

Documentation

Notes Function

Guideline

Nurses should document on assessments. Only use the **Notes** function in PCS when information cannot be captured in an assessment. Notes remain a part of the patient's medical record and appear in the EMR. You cannot erase a note or change the content once the note is saved. You can amend the note to add more information.

Entering a Note

1. From PCS menu bar, click **Notes**. Then click **Enter**.
2. In *Category field, click the down arrow or press F9 and select **NUR Nurse Notes**.
3. Type your note. Only the first few words are viewable in the EMR, so start with a word that describes the intent of the note. Be professional. This becomes a permanent part of the medical record.
4. Click **Save**. Then, click **Close**.
5. View the note in the EMR under **Notes**. Highlight note and click blue icon to read.

Entered/ Service Date	Type	Link	User	Status	Text	Hx
11/15/16 08:27	Nurse		Nursing RN RN		Patient's family ...	

Amend a Note

Amend your note by selecting the note from the list at the top of the screen. Then, click the Amend footer button. In the **Note Addendum** section add to the note.