


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 **other person on the phone**.
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**.

*Caller	Dr Smith	
*Contact	SMMRNE	Emergency Dept RN
Call Type	CONSULT	
Summary		
9am. Called Dr. Smith for Dr. Jones regarding an admission.		