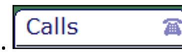
ED Documentation

Calls

Check with your Preceptor for instructions on how your ministry documents calls and call details.

1. Highlight the patient on the Tracker. Click **Calls**. 

2. Click the **New Call** footer button.
3. At **Caller**: type the name of the **<u>other person on the phone</u>.**
4. Press **Enter** or Tab or click in the **Contact** field.
5. *Your user name defaults.*
6. Press **Enter** or Tab or click in the **Call Type** field.
7. At **Call Type**: click the down arrow. Make a selection.
8. At **Summary**: type the time of the call and call details.
9. Click **Save**.