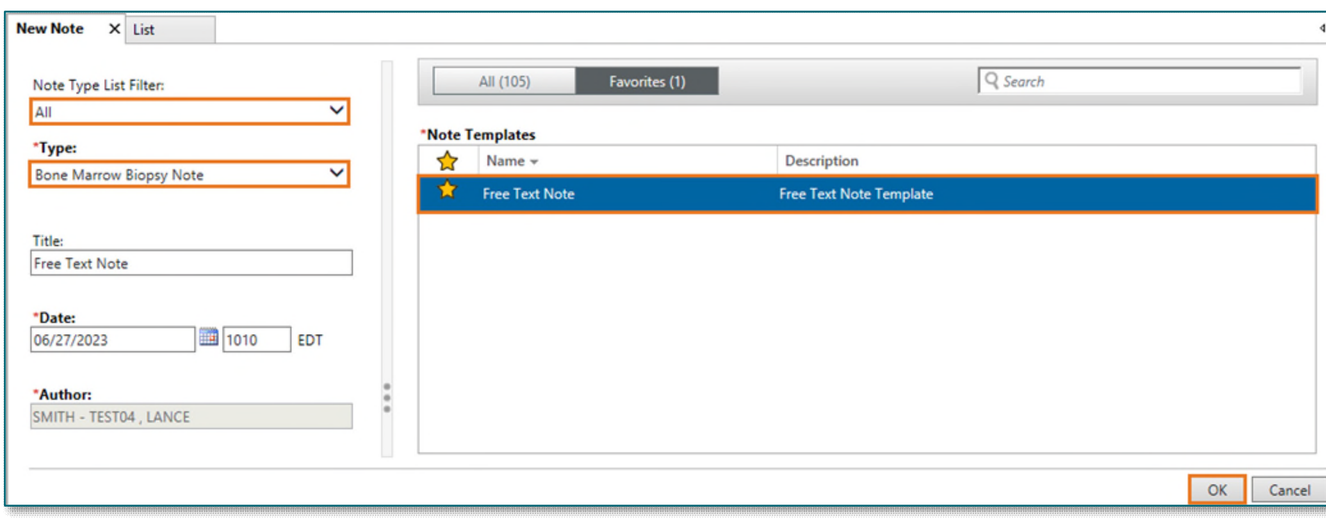
STEP 2: Click **Select Other Note.**

STEP 3: In the **Type** dropdown field, select **Bone Marrow.**

- Make sure the Note Type List Filter is set to **All** or **Position.**

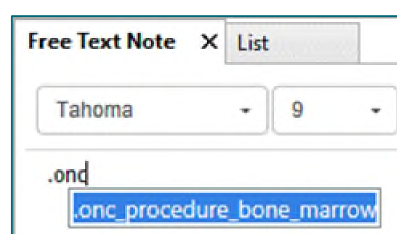
STEP 4: Select the **Free Text Note** in the **Note Templates** section.

NOTE: **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.**



STEP 5: Click **OK.**

STEP 6: Place the cursor in the free-text component of the note.



STEP 7: 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.

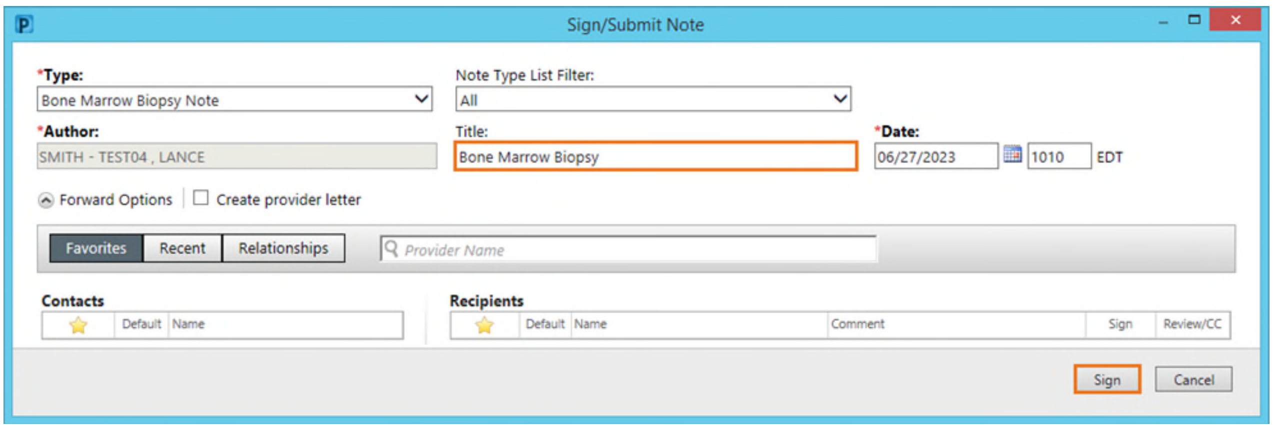
STEP 8: Complete documentation by filling out the fields of the note and any additional information, as applicable.

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

<u>STEP 11</u>: Click **Sign**.



<u>NOTE:</u> **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.