

ED Documentation

Notes Function

Guideline	<p>Best practice is to find a specific field in an assessment to document. If there is no specific field, then document in the Comment section of that assessment. If there is no specific assessment, document in Notes.</p> <p><u>Important</u> Notes remain a part of the patient’s medical record and appear in the EMR.</p>																		
Entering a Note	<ol style="list-style-type: none"> 1. From the Tracker, highlight the patient and click Notes. 2. Click New Note. 3. Date, Time, and User populates. 4. Type your note or click Get Text to use canned text. <ul style="list-style-type: none"> • <i>If you type your note, only the first few words are viewable in the EMR, so <u>start with a word that describes the intent of the note</u>. Be professional. This becomes a permanent part of the medical record.</i> • <i>If you use Get Text, at Get, click the down arrow and make a selection. You can type more information, if needed.</i> 5. Click Save. 																		
Amend a Note	<ol style="list-style-type: none"> 1. Click Notes. 2. Select the note from the list. 3. Click the Amend footer button. Clicking Amend adds a note to the original note. 																		
Undo a Note	<ol style="list-style-type: none"> 1. Click Notes. 2. Select the note from the list. 3. Click the Undo footer button. 																		
View the note in the EMR	<p>View the note in the EMR under Notes. Highlight note and click blue icon to read.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #ffffcc;"> <th style="text-align: left;">Entered/Service Date</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">User</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Text</th> <th style="text-align: left;">Hx</th> </tr> </thead> <tbody> <tr> <td style="color: red;">1/13/17 08:54</td> <td>Emergency Departme...</td> <td>Nursing RN RN</td> <td></td> <td>Code/Trauma - See...</td> <td style="text-align: center;"></td> </tr> <tr> <td style="color: red;">1/13/17 08:47</td> <td>Emergency Departme...</td> <td>Nursing RN RN</td> <td>Cancelled</td> <td></td> <td style="text-align: center;"></td> </tr> </tbody> </table>	Entered/Service Date	Type	User	Status	Text	Hx	1/13/17 08:54	Emergency Departme...	Nursing RN RN		Code/Trauma - See...		1/13/17 08:47	Emergency Departme...	Nursing RN RN	Cancelled		
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