

Documentation: Adding Documentation

Quick reference guide

Documentation can be added to a patient's EMR and will relate to a specific encounter. A clinician can add, modify, review, forward to another clinician or add an addendum at any time through the patient journey.

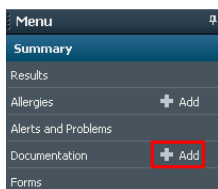
Adding Documentation

1. Click on the **Plus** icon from the **Documents** section on the **Summary** page



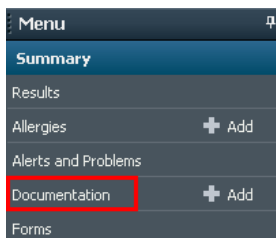
Or,

Select **Add** from the patient menu



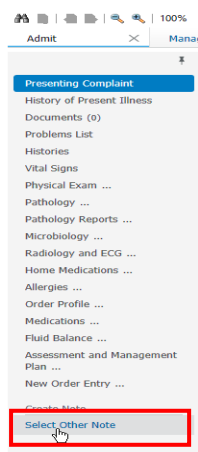
Or,

Select **Documentation** from the patient menu on the left-hand side of the screen



Or,

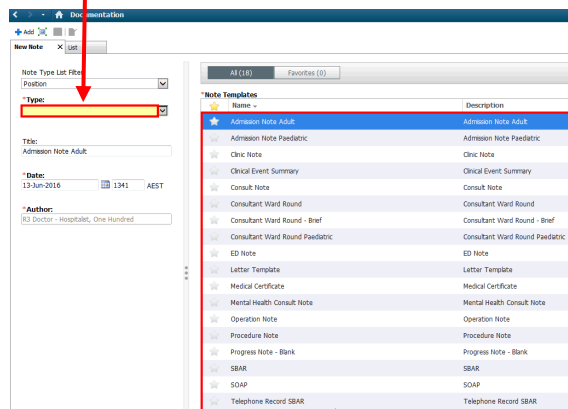
In **Doctor View** locate **Select Other Note** and add documentation.



2. Click on the **Add**  icon


The **New Note** tab will open.

Note Type




Note Templates

3. Select **Type** from the drop-down menu. This will tell the system where in the patient's chart you wish for the document to be found (e.g. **Progress Notes Inpatient** folder)
4. Modify **Title**



Workflow: enter **Reason – Team – Role** as the title, e.g. **Ward Round – Cardiology – Registrar**

5. Select an appropriate **Note Template** from the list
6. Click **OK**
The template will open.
7. Enter information into the template



Auto text is available to use on documentation. To use auto text:

1. Press ` or grave accent
2. A list of pre-defined auto text will appear
3. Select the auto text you want to add to your note
4. Complete the details as necessary

For more information on Auto text, refer to the [Auto Text](#) QRG.

6. Select the **Sign/Submit**  button

The **Sign/Submit Note** window will open.

The screenshot shows a 'Sign/Submit Note' dialog box. The 'Type' dropdown is set to 'Progress notes inpatient'. The 'Author' field contains 'R3 Doctor - Hospitalist, One Hundred'. The 'Title' field contains 'Ward Round - Cardiology - Registrar'. The 'Date' field shows '10-May-2016 13:41 AEST'. There are 'Forward Options' and 'Create provider letter' checkboxes. At the bottom, there are 'Sign' and 'Cancel' buttons.

7. Ensure the details are correct, including *Type* and *Title*.

8. Click *Sign*

The document will now be marked as a *Final Report* and appear in the document list for the patient.