From the Office of Health Informatics

Quick Reference Guide (QRG) Documenting Patient Notes in the ED

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This Quick Reference Guide (QRG) demonstrates documenting Patient Notes in the ED.

Common Buttons & Icons

Save	**Save** button
	Component Refresh icon
	Free-text icon
	Remove icon
	Undo icon
	Home icon
	Exclamation Point icon
Message Center	**Message Center** button
	Modify icon
ED LaunchPoint	**ED LaunchPoint** button
	Documentation Complete icon
0 minutes ago	**Chart Refresh** icon

Complete Component Documentation

➢ From the ED Workflow MPage:

STEP 1: Click the **History of Present Illness** component.

STEP 2: Click the **History of Present Illness** field.

STEP 3: Enter the appropriate documentation; then, click **Save**.

STEP 4: Click the **Review of Systems** component.

STEP 5: Click the **Review of Systems** field.

NOTE: **Use auto text by entering the desired shortcut and double-clicking the template from the options list.**

STEP 6: Enter the appropriate documentation; then, click **Save**.

STEP 7: Click the **Physical Exam** component.

STEP 8: Click the **Physical Exam** field.

NOTE: **Use auto text by entering the desired shortcut and double-clicking the template form the options list.**

STEP 9: Enter the appropriate documentation; then, click **Save**.

Create an ED Note

- **From the ED Workflow MPage:**

STEP 1: Click **ED Note** at the bottom of the component's menu. The note opens in a new tab.

STEP 2: Modify the note as necessary.

NOTE: Use the following icons to modify the components:

- **Component Refresh icon refreshes any information that may have been added.**
- **Free text icon activates a free text field to enter documentation.**
- **Remove icon removes the component from the note.**

STEP 3: Click **Sign/Submit**. The Sign/Submit Note window displays.

NOTE: Save a note and return to it later by clicking the Save & Close button and confirming the popup window.

STEP 4: Click the **Provider Name** field.

STEP 5: Enter the appropriate provider for cosignature. Then, click **Sign**.

NOTE: The Doc column will now display as complete from the ED LaunchPoint screen.

Complete a Saved Note

- **From the ED LaunchPoint screen:**

STEP 1: Click the **Message Center** button in the action toolbar. The Message Center Inbox displays.

STEP 2: Click the **Saved Documents** folder.

STEP 3: Double-click the appropriate patient document. The note displays in a new tab.

STEP 4: Click the **Modify** icon. The note opens in a new window.

STEP 5: Modify the note as appropriate; then, click **Sign/Submit**. The Sign/Submit Note window displays.

STEP 6: Click the **Provider Name** field.

STEP 7: Enter the appropriate provider for cosignature. Then, click **Sign**.

NOTE: The Doc column will now display as complete from the ED LaunchPoint screen.

Modify a Signed Note

- **From the ED LaunchPoint screen:**

STEP 1: Click the patient's name from the list. The patient's chart opens to the ED Workflow MPage.

NOTE: It is best practice to refresh the chart to confirm the most recent updates are being viewed.

STEP 2: Click the **Documents** component.

STEP 3: Click the note from the list. A popup displays the note.

STEP 4: Click **Modify**. A popup window displays.

STEP 5: Click **Revise Note**; then, click **OK**. The note opens in a new tab.

STEP 6: Make the appropriate modifications; then, click **Sign/Submit**.

NOTE: Modified notes display with a warning that the document has been revised.