

Precompleted Note

Creating a Precompleted Note

1. Open a new or existing note.
2. Select the recurring elements you need.
3. Click the Documentation menu and select Save As Precompleted Note.
4. In the Note Title box, enter a name for the precompleted note.
5. Click Save As New.

Note: You can create multiple precompleted notes.

Revising a Precompleted Note

1. Open the precompleted note you want to revise.
2. Make your changes by clearing, selecting, deselecting, and/or negating terms.
3. From the Documentation menu, select Save As Precompleted Note.
4. Click the Update Existing button.

Using a Precompleted Note

1. Click the Add+ button.
2. Click the Precompleted tab
3. Select the precompleted note you want to use for your current patient.
4. Click OK.

Deleting a Precompleted Note

1. Click the Open note icon.
2. Click the Precompleted tab and select the precompleted note you want to delete, then click the Delete button.

Saving a Note

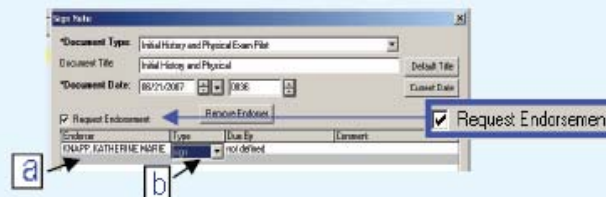
A saved document has a "Preliminary" status.

1. Click the Save button.
2. Make sure the Type is set to "ED Physician Documentation."
3. Make sure the Title is appropriate for entry into patient's chart per presentation.

Sign a Note

A signed note becomes a Final Report and should only be "Corrected" by the author.

1. Click the Sign button.
2. Make sure the Type is set to "ED Physician Documentation."
3. Edit the Title appropriate for the patient's.



5. Non-Physicians click on Request Endorsement.
 - a. Click the gray bar under the Endorser heading to enter the endorser name.
 - b. Click the gray bar under Type and select Sign.
6. Click OK.

Adding Addenda vs. Modifying a Note

When a note is signed to Final Status, further additions can be added as an addenda at the end of the note or can be added within the structured note as a correction.

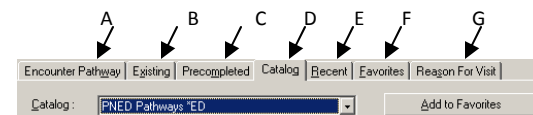
1. Right-click on note. Click on Modify in the menu. Depending in which window you opened the note, another box may open with Modify and Correct as choices. If you are not the author, choose Modify to add an addenda at the end of the note.
2. If you are the original author you may click Correct to add documentation within the structure of the note.


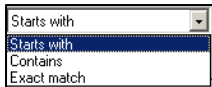
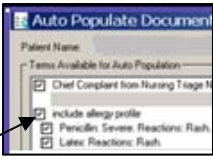
Opening a PowerNote

1. Click on Doc Viewer/PowerNote to display the Open Note window.

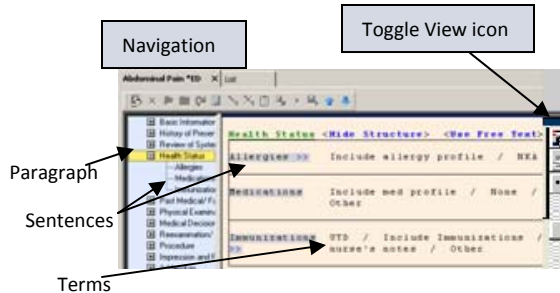
Doc Viewer/PowerNote

The Open Note tab options include:



- A. Encounter Pathway – alphabetical ED PowerNotes
 - B. Existing – current patient's PowerNotes.
 - C. Precompleted – user's precompleted notes. (See Precompleted Note section.)
 - D. Catalog – PNED PowerNotes by category
 - E. Recent – user's last used PowerNotes
 - F. Favorites – user's choice
 - G. Reason for Visit – nursing RFV appears, Required for Visit Level Indicator to work
2. Click on desired tab.
 3. If Encounter pathway used, type in descriptor and search using 
 4. Change filter if required 
 - Starts with
 - Starts with
 - Contains
 - Exact match
 5. In the auto-populate window, click desired information. 
 6. Can use header to uncheck or check section. (Each note will retain previous settings.)
 7. Click OK.

PowerNote Terminology & Symbols



In the Navigator section icons	Other icons
Indicates a Saved note	Toggle view
Indicates a Signed note	Zoom In
Indicates an Unsaved Note	Zoom Out

Additional Sentence and Term options are indicated by

- >>> Indicates additional Sub Term for the option.
- === Indicates a Number Entry dialog box.
- Indicates Tiered terms.
- M Indicates a Macro.

Selecting Information for the PowerNote

Selecting information for the PowerNote

1. Click the Paragraph name in the Navigator section.
2. Click the Sentence name to move that sentence to the top of the terms section of the window.
3. Select the Terms needed for the document.

How to select a term

- Indicates an **Deselected term**.
- Click one time on a term to **Select** it.
- Click two times on a term to **Negate** it.

If a term is negated click it one more time to deselect it.

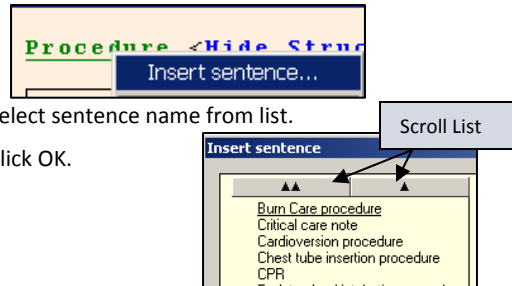
Adding a Comment

1. Right click sentence or term. Select Comment on menu.
2. Enter free text comment.
3. Press Ctrl+Enter keys to close comment box.

NOTE: Free text is not searchable.

Inserting Sentences

1. Right click on Paragraph name & select Insert sentence.



Repeating a Sentence

Sentences where laterality differentiation may be needed, appear with (Repeat) before Term choices.

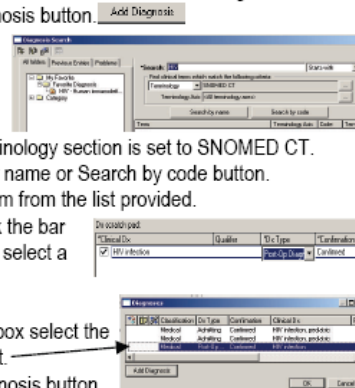
1. Right click on Sentence. Select Repeat from menu.
2. Repeated sentence appears for laterality data.

Inserting Drawings

1. The term 'Drawings' will appear in appropriate sentences. Select the desired drawing.
2. PowerNote will display a Drawing box.
3. Use drawing icons to indicate specific information on drawing. Click OK.

Entering Diagnosis

1. Click the Impression and Plan Paragraph.
2. Click the Diagnosis sentence then the Other Diagnosis term.
3. Click the Add Diagnosis button.
4. In the Diagnosis Search box Enter a search term or code.
5. Make sure the terminology section is set to SNOMED CT.
6. Click the Search by name or Search by code button.
7. Double-click the term from the list provided.
8. When required click the bar under *Dx type and select a type from the list.
9. Click OK
10. In the Diagnoses box select the diagnoses you want.
11. Click the Add Diagnosis button.



PowerNote Macro Option

Creating a Macro

You can create multiple macros for a paragraph, sentence or term.

1. Select desired documentation.
2. Right-click paragraph, sentence or term and select Save Macro As.
3. Enter descriptive title that will only appear on the same paragraph, sentence or term as selected
4. Click Create New.

Inserting a Macro

1. Click the M next to a paragraph, sentence or term to see macro choices .
2. Choose desired macro.

Updating a macro

1. Select or deselect the terms you need for the macro.
2. Right-click the sentence or term, and select Save Macro As.
3. Select the name of the macro you want to update.
4. Click the Update button.

Deleting a macro

1. Select the paragraph, sentence, term, etc. that has a previously saved macro associated with it.
2. Make sure the macro has been activated.
3. Right click the sentence or term, and select Save Macro As.
4. In the Save As box click the name of the macro you want to delete. Click the Delete button.
5. Click Yes.
6. Click Cancel to exit the Save as box.