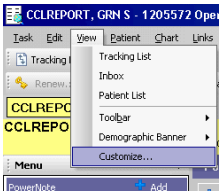
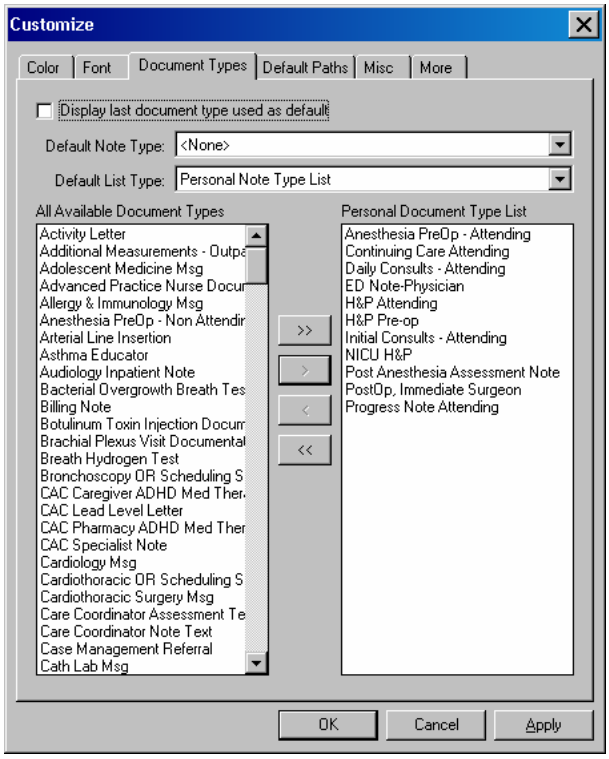
PowerNote Tips and Tricks (Attending)

Creating a Personal Note Type List - MANDATORY

When selecting your note type, the personal note type list will only display those note types that you choose.



1. Open the PowerNote tab, Click "+Add"
2. Select "View" from your menu bar, Click "Customize".
3. Select the "Documents Types" Tab (customize your settings to match those displayed in the screenshot below)
4. Display last document type used as default (leave this box *unchecked*)
5. Default Note Type (leave this blank)
6. Default List type - Select Personal Note Type List
7. Select the note types desired (left column) and click (>) to add to the personal list (right column). *Please add the following Document types in addition to ones that you already use:*



- Continuing Care – Attending
- Daily Consults – Attending
- H&P – Attending
- Initial Consults – Attending
- Progress Note – Attending
- Add procedure note types that you may perform (Arterial Line Insertion, Central Line Insertion, ect.)

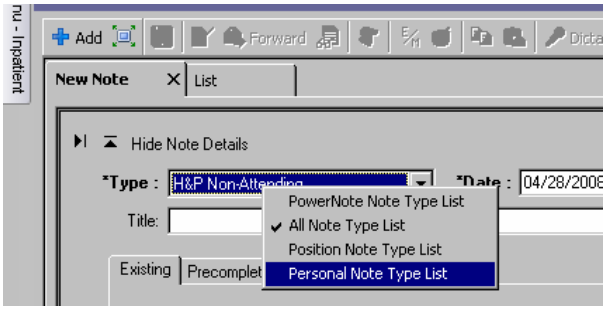
Additional Surgical note types:
- H&P Pre-Op
- PostOp, Immediate Surgeon

Additional Anesthesia note types:
- Anesthesia PreOp-Attending
- Post Anesthesia Assessment Note

Additional ED note type:
- ED Note – Physician

Additional NICU note types:
- NICU H&P
- Interim Summary

8. Click "Apply" and "OK"
9. On the "New Note" tab, right click in the Type and select Personal Note Type List.

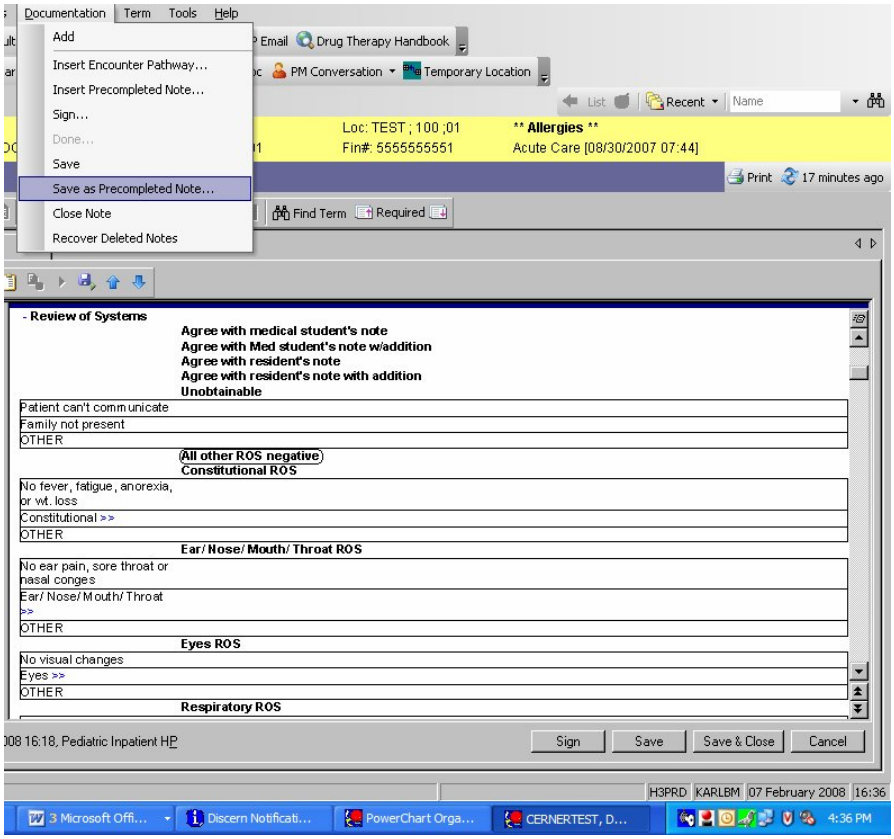


When adding a new PowerNote, only those list will display.

PRECOMPLETED NOTES - MANDATORY

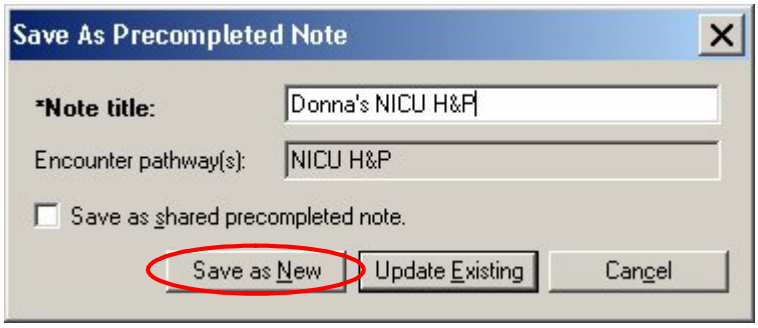
All sections of the note can be saved for future use by saving it as a Precompleted Note. To create a Precompleted Note:

1. Enter all data you desire to have on a future note
2. Click on Documentation from the menu bar
3. Choose "Save as Precompleted Note"



4. Enter a title for this particular note and UNCHECK the "*Save as shared precompleted note" option.* Title should be in the following format: Service, Level (i.e. Attending, PGY-1, MS-III, etc), Note type - Author's Last Name.
   - As an example: Infectious Disease Attending H&P – Bickel or Cardiology Non-Attending Initial Consult Note – Bickel

5. Click "Save as New"



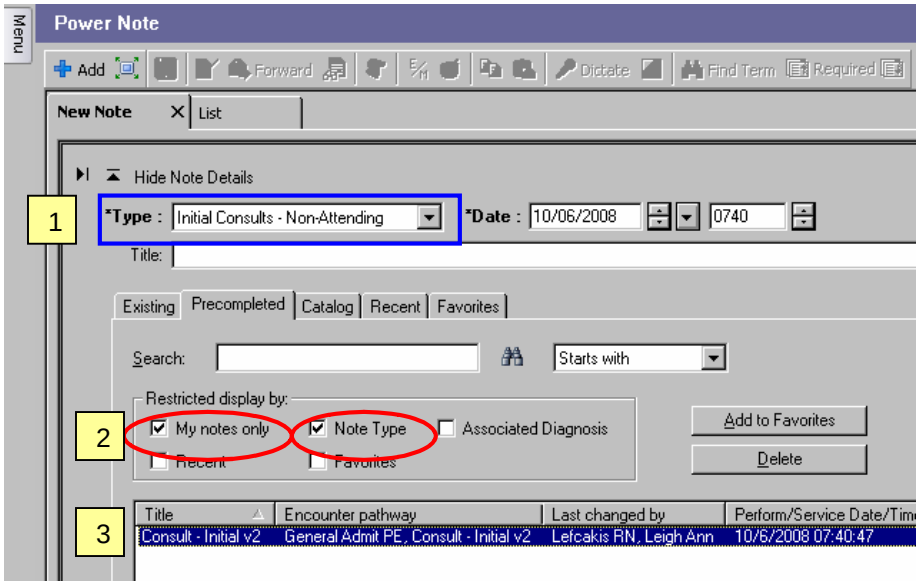
The note will now be available in the list of Precompleted Notes, where the other Precompleted templates are currently accessed.

You can filter this list by checking the “My Notes” and the “Note Types” checkbox. This way when you select a note type, your personal precompleted notes that are linked with that note type will display.

1. Choose the Note Type that you want to complete.

2. Check the Restricted display by to make sure that “My Notes Only” and “Note Type” are checked.

3. Your personal precompleted note will be available to open.



Some Precompleted Notes that you may want to save a personal copy of:

- Billing Note v2
- Consult Daily v2
- Consult Initial v2
- Continuing Care Note v2
- H&P, Basic v2 (Equivalent to 3 page paper)
- H&P, Expanded v2 (Equivalent to 5 page paper)
- H&P, Short v2 (Equivalent to 1 page paper)
- Progress Note v2

Additional Surgical precompleted notes:

- Immediate Surgeon Post Op
- Progress Note Surgical v2

Additional Anesthesia precompleted notes:

- Anesthesia Attending Plan
- Anesthesia Pre Op Note
- Post Anesthesia Assessment Note

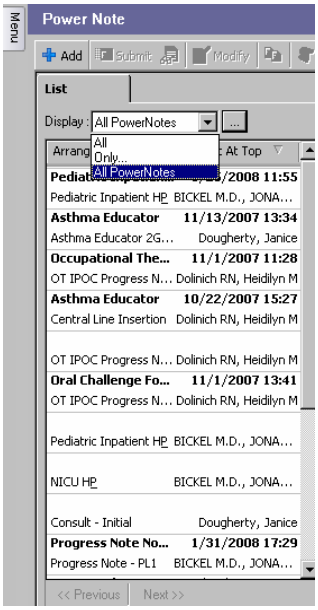
Additional NICU precompleted notes:

- NICU H&P v2
- Interim Summary

Filtering PowerNotes

The PowerNotes tab will display a list of dictated or scanned reports as well as those documents created using a PowerNote. To only see notes that were created using PowerNote:

1. Select “All PowerNotes”

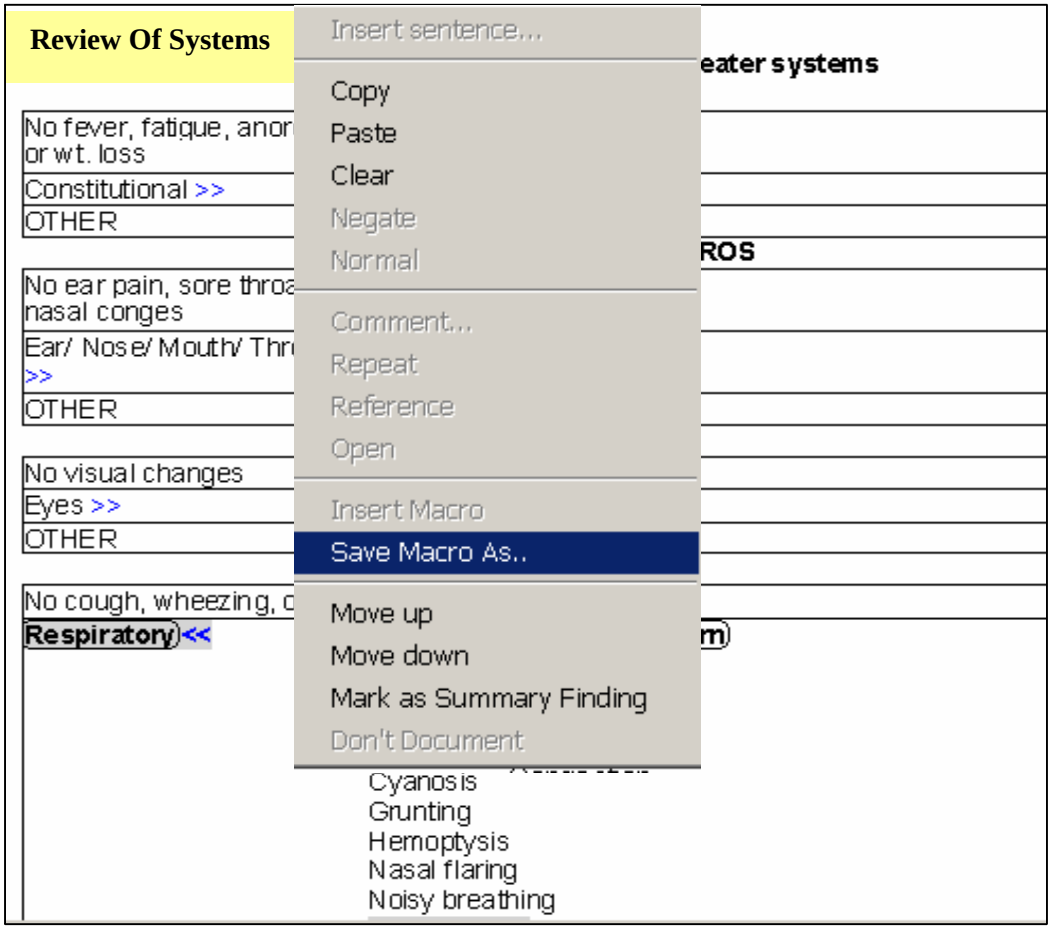


Macros

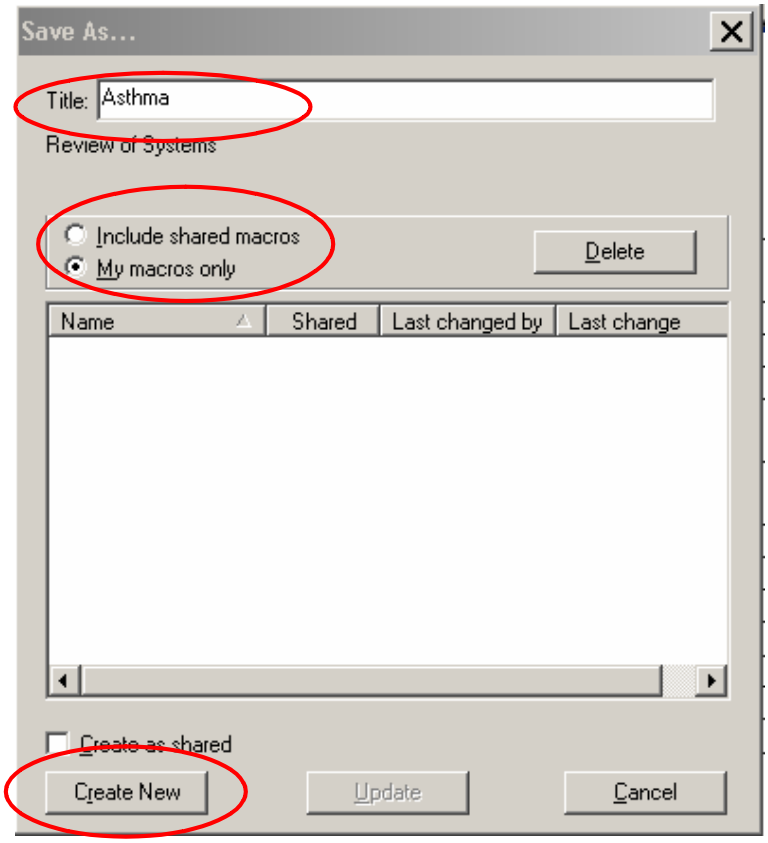
A macro is a way to automate a task that you perform repeatedly or on a routine basis. In the case of the History and Physical, the task to be automated is repeatedly selecting the same details. Creating macros for an H&P will simplify how you create the note by *inserting*, rather than creating, portions of the note. See the steps below to learn how to create and utilize macros of your own.

1. Complete a particular section of the note as you normally would. If the selected information is data you may want to use for a future patient, you would create a macro for future use.

2. For example: Complete the Review of Systems section for a particular diagnosis. Right click on the section or title, and choose “SAVE MACRO AS”



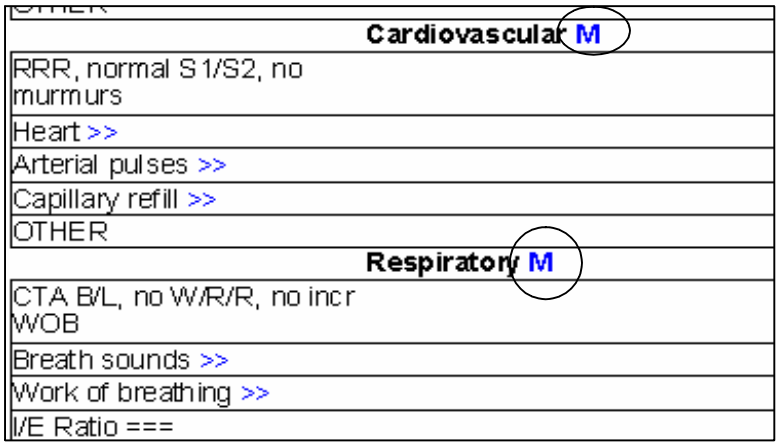
3. The window (shown below) will allow you to
    a. name the macro according to the data included in that section
    b. choose *<u>My Macros Only</u>*
    c. click Create New button to confirm the new macro.



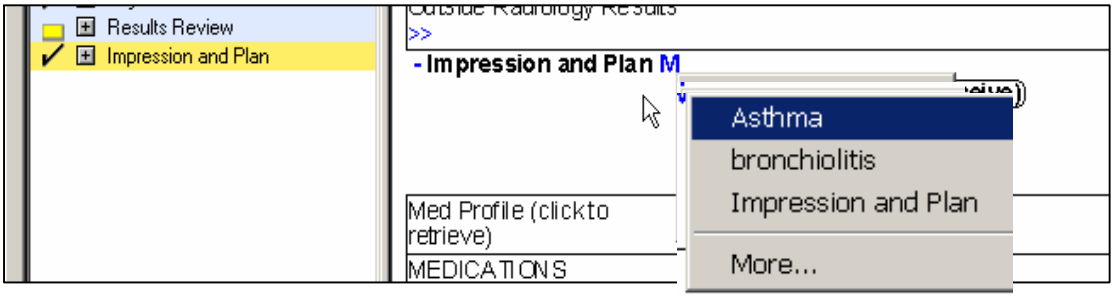
The macro is saved and will be available for use.

Applying a Macro

1. Any section with one or more macros created will display a blue M at the end of the section name.



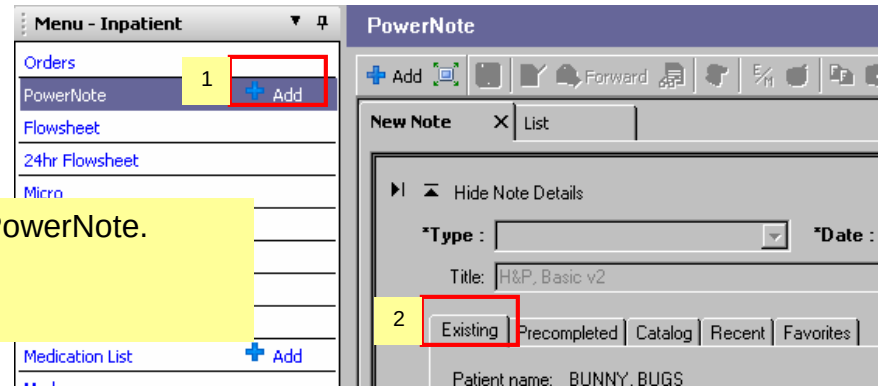
2. Right click on the blue M, a list of macros displays. To apply a macro, simply select the desired macro from the list. This will insert all data that had been saved when the macro was originally created.



- Any of this information inserted via the macro can be modified as needed.
- Macros can be set at the term, sentence, or paragraph levels.

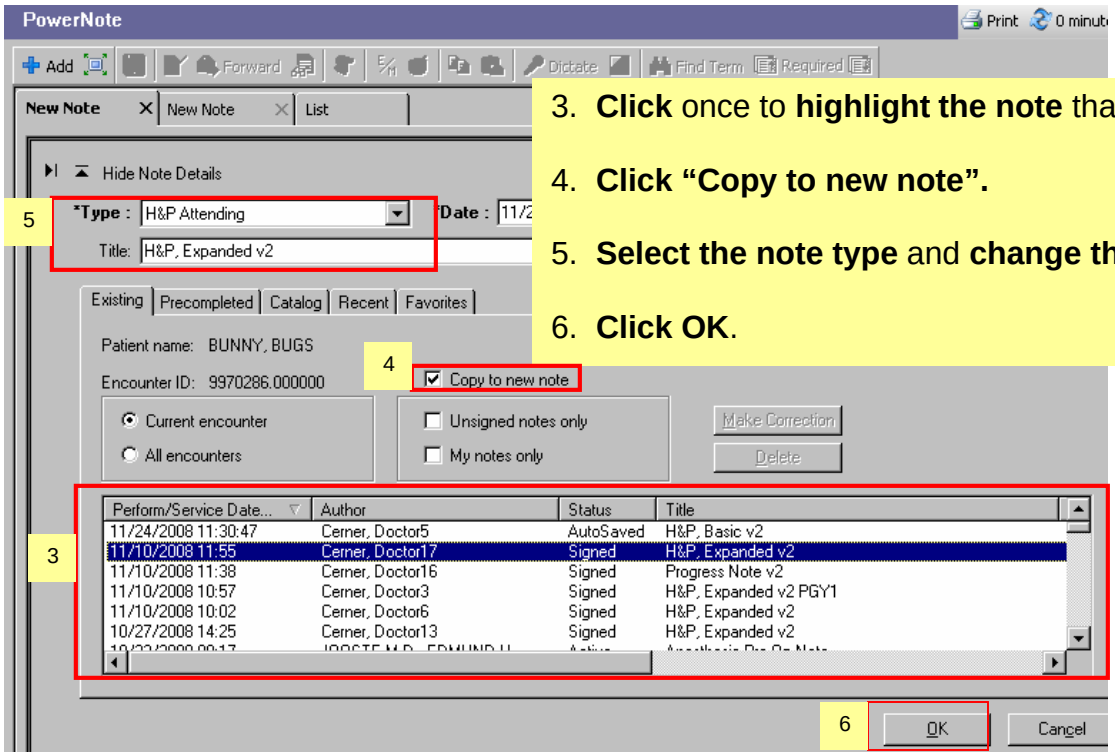
Copying an Existing Note to a New Note

When a PowerNote has been completed on a patient, you have the ability to copy it, update it, and sign it as your own. This option creates a new note. It does not change the original note that you copied.



1. **Click "Add"** to create a new PowerNote.

2. **Click** the **Existing** tab.

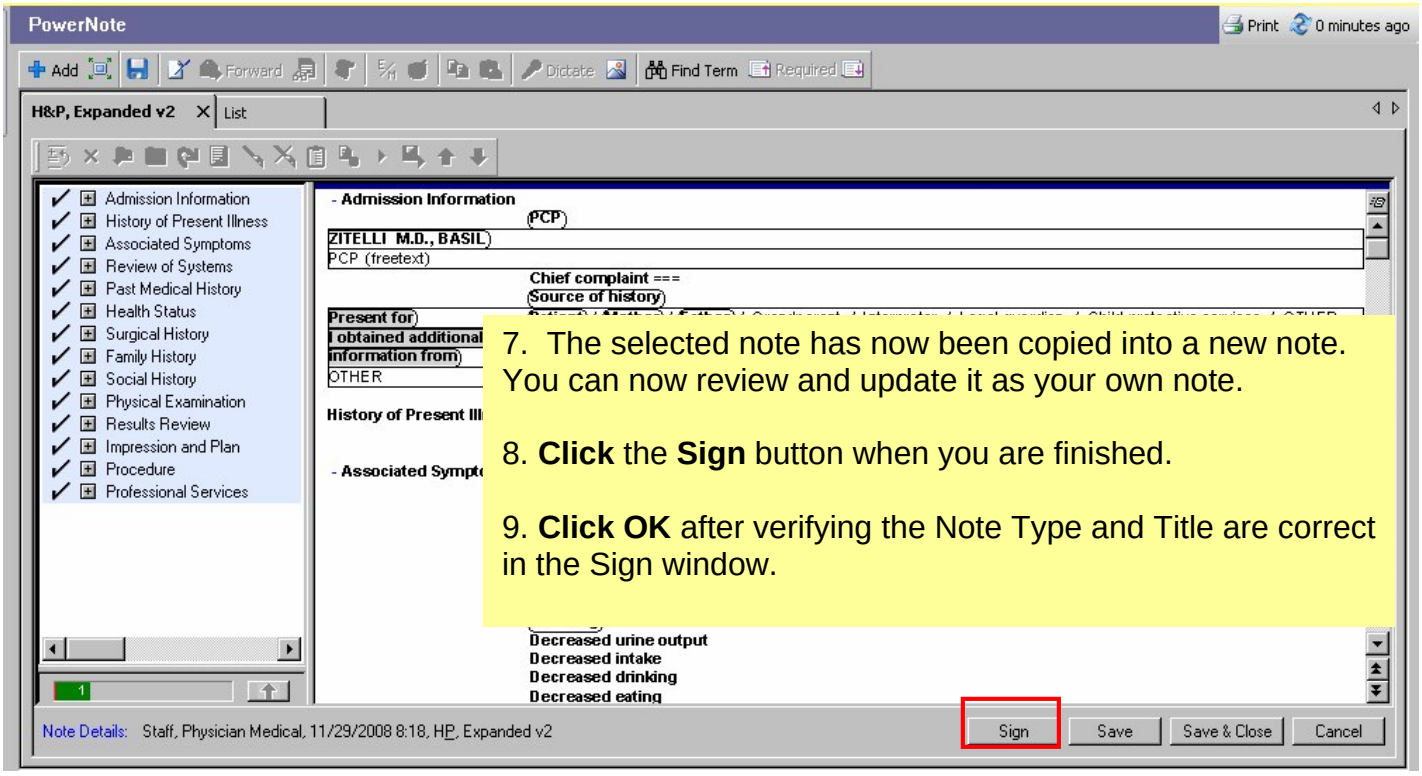


3. **Click** once to **highlight the note** that you want to copy.

4. **Click "Copy to new note".**

5. **Select the note type** and **change the title** of the note.

6. **Click OK**.



7. The selected note has now been copied into a new note. You can now review and update it as your own note.

8. **Click** the **Sign** button when you are finished.

9. **Click OK** after verifying the Note Type and Title are correct in the Sign window.