







This Quick Reference Guide (QRG) reviews documenting the respiratory therapy tasks.

## Common Buttons & Icons

	Sign icon
	Refresh icon
	Change Task Documentation Time icon
	Calendar icon
	Up and Down Arrow icon
	Annotation Flag icon

## Document a Task in the Multi-Patient Task List

### Document in Real Time

➤ **From the Multi-Patient Task List Scheduled Patient Care tab:**

**STEP 1:** Double-click the activity you want to document.

**STEP 2:** Review the MRN and FIN to confirm you have the correct patient and encounter.

**STEP 3:** Click the field that you want to document.

**NOTE:** The column with the lines is the appropriate column to document the patient's current information. The next field will automatically open for documentation.

**STEP 3:** Type or select the appropriate documentation.

**STEP 4:** Tab to move forward to the next cell as appropriate.

**STEP 5:** Click the **Sign** icon when documentation is completed.

**NOTE:** Signed documentation turns from purple to black text.

**STEP 6:** Click the **Refresh** icon.

### Document Later

➤ **From the Multi-Patient Task List Scheduled Patient Care tab:**

**STEP 1:** Double-click the activity you want to document.

**STEP 2:** Review the MRN and FIN to confirm you have the correct patient and encounter.

**STEP 3:** Click the **Change Task Documentation Time** icon.

**STEP 4:** Specify the task documentation time using the **Calendar** and **Up and Down Arrow** icons or type in the date and time needed.

**NOTE:** Typing N will auto-populate the current time. Using T will auto-populate the current time.

**STEP 5:** Select the check box for the needed task from the list.

**STEP 6:** Click OK.

**STEP 7:** Click the field and enter appropriate documentation under the column header you just created.

### Document a Post-Treatment Respiratory Therapy Assessment

➤ **From the Interactive View and I&O within a patient's chart in the Activity View band:**

**STEP 1:** Click **Respiratory Therapy**.

**STEP 2:** Click the **Inhaled Medication Therapy** section for documentation.

**STEP 3:** Double-click the **Inhaled Medication Therapy Activity** documentation field.

**STEP 4:** Click **Post-Treatment assessment**.

**STEP 5:** Click the **Sign** icon.

**STEP 6:** Click the **Refresh** icon.

### Document an Annotation

➤ **From Interactive View and I&O within the patient's chart:**

**STEP 1:** Click the appropriate column time field.

**STEP 2:** Right-click the same time field.

**STEP 3:** Click **Actions**.

**STEP 4:** Click **Flag Annotation**.

**STEP 5:** Click the **Title** field.

**STEP 6:** Type a title for the annotation.

**STEP 7:** Click the free-text field.

**STEP 8:** Type your message.

**STEP 9:** Click Sign.

**NOTE:** A flag icon will display where there is an annotation. You can hover over the flag to see the annotation. It will also display in the patient Info & Story tab.

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## Unchart an Annotation

➤ **From the Interactive View and I&O with the patient's chart:**

**STEP 1:** Click the appropriate column time field.

**STEP 2:** Right click the same time field.

**STEP 3:** Click **Unchart Annotation**.

**STEP 4:** Click the **Reason** drop-down arrow.

**STEP 5:** Click the appropriate reason.

**STEP 6:** Click **Sign**.

**STEP 7:** Click **Refresh**.

**NOTE:** The annotation flag will still display. It will no longer have any color to it. You can still hover over to see the unchart documentation.