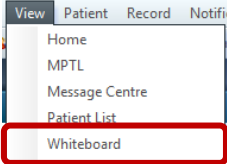
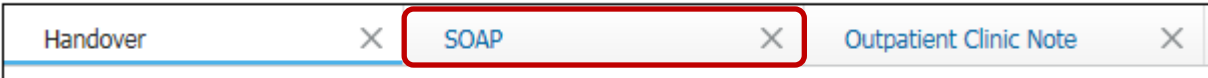
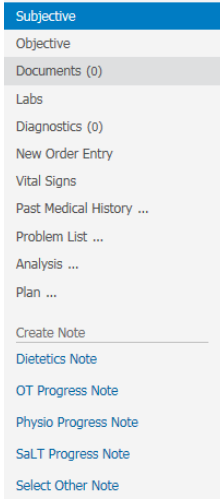

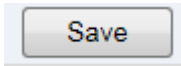
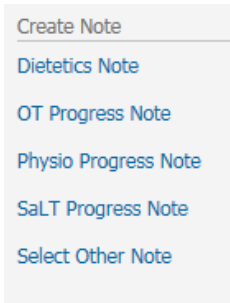


Completing a SOAP Assessment Form

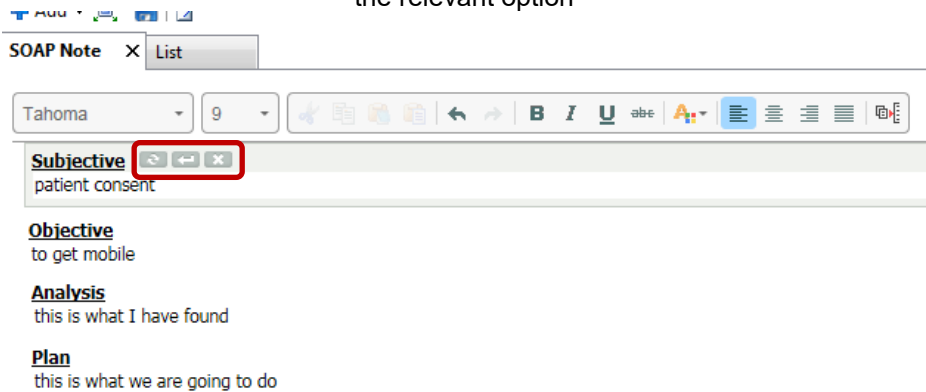
1.	<p>Click on Whiteboard from the Tool Bar (if this is not visible click on view and select from menu).</p> 
2.	<p>Select your patient from the whiteboard (once you open the record this will establish a relationship with the patient).</p>
3.	<p>Ensure you are in the AHP Workflow from the main left hand menu.</p>
4.	<p>Select the SOAP tab to open the workflow</p> 
5.	<p>You will now see a sub Menu on the left stating all the sections within the soap which you can navigate to if needed</p> 
6.	<p>Complete Subjective section, note the text in this section can be made bold, italic, underlined.</p> 
7.	<p>Ensure you saved the text by clicking on save which will annotate just below the section the last time it's contents were saved.</p> 
8.	<p>There are sections within the soap for viewing details within the record, i.e Documents, Labs, Diagnostics.</p>

9. Complete the Objective, Analysis and Plan as in steps 6-7.

10. When all of the relevant sections in the SOAP workflow have been completed, you need to create the note. Click on the relevant note at the bottom of the sub menu.



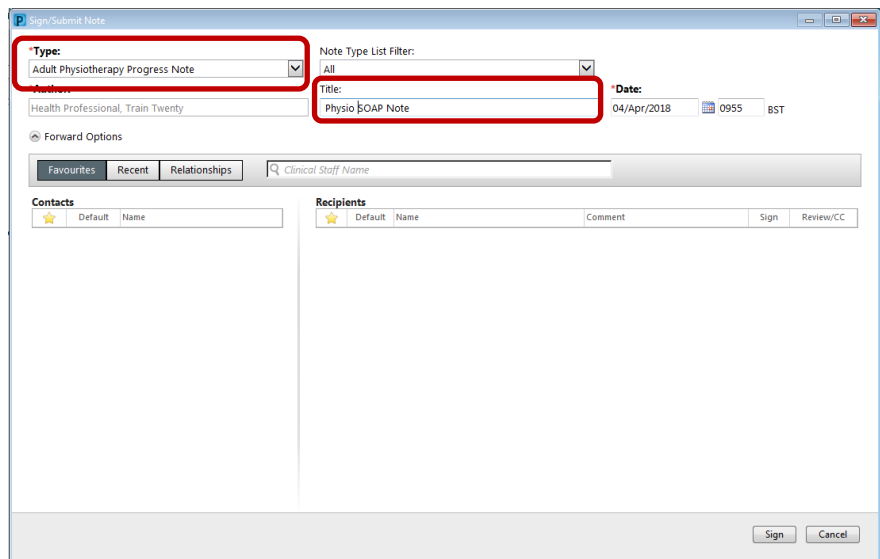
11. The SOAP note will be displayed, you can add, edit or delete the text by hovering over and selecting the relevant option




12. You have options for Sign/Submit, Save or Save & Close (although the save options only make the documents viewable to you so are not advisable if you are walking away from the patient) and Cancel if you wish to Discard the document.



13. The note window will open and the Type will be automatically completed. You can amend the title to suit the note so it is obvious when looking in documentation.



14.	<p>Click on sign.</p> <div style="text-align: center;"> <input type="button" value="Sign"/> <input type="button" value="Cancel"/> </div>										
15.	<p>The note will now be viewable in Documentation.</p> <div style="text-align: center;"> Documentation + Add </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Service Date/Time ▾</th> <th style="text-align: left;">Subject</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Facility</th> <th style="text-align: left;">Author;</th> </tr> </thead> <tbody> <tr> <td>04/Apr/2018 09:55:00 B...</td> <td>Physio SOAP Note</td> <td>Adult Physiotherapy Progress Note</td> <td>RD8-GH</td> <td>Health F</td> </tr> </tbody> </table>	Service Date/Time ▾	Subject	Type	Facility	Author;	04/Apr/2018 09:55:00 B...	Physio SOAP Note	Adult Physiotherapy Progress Note	RD8-GH	Health F
Service Date/Time ▾	Subject	Type	Facility	Author;							
04/Apr/2018 09:55:00 B...	Physio SOAP Note	Adult Physiotherapy Progress Note	RD8-GH	Health F							
16.	<p>To view the note single click on the title line and it will be viewable on the right hand side of the screen.</p>										
17.	<p>If you wish to amend the note by adding additional text, click on the modify button and then enter freetext underneath where it states 'Insert Addendum Here'.</p> <div style="text-align: center;">  Modify </div> <p style="text-align: center;">*Insert Addendum Here:</p>										
18.	<p>Click on Sign Submit</p> <div style="text-align: center;"> <input type="button" value="Sign/Submit"/> </div>										
19.	<p>The note will now state Document Contains Addenda in Bold and Red</p> <p style="text-align: center;">Document Contains Addenda</p>										