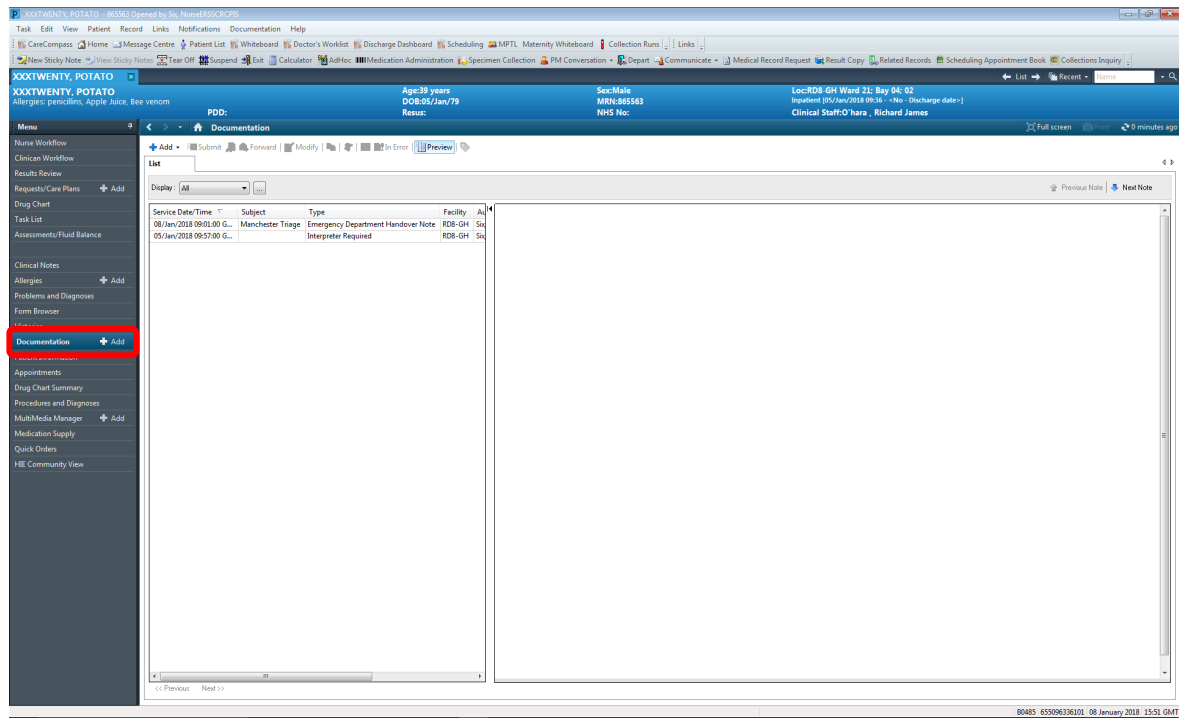


## ADDING AND VIEWING A CLINICAL NOTE

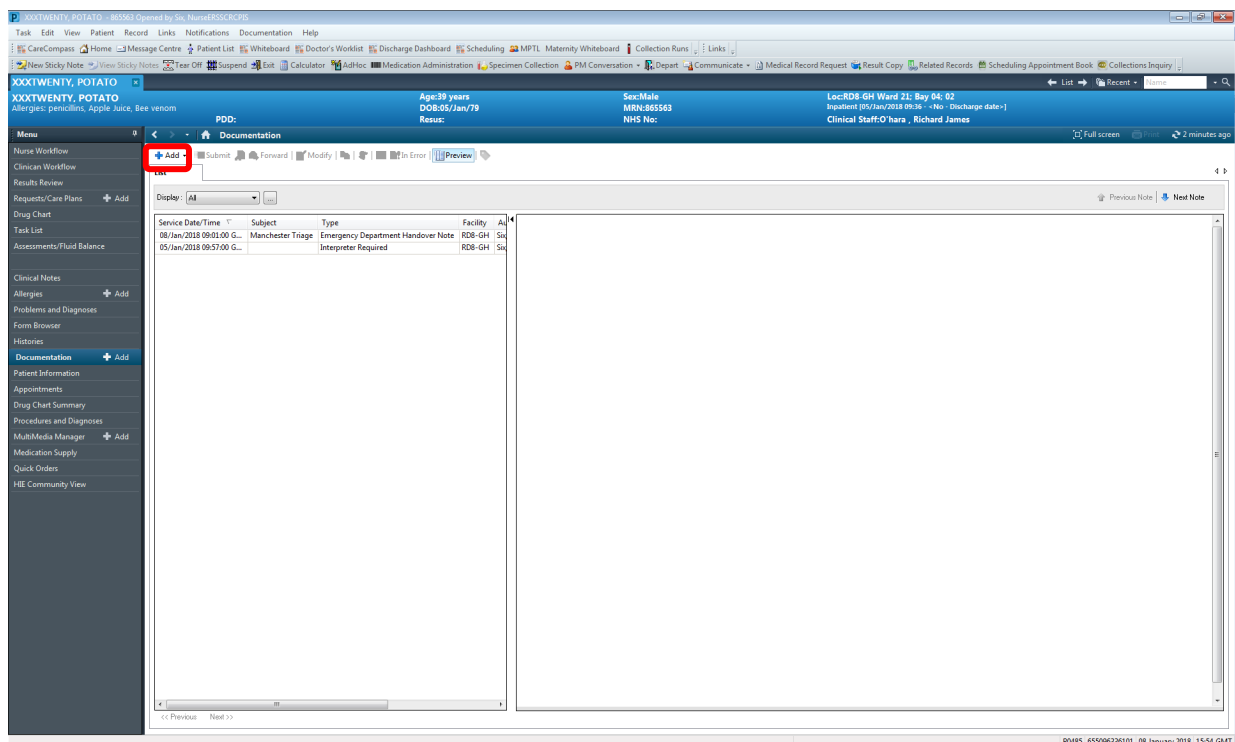
1. There are two methods of adding clinical notes to a patients record:

- Via Documentation
- Via Clinical Notes

2. To add a clinical note via documentation, select the Documentation main menu option from within a patients record.



3. To add a new Clinical note, select the Add icon: **+ Add** To open a new menu.

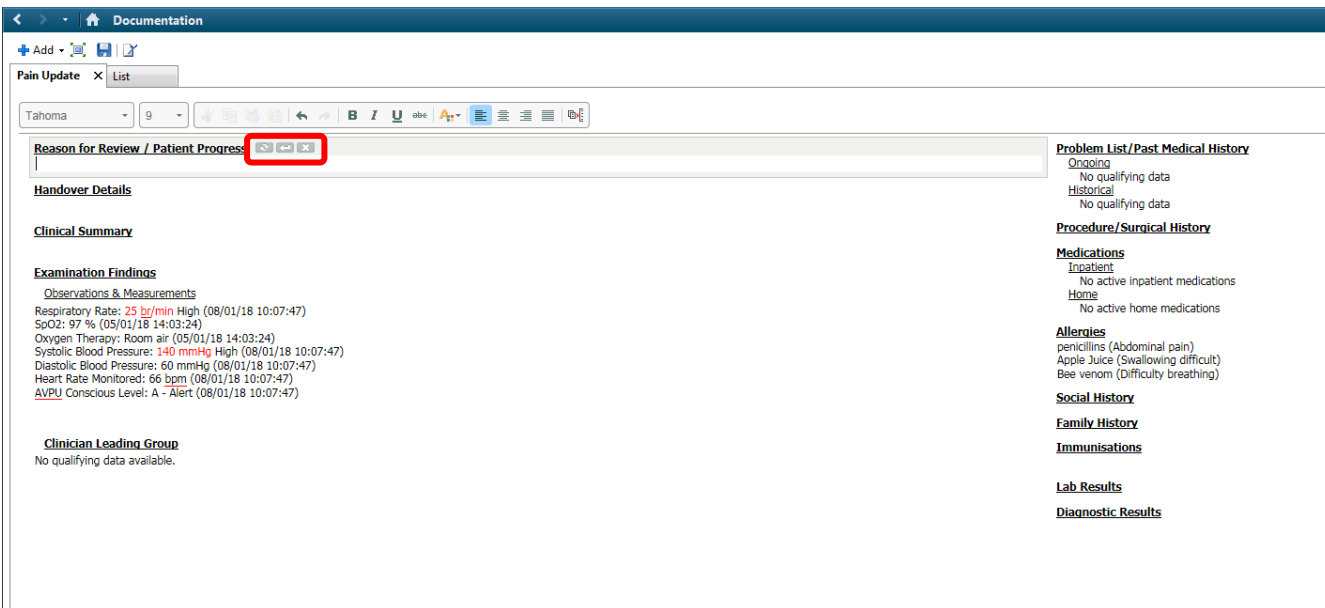


4. With the new menu, ensure the Note Type List Filter is set to All. In the type field, select the appropriate. In this example, we are using Nursing Progress Note. Give the note a relatable Title and include the current date and time.

5. On the right hand side of the window, select Progress Note from the list of templates and click OK

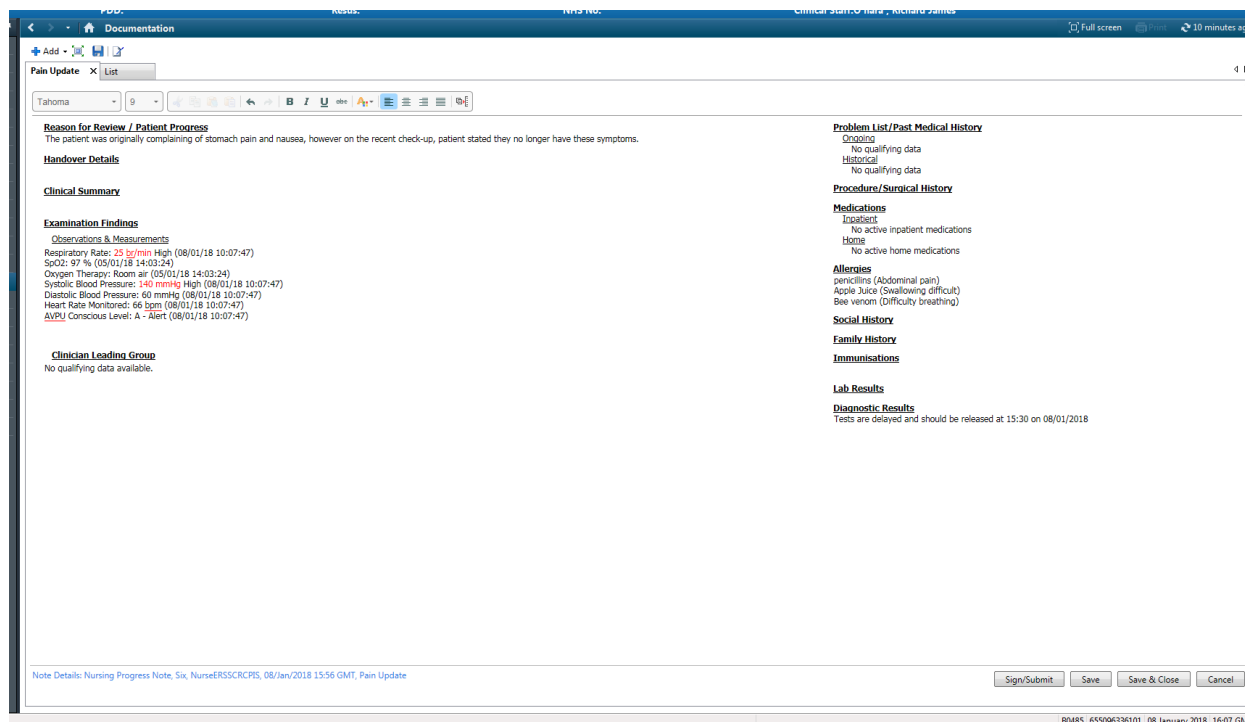
Hovering over each 'Title' will allow a small box to appear. The icons in order are refresh, enter text and delete heading.

6.



7.

Some headings will auto-populate as you can see in the above picture. Examination Findings, Allergies etc. In the other headings, using the middle icon as explained in step 6 to enter text into any relevant section.



8. Once you have entered all of your information, click Sign/Submit.

**Reason for Review / Patient Progress**  
The patient was originally complaining of stomach pain and nausea, however on the recent check-up, patient stated they no longer have these symptoms.

**Handover Details**

**Clinical Summary**

**Examination Findings**  
Observations & Measurements  
Respiratory Rate: 25 **br/min** High (08/01/18 10:07:47)  
SpO2: 97 % (05/01/18 14:03:24)  
Oxygen Therapy: Room air (05/01/18 14:03:24)  
Systolic Blood Pressure: 140 **mmHg** High (08/01/18 10:07:47)  
Diastolic Blood Pressure: 60 **mmHg** (08/01/18 10:07:47)  
Heart Rate Monitored: 66 **bpm** (08/01/18 10:07:47)  
AVPU Conscious Level: A - Alert (08/01/18 10:07:47)

**Clinician Leading Group**  
No qualifying data available.

**Problem List/Past Medical History**  
Ongoing  
No qualifying data  
Historical  
No qualifying data

**Procedure/Surgical History**

**Medications**  
Inpatient  
No active inpatient medications  
Home  
No active home medications

**Allergies**  
penicillins (Abdominal pain)  
Apple Juice (Swallowing difficult)  
Bee venom (Difficulty breathing)

**Social History**

**Family History**

**Immunisations**

**Lab Results**

**Diagnostic Results**  
Tests are delayed and should be released at: 15:30 on 08/01/2018

Note Details: Nursing Progress Note, Six, NurseERSSCRCPIS, 08/Jan/2018 15:56 GMT, Pain Update

Sign/Submit Save Save & Close Cancel

80485 655096326101 08 January 2018 16:07 GMT

9. A new window will appear, information should be pre-populated. If not fill in the options and click Sign.

**\*Type:** Nursing Progress Note

**Note Type List Filter:** All

**\*Author:** Six, NurseERSSCRCPIS

**Title:** Pain Update

**\*Date:** 08/Jan/2018 15:56 GMT

**Forward Options**

Favourites Recent Relationships Clinical Staff Name

**Contacts**

★	Default	Name

**Recipients**

★	Default	Name	Comment	Sign	Review/CC

Sign Cancel

10. You should now see in your list of available documents, your new Clinical Note.

The screenshot shows the eCARE interface for patient XXXXWENTY, POTATO. The 'Documentation' menu is active, displaying a list of notes. A red box highlights the following table:

Service Date/Time	Subject	Type	Facility
08/Jan/2018 15:56:00 G...	Pain Update	Nursing Progress Note	Pending R...
08/Jan/2018 09:01:00 G...	Manchester Triage	Emergency Department Handover Note	RDB-GH
05/Jan/2018 09:57:00 G...	Interpreter Required		RDB-GH

11. Clicking the note will load up the details on the right hand side of the window.

The screenshot shows the eCARE interface with the details of a selected note. A red box highlights the following information:

**Result type:** Nursing Progress Note  
**Result date:** 08 January 2018 15:56 GMT  
**Result status:** Auth (Verified)  
**Result title:** Pain Update  
**Performed by:** Six, NurseERSSORCPIS on 08 January 2018 16:11 GMT  
**Verified by:** Six, NurseERSSORCPIS on 08 January 2018 16:11 GMT  
**Visit info:** 3611733, RDB-GH, Inpatient, 05/Jan/18

**Reason for Review / Patient Progress**  
 The patient was originally complaining of stomach pain and nausea, however on the recent check-up, patient stated they no longer have these symptoms.

**Examination Findings** Respiratory Rate: 25 br/min High (08/01/18 10:07:47)  
 SpO2: 97 % (05/01/18 14:03:24)  
 Oxygen Therapy: Room air (05/01/18 14:03:24)  
 Systolic Blood Pressure: 140 mmHg High (08/01/18 10:07:47)  
 Diastolic Blood Pressure: 60 mmHg (08/01/18 10:07:47)  
 Heart Rate Monitored: 66 bpm (08/01/18 10:07:47)  
 ANPM Conscious Level: A - Alert (08/01/18 10:07:47)  
 No qualifying data available.

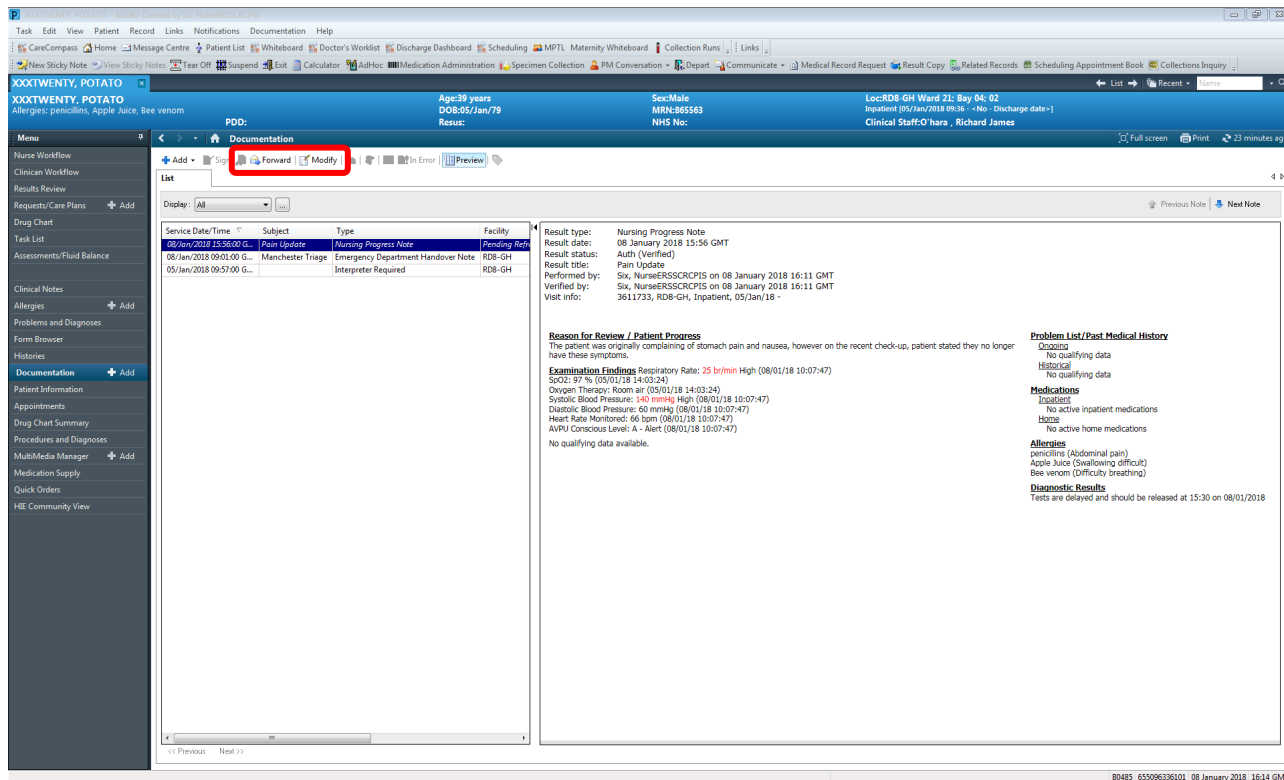
**Problem List / Past Medical History**  
 Ongoing  
 No qualifying data  
 Historical  
 No qualifying data

**Medications**  
 Inpatient  
 No active inpatient medications  
 Home  
 No active home medications

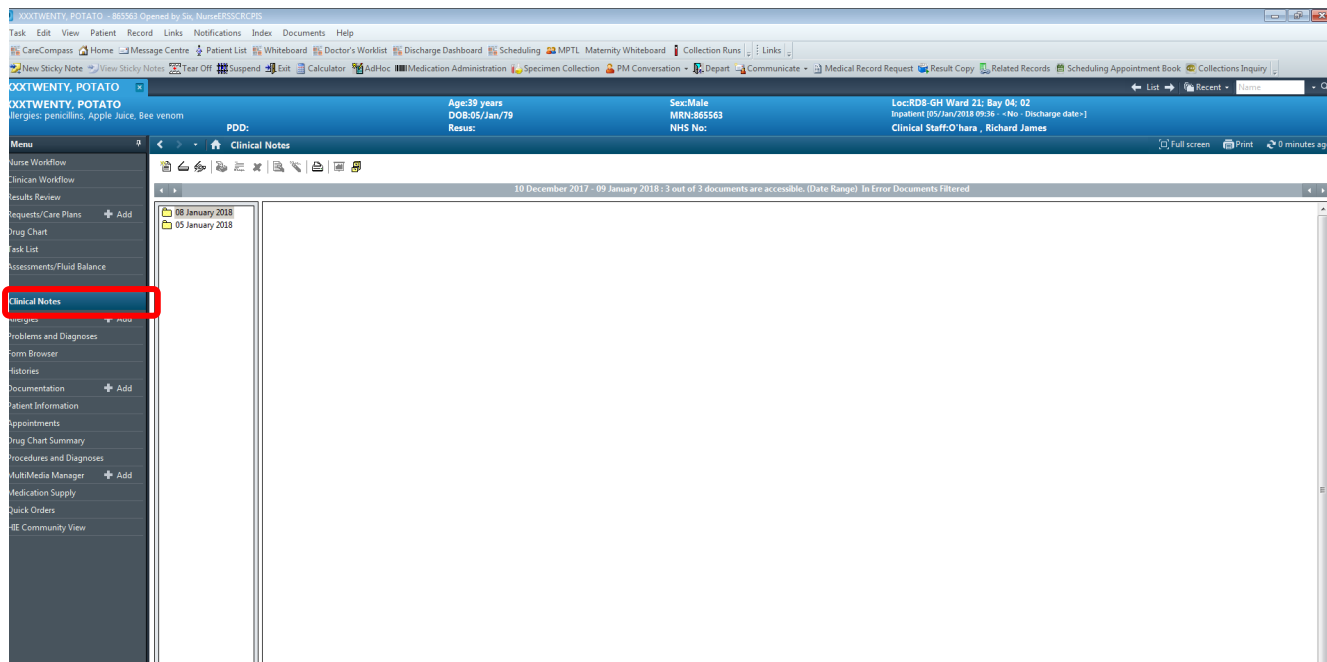
**Allergies**  
 penicillins (Abdominal pain)  
 apple juice (swallowing difficult)  
 Bee venom (Difficulty breathing)

**Diagnostic Results**  
 Tests are delayed and should be released at 15:30 on 08/01/2018

12. You are able to forward or modify these notes by clicking the relevant icons. If you modify this, you will need to sign again.

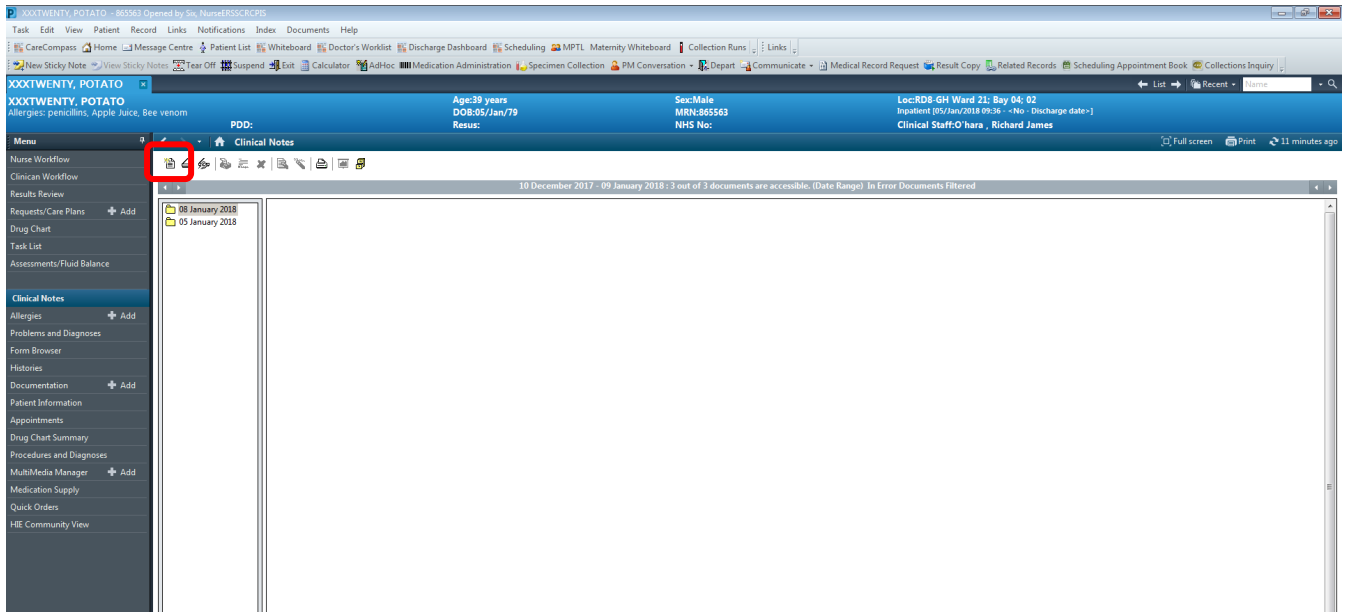


13. Alternatively, you can add a clinical note through clicking the Clinical Note main menu option.



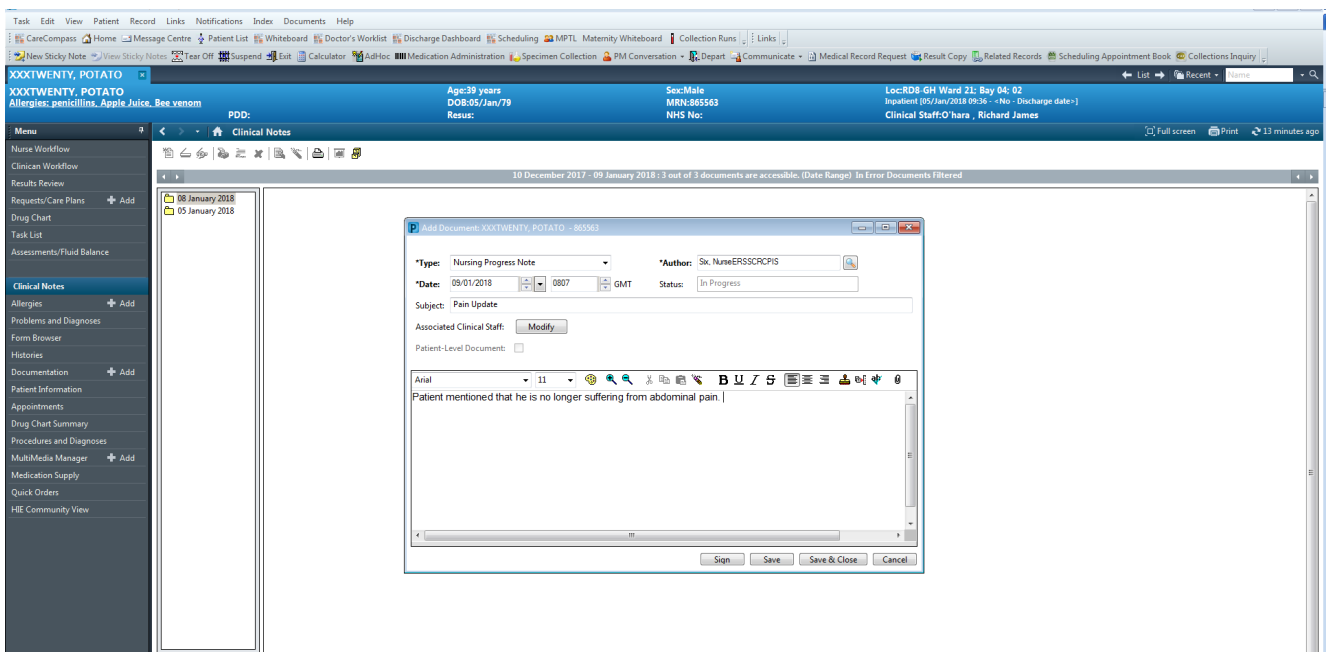
14.

You can add a new Clinical Note by clicking the new note icon

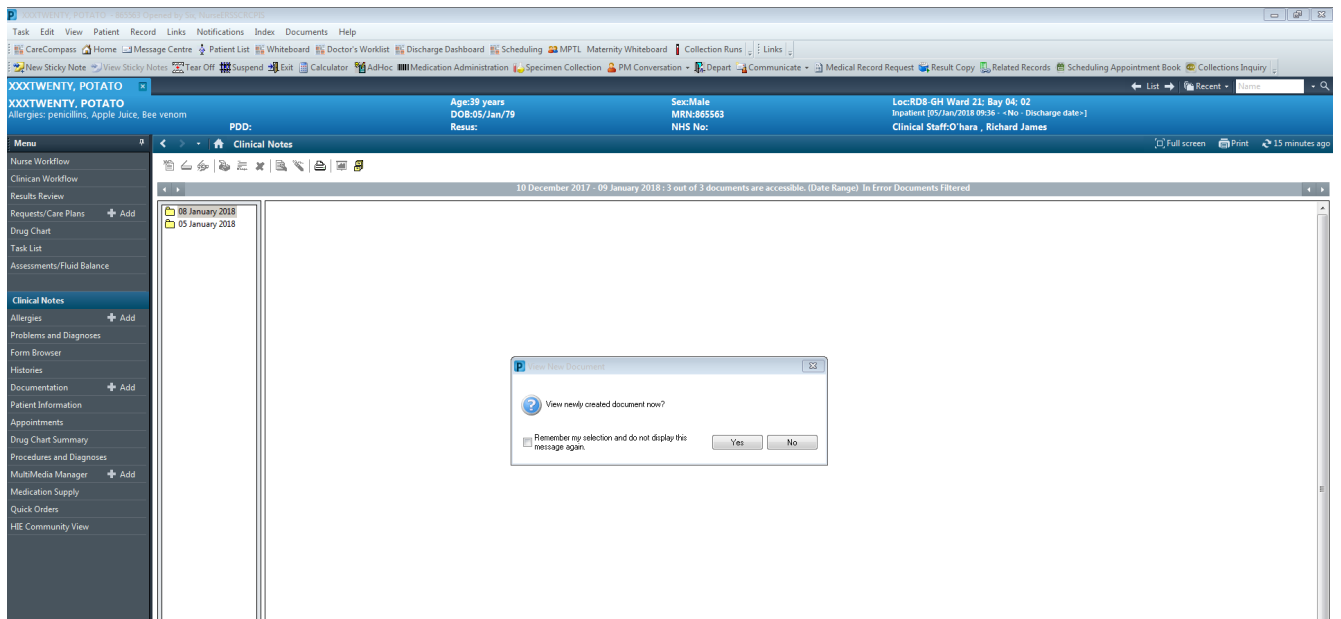


15.

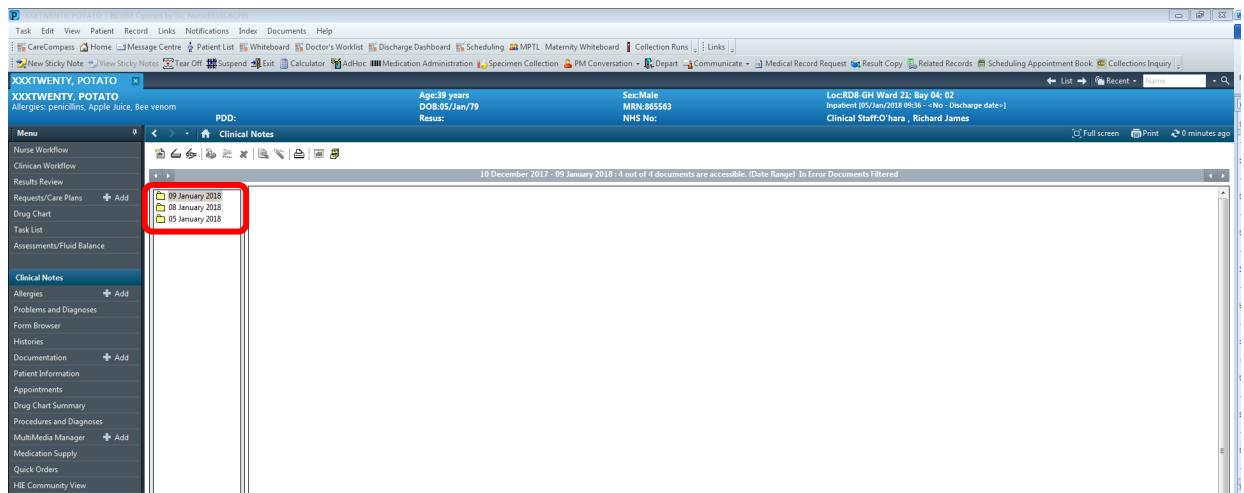
A new window will appear, select the type of note you wish to use (for this example we will stick with Nurse Progress Note) complete the subject line and type your note in the bottom box. Once completed, click Sign.



16. A new Window will appear asking if you wish to view your new note. Click Yes or No – whichever option you choose you can have this option by default by tiking the box that says: “Remember my selection...”.

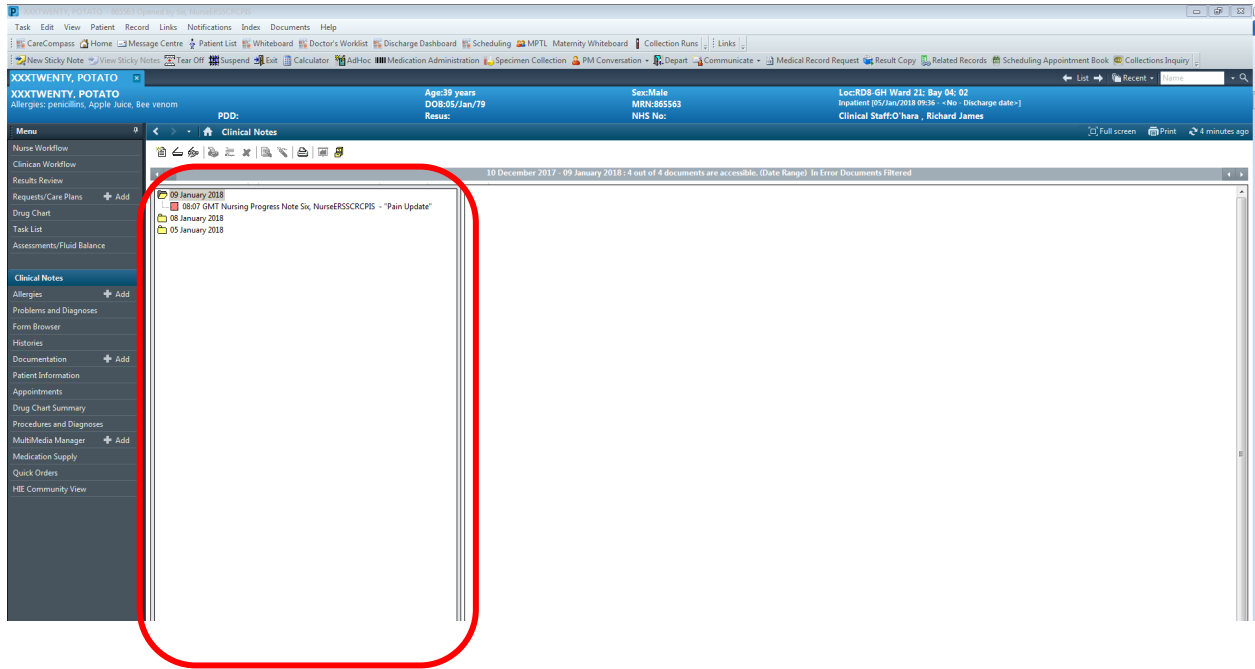


17. You can view all notes created (including those via documentation) by the dated folders in the middle of your screen.

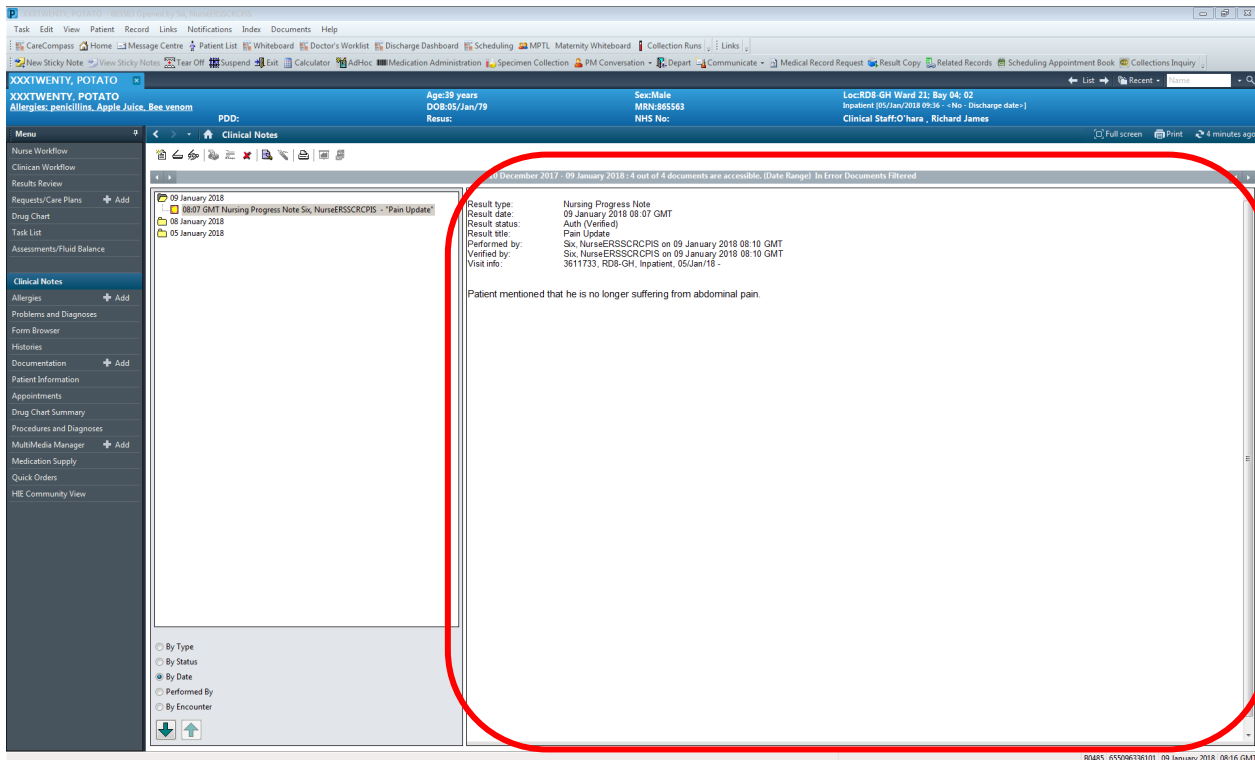




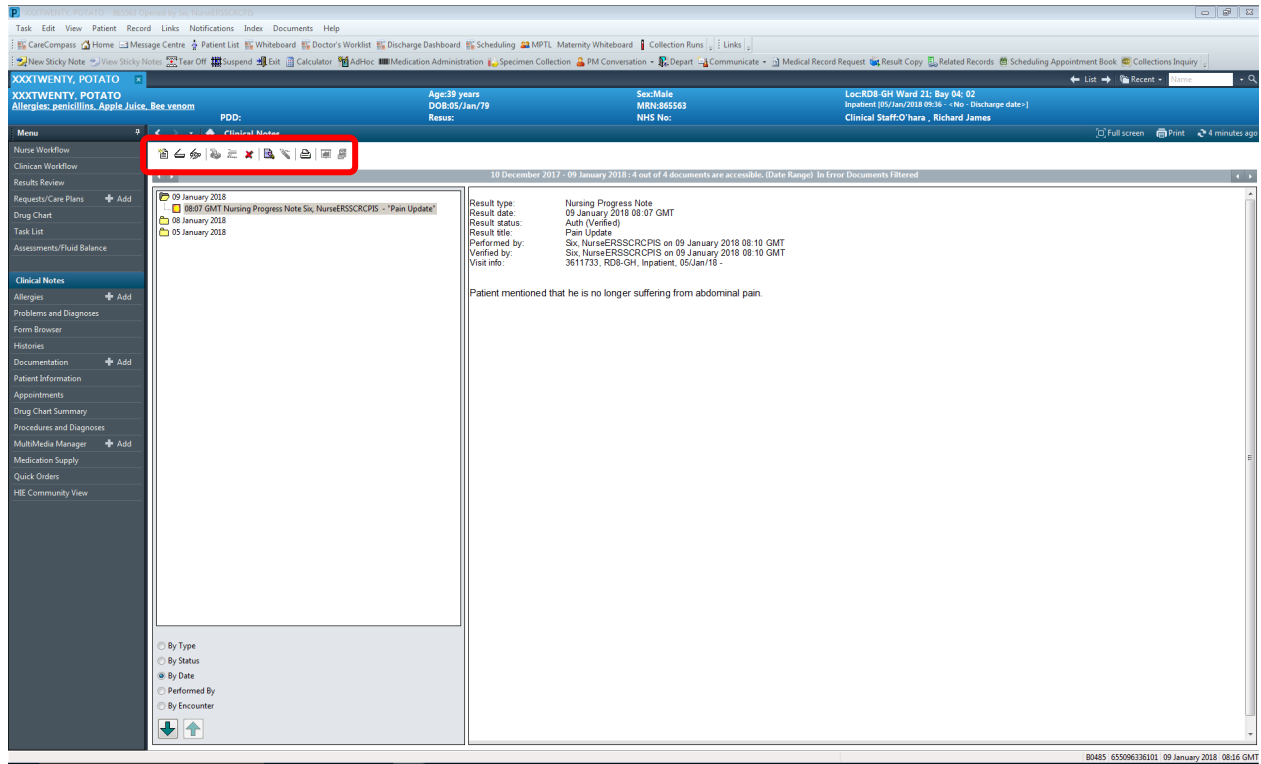
18. Clicking the dated folders will show all Clinical Notes added for that day, you can expand the column by hovering over the right hand side of it, using the click and drag option when you see the expand icon if necessary.



19. Double click the note you wish to view and it will appear on the right hand side of the window.



20. You can delete, modify and record 'in error' clinical notes, using the icons at the top of the dated list.



21. You can also view all Clinical Notes from the appropriate Workflow main menu as shown below in the example for Nursing.

