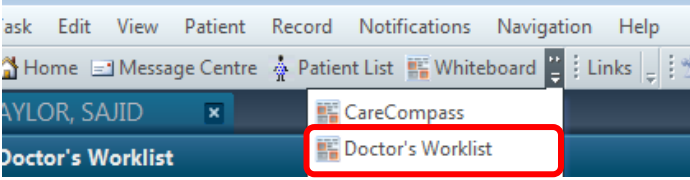
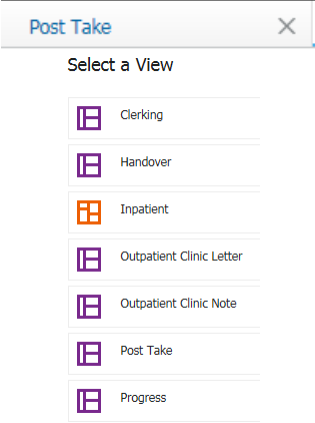
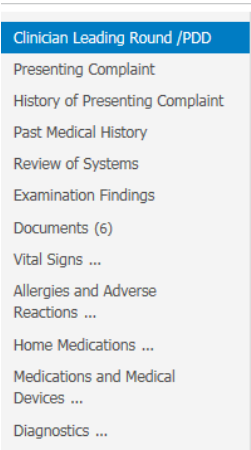

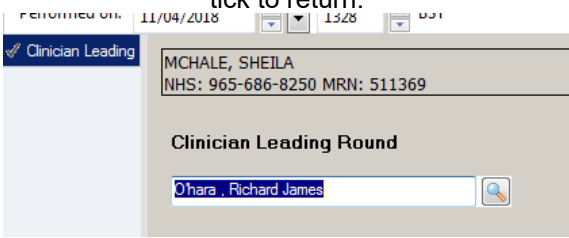
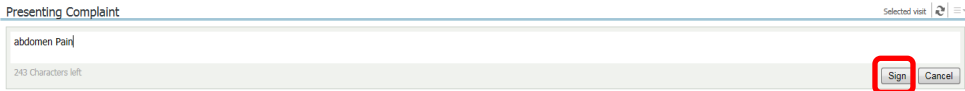
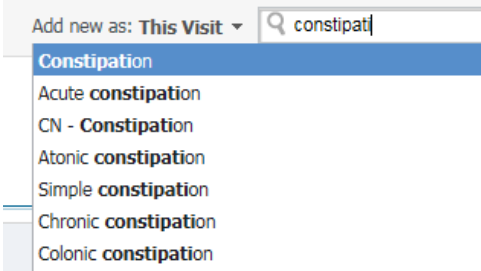


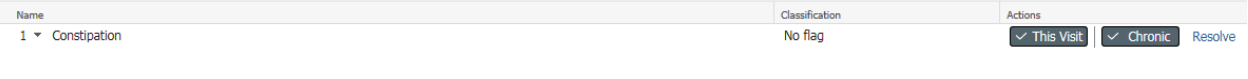
Documenting, Creating and Modifying a Note within the Clinician Workflow

The following workflow follows the Post Take note available within the clinician workflow, the same principles apply to all of the other notes.

1.	<p>From the Home page click on the drop down arrow by Whiteboard and select Drs Worklist</p> 
2.	<p>Open the Patients record and select the Clinician Workflow (top of the main left hand menu).</p>
3.	<p>From the available note tabs, select Post Take (if this is not available click on the + to locate).</p> 
4.	<p>The note will open and have a navigation sub menu on the left which you can use to navigate through the note.</p> 
5.	<p>Click on the link for Predicted Date of Discharge (only if this has changed since the clerking note was completed). Amend the date and click on the green tick to return.</p> 

6.	<p>Then click on the link for Clinician leading round. Enter the clinicians name once done click on the green tick to return.</p> 
7.	<p>Within the Presenting Complaint section, enter the Presenting Complaint and click on sign.</p> 
8.	<p>Within the History of the presenting complaint section document the relevant information and click on save.</p>
9.	<p>For Past Medical History, Procedure, Family or Social see the relevant Histories QRG.</p>
10.	<p>Within the Review of Systems section, freetext your findings and click on save.</p>
11.	<p>Within the Examination findings section enter your examination findings (freetext) and click on save.</p>
12.	<p>Within the Documents section you can double click on any Document you wish to view. If you just wish to preview a document, you can just single click on the item to open and close it.</p>
13.	<p>Within the Vital signs section, the recent vital signs will be displayed. Click on the title and you will be taken to results review where Vital Signs will be displayed. You can, if multiple vitals are displayed click on whichever item you wish to view a graph (i.e. HR, temp). For more details on graphing results, refer to the Reviewing and Graphing Results QRG.</p>
14.	<p>Within the Allergies section, Allergies and Adverse reactions should be displayed and they will also be showing in the banner bar. If they are not, you can click on the Allergies title and it will take you to the Allergies section. For more details, please see the Allergy Recording QRG.</p>
15.	<p>Within the Home Medications section if the home medications are already documented they will display here. If not, go to the next section, Medications and Medical Devices and follow the Medication history and Admission Reconciliation QRG.</p>
16.	<p>Under the Diagnostic header, any Radiology investigation that has been completed, the report from which will be displayed.</p>
17.	<p>Within the New Order Entry section you can order any test that is required. Clicking on the header will take you to Requests/Care Plans within the main menu for more details please see the New Order Entry QRG.</p>
18.	<p>If a problem has not been documented it can be done from the Problems section. Enter the first few letters of the problem in the search field and then select the relevant one.</p> 

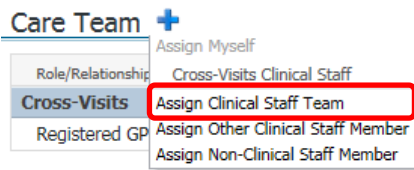
Choose 'This visit' or 'Chronic' or both for this problem. Or for an existing problem, it can be 'Resolved' from here.



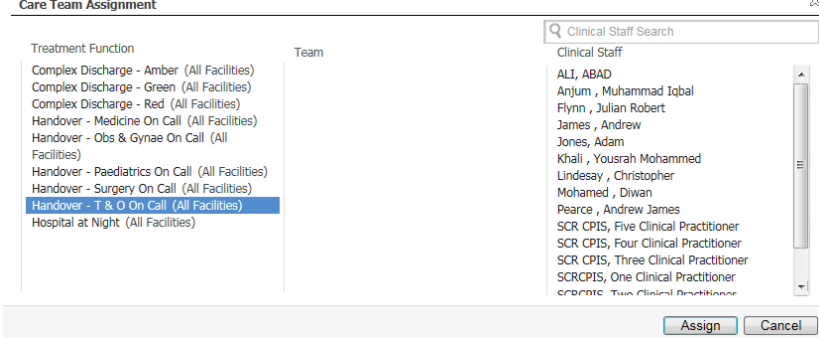
19. Complete the Clinical Summary (freetext) and click on save.

20. Add text to Assessment and Plan and click on save.

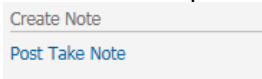
21. Click on the + to the right of Care Teams if you wish to add the Patient to a Care Team List and select Assign Clinical Staff Team from the drop down.




Select the relevant Team and click on Assign.




22. Click on Post Take Note just below Create Note to pull all of the documentation into the note.



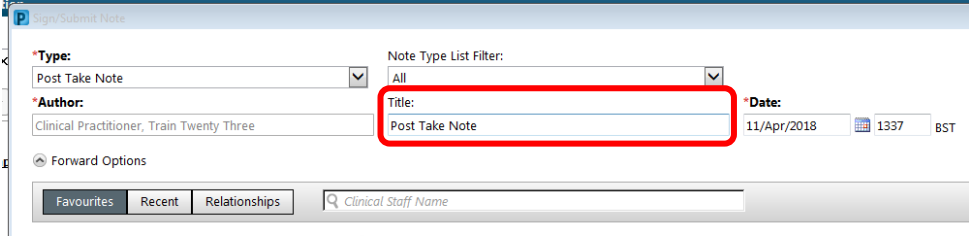
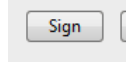
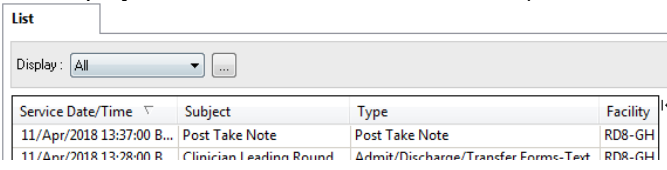
23. The note will be displayed. You can edit and delete the sections from this page by hovering and selecting the relevant option



24. Once you have completed the Note click on Sign and Submit.



Note if you do not want to finalise at this stage you can save and continue or save and close but the note will only be visible to you until you sign and submit or you can cancel if documented in error.

25.	<p>The Template window will open, The only thing you may want to do is amend the title accordingly.</p> 												
26.	<p>Click on Sign.</p> 												
27.	<p>Your Document will be displayed in the Documentation section (from the main left hand menu).</p>  <table border="1" data-bbox="550 739 1220 817"> <thead> <tr> <th>Service Date/Time</th> <th>Subject</th> <th>Type</th> <th>Facility</th> </tr> </thead> <tbody> <tr> <td>11/Apr/2018 13:37:00 B...</td> <td>Post Take Note</td> <td>Post Take Note</td> <td>RD8-GH</td> </tr> <tr> <td>11/Apr/2018 13:28:00 B...</td> <td>Clinician Learning Round</td> <td>Admit/Discharge/Transfer Forms-Text</td> <td>RD8-GH</td> </tr> </tbody> </table>	Service Date/Time	Subject	Type	Facility	11/Apr/2018 13:37:00 B...	Post Take Note	Post Take Note	RD8-GH	11/Apr/2018 13:28:00 B...	Clinician Learning Round	Admit/Discharge/Transfer Forms-Text	RD8-GH
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28.	<p>To Modify the document once it has been signed, double click to open the document. The Document opens and you will see a section, 'insert addendum here'.</p> <p>*Insert Addendum Here: </p>												
29.	<p>Type in any additional information. Click on sign/submit.</p>												
30.	<p>The Document will now display with red annotation to advise and addendum has been added</p> <p style="text-align: center;">Document Contains Addenda</p>												