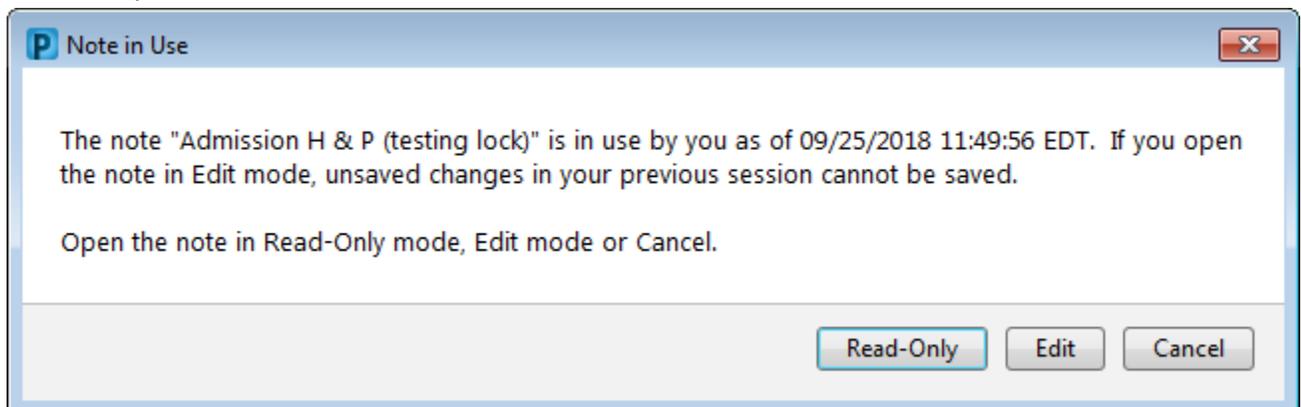Dyn Doc Tips:

- If you have documented in the MPage free text components, make sure you start and save the note that uses those free text components, before you save any other note on the patient, including a visit summary.
    - Your documentation in the free text components of an MPage will erase after you save ANY note created via Dyn Doc (Hospital Course and Patient Instructions are exceptions because they are multi-contributor) The Patient Visit Summary and Ambulatory Visit Summary in the WF MPage are Dyn Doc templates and will cause this to happen unless you start your clinical note BEFORE you print them. Always start save your clinical notes before your print visit summaries.
- Start and save your note as close as possible to the time you saw the patient. Problem lists and histories are patient centric and if they are updated by a clinician seeing the patient after you, the new information will be pulled into your note template.
    - If patient level data (i.e. the problem list) changes prior to starting your note, edit your note within the note template, to reflect the condition of the patient when you saw them.
- Always save a note you have started before you walk away from a workstation or computer.
    - If your Cerner session idles or losses WiFi connectivity your note will be locked. While you can unlock it, other clinicians cannot.
- Don't open other clinician's notes unless you intend to immediately edit and sign them.
    - If the note locks while you have it open, they will not be able to get back into the note to finish or update documentation.

To Prevent Note Locking:

1. Do not open saved notes that you don't intend to edit and sign, especially preliminary notes. You could inadvertently lock someone else's work.
2. Try to complete your documentation in one sitting.
3. If you get interrupted while writing a note, save and close the note so it doesn't lock if your session idles or you lose WiFi.
4. If you lock your own note, you will get the message below. Choose "edit".   Otherwise, wait 3-5 hours and your note will unlock.

P Note in Use

The note "Admission H & P (testing lock)" is in use by you as of 09/25/2018 11:49:56 EDT. If you open the note in Edit mode, unsaved changes in your previous session cannot be saved.

Open the note in Read-Only mode, Edit mode or Cancel.

[Read-Only] [Edit] [Cancel]

Dyn Doc Behavior after a note is started and saved

1. Once a DD note is saved, the single contributor free text components (HPI, ROS, PE, Assessment & Plan), can't be refreshed. Mutli-contributor free text components (Hopstial Corus and Patient instructions) can be refreshed.
2. Once you save a DD note is saved on an encounter, the single contributor free text components are erased, making them available for documentation of your next note on that patient for that encounter.
3. Auto-populated components of notes, such s the problem list, will reflect the data at the time the note is started.   If they are incorrect, you can edit them.
4. Once you save a DD note, the auto-populated components need to be manually refreshed. There is no auto-refresh because of the integrated nature of the chart and then need to review each item to determine if refreshing is appropriate.