Sign and Correct Notes

Do not Save, **SIGN ONLY.**

Do not Modify, **CORRECT ONLY.**

Residents should always Sign the note and then Forward to an attending at each transition of care or discharge of the patient. Always use **Correct** to change a note as Modify only allows for an addendum to be entered. If you Modify a note, all PowerNote functionality is lost.

1. Click the **Sign** button.
2. Click yellow Endorser field to enter the Attending's name.
3. Enter name and then click **OK**.

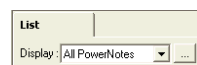## Forward a Note

From within PowerNote,

1. Ensure the note is selected and click **Forward**.
2. Enter **Sign** as the Forward Action, enter the Attending name and click **OK**.

Alternatively, right-click and Forward from within the Flowsheet.

Correct a Note (DO NOT USE MODIFY)

1. Click the **Display** drop-down and select **All PowerNotes** to shorten the note list.
2. Double-click the existing **note** listed on the left.
3. Select **Correct** and then click **OK**.
4. Make changes to the note.
5. Click **Sign** and then click **Exit**.

Attending Co-Signature

1. Correct the PowerNote (follow above instructions).
2. Make changes to the note if needed.
3. Add the Attending Attestation using the macro at the bottom of the note. To use the macro, click **M** and select the attestation.

4. Click **Sign**.

Transfer of Care

Within the Impression and Plan paragraph,

- The transferring physician should click **Pt care transitioned to**, and enter the name of the oncoming physician in **Physician Search** as well as the **time**.

- Right-click the **Pt care transitioned to** term and click **Repeat** to repeat the same process for subsequent transfers of care.


Discharge

Before discharge, complete the Diagnosis and Disposition sentences within the **Impression and Plan** paragraph. Each note must have a diagnosis and disposition for billing. Then complete patient discharge per current process using **Depart**. (Refer to FirstNet Quick Reference.)

Locked Notes (Refer to Locked Notes Tip Sheet.)

Locked notes cannot be edited and occur after FirstNet crashes. There are two ways to lock a note:

The first way to lock a note is if connectivity to FirstNet is lost <u>prior</u> to signing the note and <u>prior</u> to the auto-save that runs in the background. If the note is locked this way, the note will no longer be visible to *any* user until IT manually unlocks the note. Typically, this means the note has to be completely re-written. IT periodically unlocks notes, and will message the user once the note is unlocked. At this point, the user should remove the locked note to avoid duplicate notes in the medical record.

The second way to lock a note is if connectivity to FirstNet is lost <u>after</u> the note has been signed. If this is the case, when a user tries to open the note, a message will appear with the option to open the note, losing any unsaved changes. The user should select Open (see below) in this case.
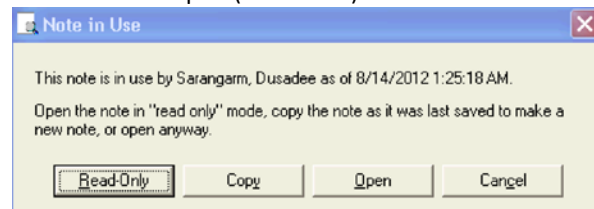
## Copy Forward (Refer to Copy Forward Tip Sheet.)

The copy forward functionality creates an exact copy of the note and is typically used when a note is created under the wrong note type.

1. Open PowerNote, and click **Add**.
2. Click the **Existing** Tab.
3. Select note to be copied from the list.
4. Click check box **Copy to new note** and then **OK**.
5. Complete note as usual making changes as needed.

In-Error a Note (Refer to In-Error Tip Sheet.)

The in-error functionality is used when a note is created under the wrong note type, or created for the wrong patient. Only the original author of a note can in-error a note.

1. Open PowerNote and select the note from the list.
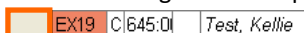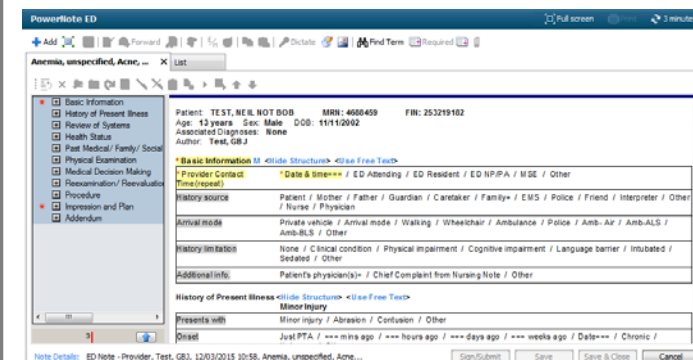2. Click **In-Error**.
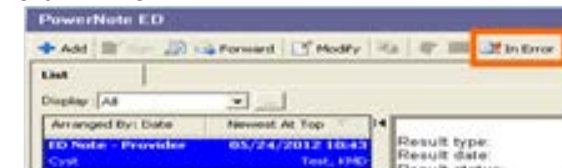
Note: Perform Copy Forward before In-Error. Once a note is in-errored, the copy forward function is no longer available.
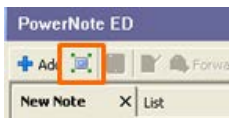

PowerChart
## Quick Reference Guide
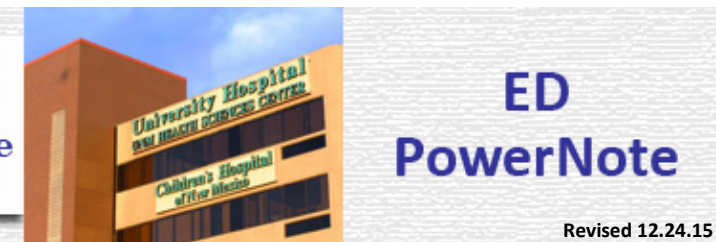
ED PowerNote

Revised 12.24.15

Begin a New Note

1. Double-click the gray box at the start of the patient's row on the Tracking Board to open the chart.

2. Click **Add**. *PowerNote opens.*

3. Click **Full Screen Mode** button to maximize the window. (To minimize, click the same button at the upper right of the screen.)

4. Right-click the **Type** field;
   a. Select **Personal Note Type List.** (You will only need to do this once.)
   b. Then select **ED Note – Provider** to start a standard ED Note. If you have your default note type set, then PowerNote will remember this selection in the future.
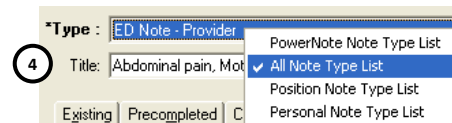
5. Select the **Reason for Visit** tab.

Note: If a Reason for Visit needs to be added, two options are available.

   a. Use the **left menu** by clicking through the list. Then double click a term to add.
   b. Use the **Search field**. Enter a search word and then press **Enter**. Double-click the desired term to add.

6. Click <u>only one</u> Reason for Visit to generate appropriate suggested content.
7. Notice 2 selections in the graphic are highlighted; one must be deselected or un-highlighted before starting the note.
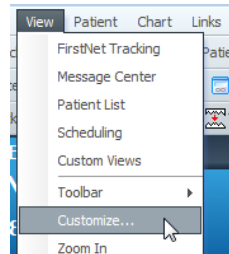8. Click **OK**. *A Progress window temporarily displays.*

Continue to next column
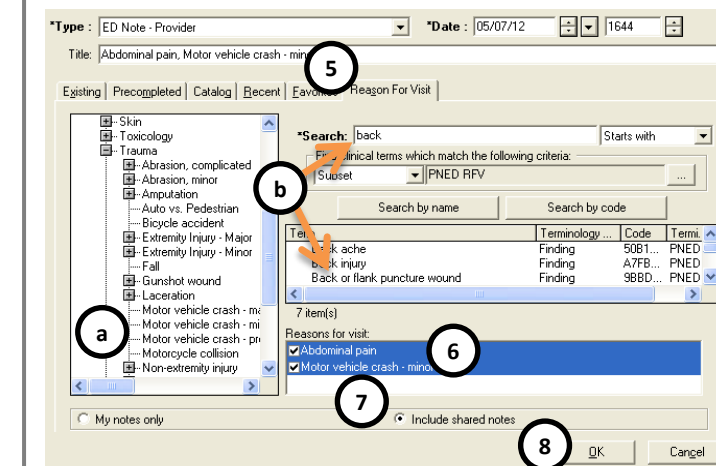
Once a **Reason for Visit** is selected, the Open Note window closes and the Auto-Population window appears.

Note: If this message appears *"No encounter pathway corresponds to the chosen reason for visit",* you have not selected a Reason for Visit, or must choose a different Reason for Visit.

Set Default Note Type

1. Begin a new PowerNote.
2. Click **View**, then click **Customize**.

3. Click **Document Types** tab.

4. Select a Default Note Type. Suggestion is ED Note – Provider for the Emergency Department.
5. Select Personal Note Type List as the Default List Type.
6. Move any other ED Note Types to the Personal Document Type List column. (see graphic for note types)
7. Click **Apply**, then click **OK**.
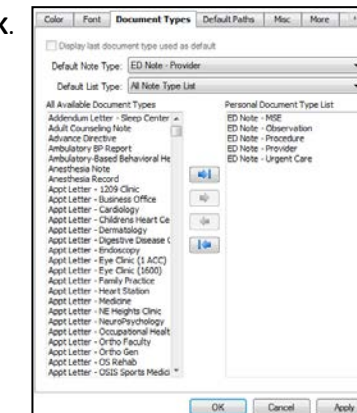
Auto-Population of the Note

The Auto-Population window allows nursing documentation and results to be pulled into the PowerNote. The system retains the previously selected items; however they must be set for each reason for visit. Preset items may include Vital Signs, Oxygen Saturation, Allergy information, Home Medications, Height and Weight, Chief Complaint from the triage note, Lab Results, etc.

1. **Check** items to include in the note.
   Uncheck items to exclude from the note.
2. Click **OK** to enter selections. (**Cancel** excludes all items.)

Note Window Overview

The three areas of the window are: (a) the Note Progress Pane (b) the Note Build Pane and (c) the Document Quality Indicator.

The **Note Progress Pane (a)** displays checkmarks next to sections of the note that have been auto populated or charted against. It can also be used for navigation within the note.

The **Note Build Pane (b)** is used to build the note by selecting items in a template, free texting or dictating into the note.

The **Document Quality Indicator (c)** displays the average billing level for the selected Reason for Visit, as well as potential billing level based on the current documentation. It functions like a "calculator". The blue bar indicates the level that has been met. To display, click the ⬆️ at the bottom.
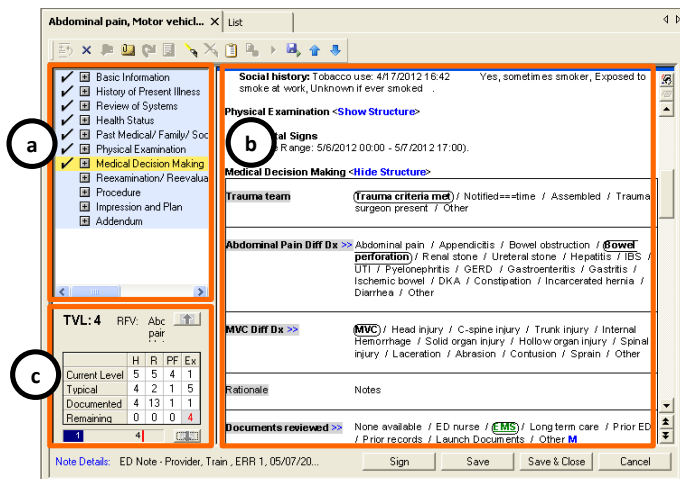
Note Basics

A note is comprised of 3 building blocks: Paragraphs, Sentences and Terms. Each section is called a **Paragraph**, and each paragraph is made up of **Sentences**, which include clinical **Terms**.
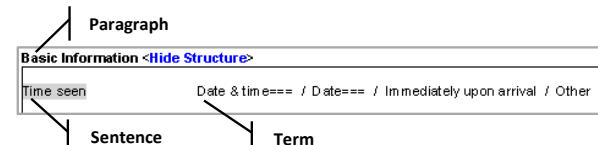
1. Click **<Hide Structure>** or **<Show Structure>** to open/close paragraphs.
2. Use the mouse to make selections:
   a. Single click a term to chart a positive. Chest pain

Note Basics continued

b. Double-click a term to chart a negative. Chest pain
c. A third click clears the selection.
d. To add a comment, right-click a term, click
   Comment… and click **OK**. The comment displays in parentheses.
   (Regular rate, rhythm (no gallops or rubs))
e. Terms with "**===**" allow for additional free text to be added to the term. Body location ===
f. Terms with a "**+**" display additional descriptors.
   Cough+: none / mild / moderate / severe / barking / croupy
g. Click **>>** to display more options. Neurologic >>
h. To clear an entry, right-click the paragraph, sentence or term and click **Clear**. This clears all entries at the selected level.

As the note is completed, PowerNote hides the paragraph structure so the textual format can be reviewed.
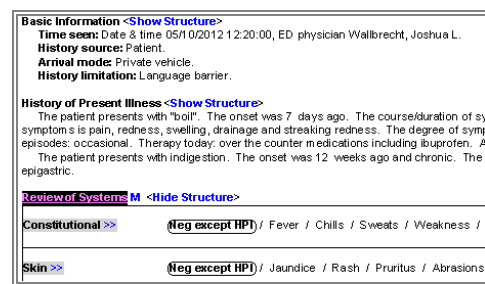
Using the Other Term

1. Click the **Other** term.
2. If asked, click "do not display this message again" and then click **OK**. (Leave the default set to **As an Editor**.) This only needs to be done once.
3. Enter text into the field and then click **OK**.
   *The entered text appears in the note.*

Repeat Term or Sentence

1. Right-click a term or sentence and select **Repeat**. Only terms and sentences that have the word "repeat" or "rpt" in the title can be repeated.

Inserting Additional Sentences and Paragraphs

Additional sentences and paragraphs can be added into the note. Different options are available depending upon the selected paragraph.

1. Right-click the paragraph and select **Insert Sentence**.
2. Use arrows to scroll through the list.
3. Click the desired paragraph and then click **OK**.
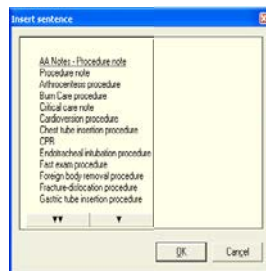
Macros

Macros may be created at paragraph, sentence and term levels. Global macros are shared with all PowerNote users while those created by individuals cannot be shared. Individual macros may be modified by the creator.

Create a Macro

1. Complete the paragraph, sentence or term as usual.
2. Right click the paragraph, sentence or term depending on the level you want the macro created and select **Save Macro As.**
3. Specify a **Title** and then click **Create New** to save.
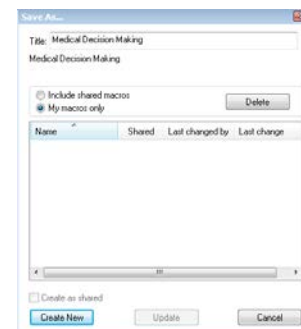
*An **M** appears next to the paragraph, sentence or term indicating a macro exists.* Review of Systems **M**

Insert a Macro

1. Click the **M** next to the paragraph, sentence or term.
2. Select the Macro from list or click **More…** to see all macros.
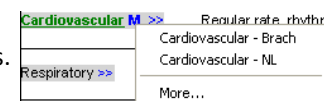
Modify a Macro

1. Click **M** and select the macro to insert into the note.
2. Make changes.
3. Right-click the paragraph, sentence or term that is being modified and then select **Save Macro As**.
4. Select the Macro from list and then click **Update**.

Delete a Macro

1. Right-click the paragraph, sentence or term (not the **M**).
2. Select **Save Macro As** and select the macro from list.
3. Click **Delete** and then select **Yes** and then **Cancel**.

Insert and Place Order

Within the Medical Decision Making paragraph,
Orders   Launch Order Profile / Add Powerplans
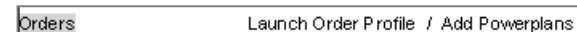
1. Click **Launch Order Profile** to place orders. ONLY orders that are part of caresets, not powerplans, can be added in this manner.
2. Click **Add** in the upper left corner.
3. Search, select, complete and sign orders as usual.
4. Click **Refresh** at the upper right corner, and then click **Include Displayed**. *The orders are added to the note.*
5. Alternatively, click **Add Powerplans** to enter Powerplans. Complete as usual and then click **Include Displayed**.

Insert Vitals and/or Lab Results

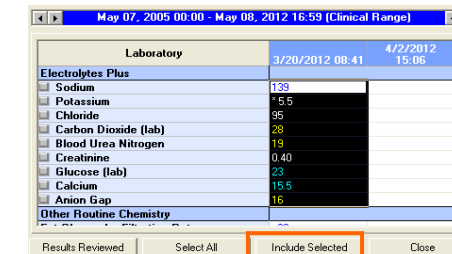Within the Physical Exam paragraph for Vital Signs and O2 sat:

OR
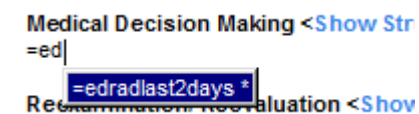Within the Medical Decision Making paragraph for labs:

1. Click the appropriate **term**. *A flowsheet appears.*
2. Highlight the results to include in the note. (Alternative is to **Select All**.)
3. Click **Include Selected**.

Insert Radiology Results

1. In the Medical Decision Making paragraph, click **<Use Free Text>**. <Use Free Text>
2. Click below the paragraph and type "**=ed**" and hit Enter.

This will import the last 48 hours of X-ray, CT, ultrasound, MRI and nuclear medicine studies performed.

Document Procedures

The most common scenario is that the Procedure paragraph in PowerNote does NOT have the correct procedure already included. Most procedure paragraphs need to be inserted into PowerNote manually. Most procedures have global macros created.

To insert a procedure paragraph:

1. Right-click the **Procedure** paragraph and select **Insert Sentence.**
2. Use arrows to scroll through the list of procedures.
3. Click the desired procedure(s) and then click **OK**.
4. Complete the inserted procedure paragraph using the macro, and select terms as usual.
   a. At the end of the procedure paragraph, complete the **Performed by** sentence by selecting **Physician Search** and adding the name of the person who completed the procedure.

Note: The attending should add a Procedure Attestation using the pre-existing procedure attestation macro in the Addendum paragraph at the bottom of PowerNote.