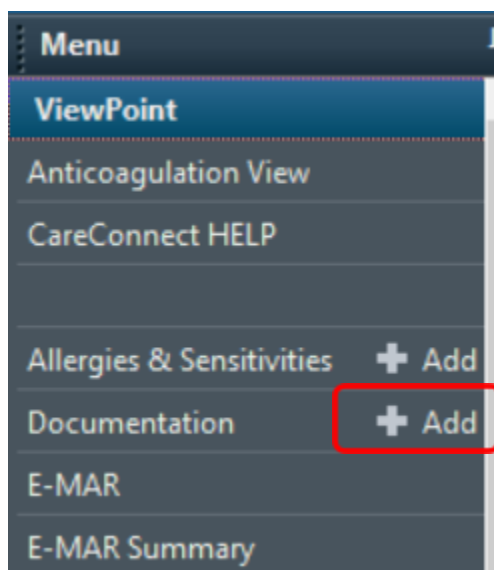


Using PowerNotes Wisely

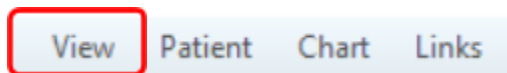
PowerNote Configuration Instructions

To prevent notes from showing up as the wrong note type, here are the steps to prevent that from happening. It can be frustrating to have progress notes show up as H & P or Discharge Summaries, only to have to re-write the note in the proper note type.

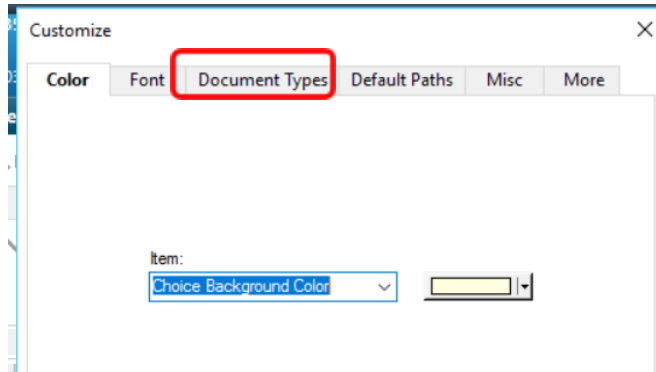
1. Go to the Menu (also called “Table of Contents”). Click on “+ Add” next to Documentation



2. After that page opens, go to the very top and click on “View”

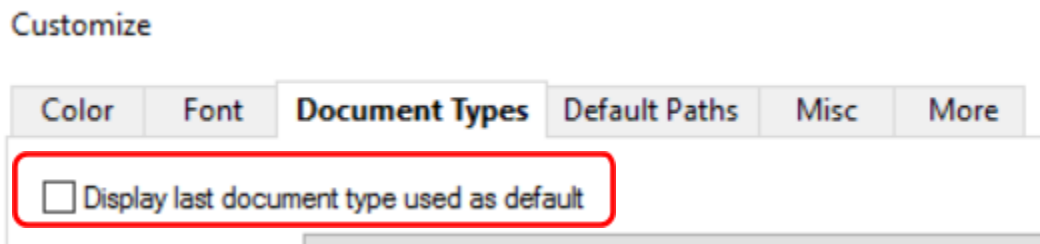


At the bottom of the “View” drop down list, click on “Customize” and the following window will appear:



Click the tab labeled “Document Types” (red rectangle above)

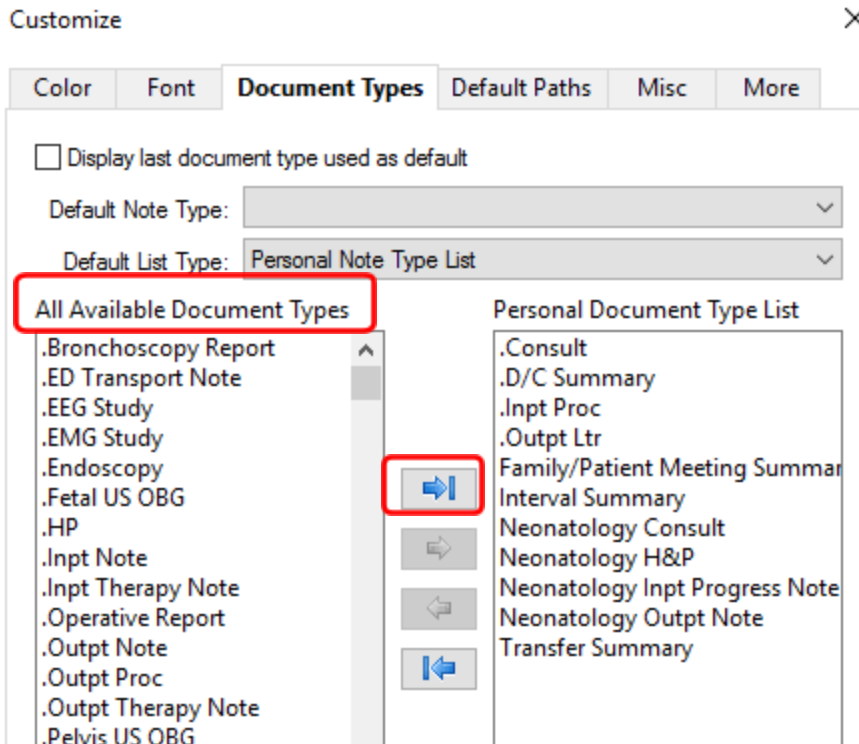
3. Within the Document Types, you must make sure that the box next to “Display last document type used as default” is NOT CHECKED. If it is checked, then click on the box to uncheck it.



This will prevent any documents that you start from having the wrong note type (such as, labeling a discharge summary as a progress note or a procedure note).

For Note Types

While you are in this window:

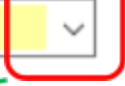


1. Choose the following from the Available Document list and click the arrow pointing to the right to bring them to your Personal Document Type List
 - a. .Consult
 - b. .D/C summary
 - c. .Inpt proc
 - d. .Outpt Ltr
 - e. Family/Patient Meeting Summary
 - f. Neonatology Consult
 - g. Neonatology H & P
 - h. Neonatology Inpt Progress Note
 - i. Transfer summary
4. Once these steps are completed, log out of PowerChart and then log back in so the changes will be implemented.
5. When you start a new note, the note type will be a yellow blank box that you must complete before you begin the note (to make sure the note type is correct and matches the title of the note. Just click on the drop down menu to choose the correct note type that matches the note Title

New Note X List



Hide Note Details

*Type: 

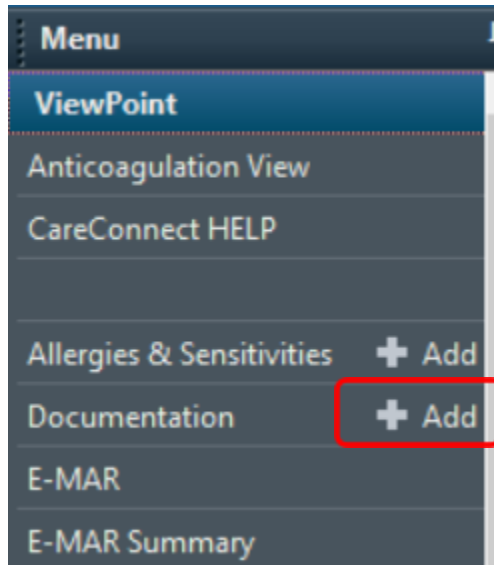
*Date: EST

Title:

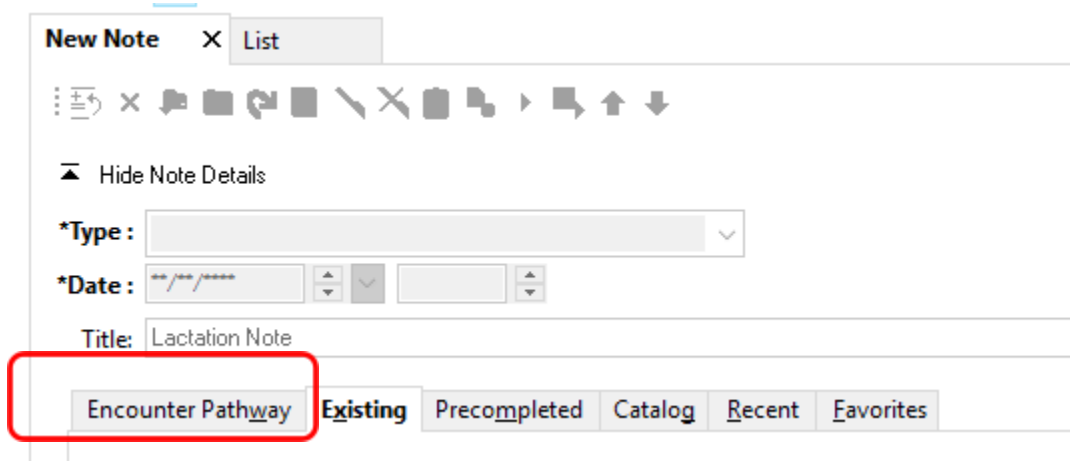


For Encounter Pathways

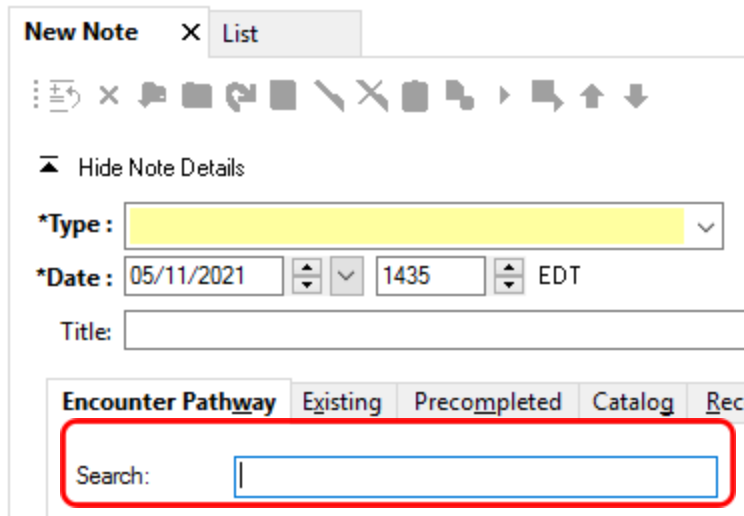
Now, you will need to set up favorites for PowerNotes. Go back to the Documentation band and click on “+ Add”:



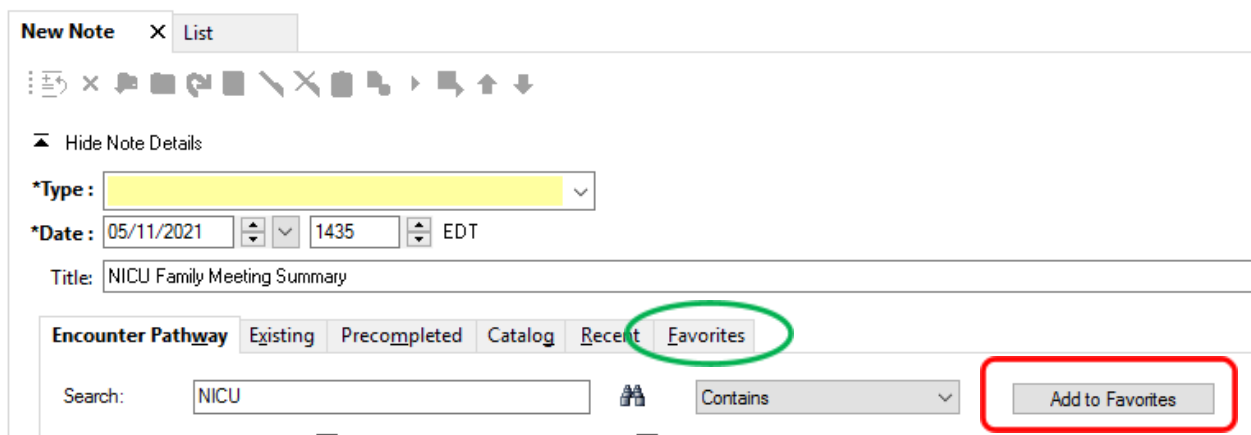
The following window will appear:



When you are back to the PowerNote New Note window click the Encounter Pathway tab
In the search box (just below “Encounter Pathway”), type in “NICU” and a list will appear:



1. Holding down the ctrl key, click the following
 - a. NICU Discharge Summary
 - b. NICU Family Meeting Summary
 - c. NICU H & P Note
 - d. NICU Outside Transport Scorecard
 - e. NICU Progress Note
 - f. NICU Transfer Summary
2. With those 6 note types highlighted, click the “Add to Favorites” button (red rectangle below)



3. Now click the Favorites tab at the top of this window (green oval above), and these 6 note types will be in your PowerNotes favorites to use.