

# 15. Clinical Notes (*PowerNote*)

## Basics

Use Clinical Notes to document the patient encounter and create an electronic record of that encounter. Clinical Notes allows you to complete an entire patient encounter, including writing documentation, reviewing results, assigning a diagnosis, and placing orders by using *PowerNote*.

Features of the *PowerNote* include:

- Immediate availability of posted information.
- Sort documents by author, date, encounter type, note type, and note status.
- Accurately capture edits and addenda to documents. The original document remains preserved with an unlimited number of corrections and emendations attached to it.
- Visual alerts in both icon and alphanumeric form show providers when clinical results are available in the system.

**Note:** Remember to use the Refresh  9 minutes ago button frequently.

Creating a *PowerNote* starts with selecting an encounter pathway, which is designed for a single, specific reason for encounter. The encounter pathway then expands to display all the elements of the diagnostic exam, from the symptoms of the present illness to treatment plans and a final diagnosis (including ICD-9 billing codes). The encounter pathway serves as a template, with data based on best practices, enabling the healthcare provider to focus on questioning, the examination, and overall patient evaluation.

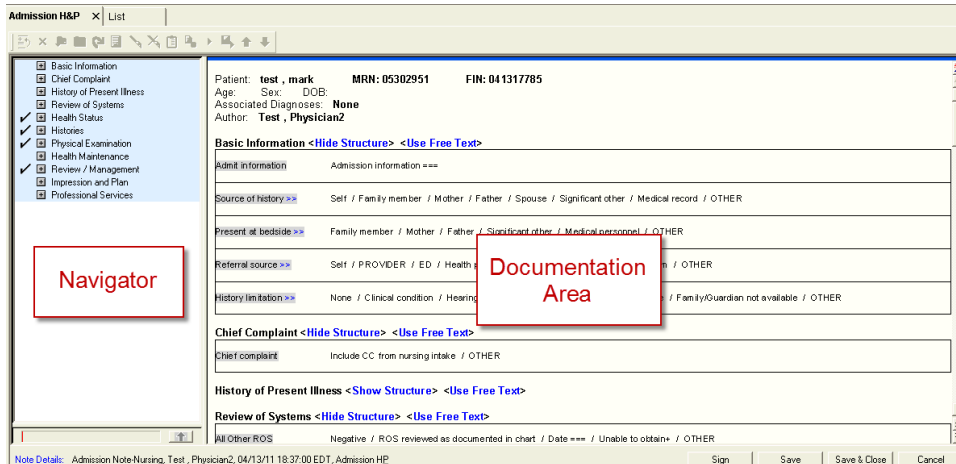
### *PowerNote* Overview

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Before generating a new *PowerNote*, familiarize yourself with the general features of the *PowerNote* so that you understand its capabilities.

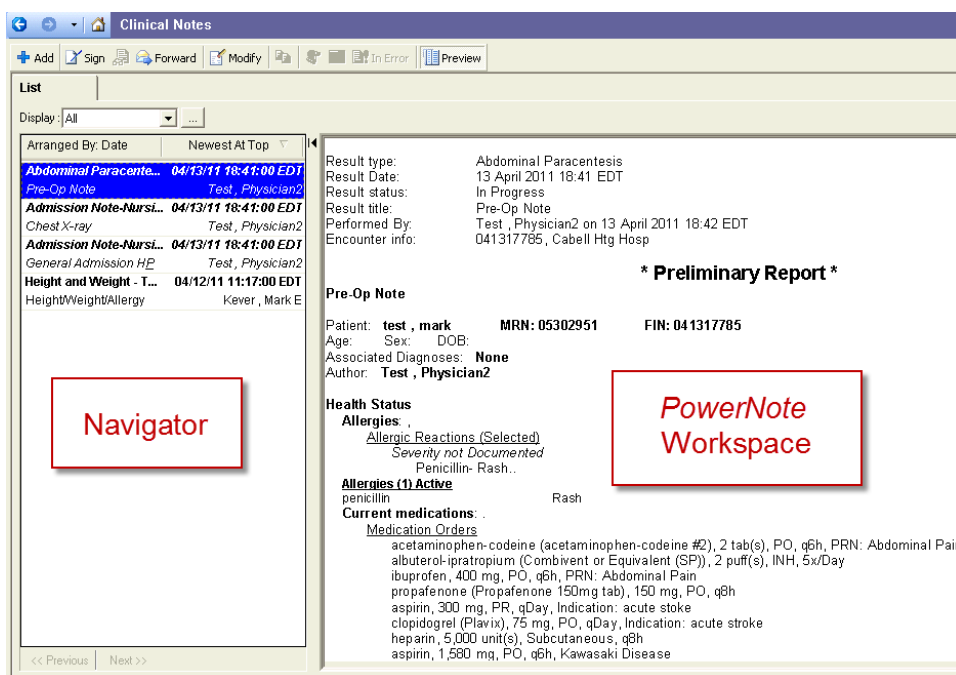
### *PowerNote* Organization

A *PowerNote* is organized into two sections: the Navigator and the *PowerNote* Documentation Area.



## Navigating PowerNote

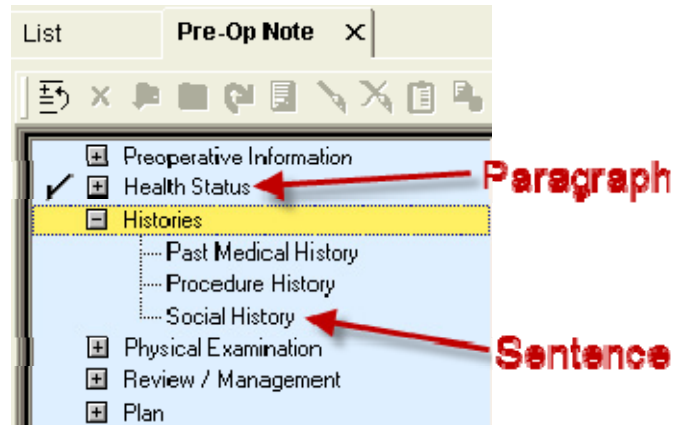
After selecting the Clinical Notes section from the chart menu, Clinical Notes is organized into a navigator pane on the left, listing the notes available, and a PowerNote workspace on the right.



## PowerNote Navigator

The navigator organizes the sections of the selected PowerNote, called paragraphs. The paragraphs are listed in a tree in the navigator. Click the plus sign next to a paragraph to reveal the available sections of information, called sentences. To navigate quickly throughout the note documentation, click a

paragraph or a sentence within the navigator to link you directly to that item in the documentation area.



## PowerNote Documentation Area

Complete your patient notes in the *PowerNote* Documentation Area.

Histories <Hide Structure> <Use Free Text>	
Past Medical History	Include past medical history / Free text past medical history
Procedure History	Include procedure history / Free text procedure history
Social History >>	Social history (ST) / Free text social history / Negative / Denies alcohol, tobacco and drug use

## Select a PowerNote

To start your note, click Add from the Clinical Notes section. Then you can search for the type of *PowerNote* template relevant to your encounter by using any of these quick ways to search.

Encounter Pathway | Existing | Precompleted | Catalog | Recent | Favorites

**Note:** Notes in *FirstNet* will continue to pop-up suggested note based on the nurse's selected reason for visit.

## Select by Encounter Pathway

Encounter Pathway allows you to search for notes with restriction capabilities of Associated Diagnosis and Note type.

## Select by Existing *PowerNote*

Start a *PowerNote* by basing it on a note you previously saved or signed.

Options exist for viewing notes from the current encounter or all encounters.

There is also an option for viewing only your notes. You also have the ability to see only unsigned notes. You can finish notes that are in a saved status and sign them, or you can copy a signed note to a new note and edit the new note that is created by this action. If there is the need to delete a saved note, it can be done from this tab.

## Select by Precompleted *PowerNote*

If you create your patient notes using a consistent style or format, you can save a note as a Precompleted note and use this note format from one patient to the next. You can select whether you would like to see only your Precompleted notes, or the Precompleted notes that are shared across the organization. Remember to change or edit the date, time, and other patient-specific information when using Precompleted notes.

## Select by *PowerNote* Catalog

Start a new note by selecting a template from the *PowerNote* Catalog. Notes found in the Catalog tab are referred to as encounter pathways.

## Select by Recent *PowerNote*

This option displays the most recent notes that you have accessed, either through the care design or from the Precompleted notes list. The most recent note you have used is listed at the top.

## Select by Favorite *PowerNote*

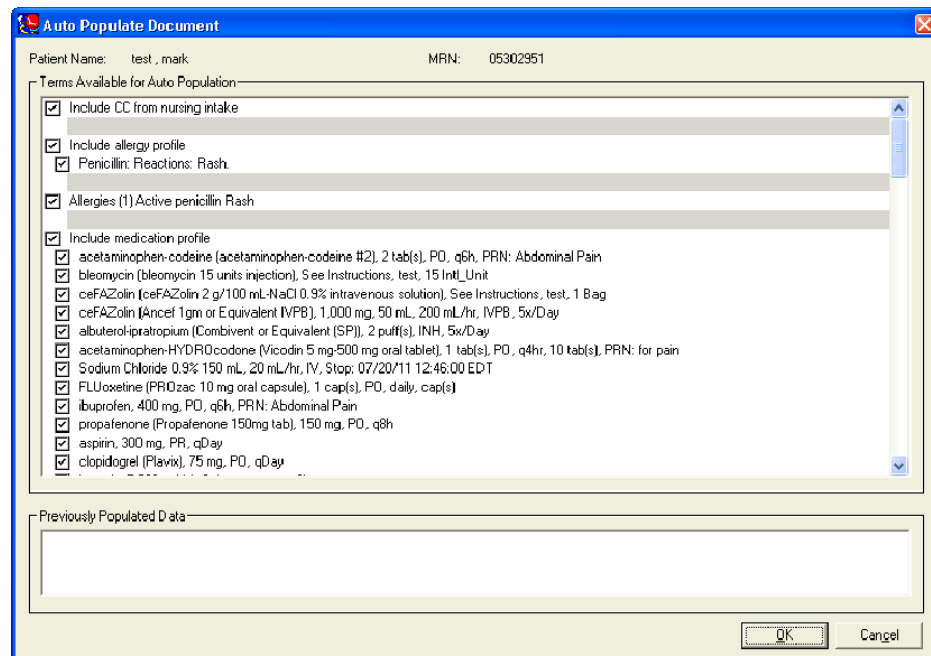
When you add a *PowerNote* to your Favorites, you can easily find the note by searching your Favorites.

## Auto Populate a *PowerNote*



*PowerNote* is powered with the ability to automatically populate your note with patient information pulled from documentation completed earlier in the encounter. Based on the content of the particular type of *PowerNote* you select, such as a Physician Progress Note or specific Procedure Note, automatic population can automatically add the following pieces of information:

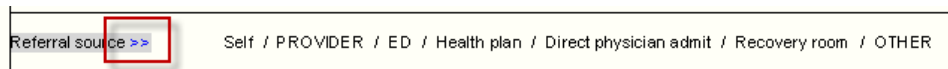
- Chief Complaint
- Allergies
- Medication
- Problems
- Past Medical History
- Family History
- Procedure History
- Vital signs from the flowsheet
- Measurements from the flowsheet

It is completely your decision whether or not to automatically populate a new note.






## View Sentences In *PowerNote*

The right-facing double arrow  next to each sentence enables you to expand the sentence to reveal additional terms. The left-facing double arrow  enables you to collapse the sentence to hide the expanded terms.



## Use Mouse for Data Entry in *PowerNote*

Your mouse is the main tool for data entry in the *PowerNote*. By positioning the pointer over a term, you can perform the following actions:

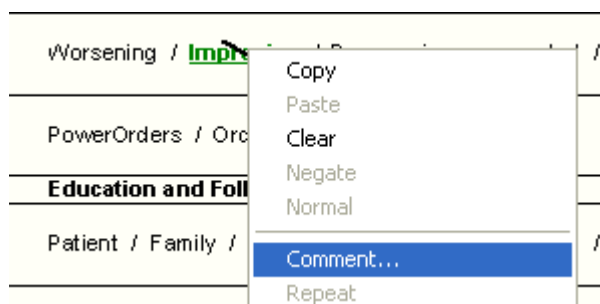
- Click a term  once so that term is displayed in your final signed note.
- Click a term  a second time to chart a pertinent negative  so the negative is displayed in your final signed note.
- Click a term a third time to clear the selection.

**Note:** If you decide that you do not want to document anything for a particular sentence, right-click the sentence and clear the sentence. Doing this removes the heading from the text summary.

## Add Comments to Terms in *PowerNote*

You can add comments to a term in your note by performing the following actions:

1. Right-click the term and select Comment.

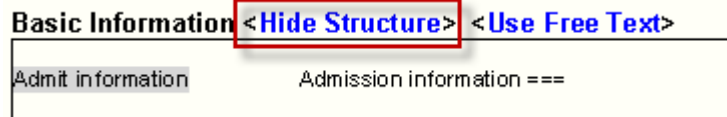


2. Enter the comment, and click OK.
3. The comment is displayed in parentheses within the note.

In addition, you can enter comments in any sentence that has the term *Other* as an option. For example, when completing Review of Symptoms, selecting the finding, Cardiovascular *Other*, opens a text box allowing you to enter your comments accordingly.

## View Paragraphs in *PowerNote*

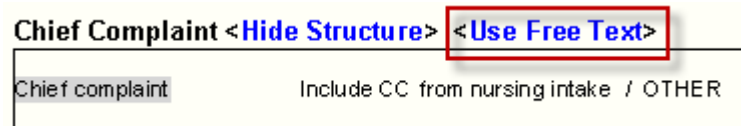
Hide or reveal whole paragraphs within the note Documentation Area using the Hide Structure or Show Structure link.



This can be very useful in organizing the note. If you hide the structure of each paragraph once you are finished you will see what it will look like in the actual note and be able to tell you are finished.

## Free Text in *PowerNote*

To enter free text into a paragraph structure, select the Use Free Text link to activate a free-text cursor within the paragraph.

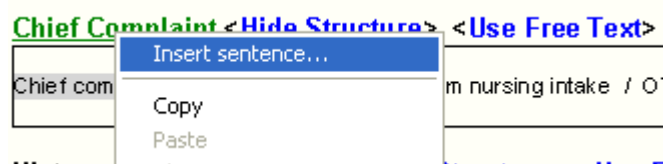


**Note:** Use Free Text should be used by all clinicians to tell the story for History of Present Illness (HPI).

## Insert Sentences in *PowerNote*

Sentences can be added to a note by using the Insert Sentence function. This allows you to add documentation without the need to create an additional note.

1. Right-click the paragraph name in which you would like to insert a sentence, and select Insert Sentence from the menu.



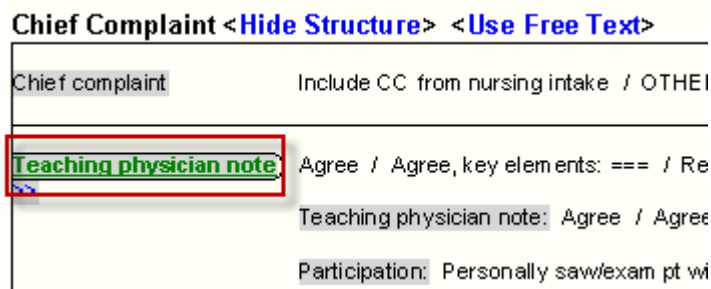
2. A list of available sentences opens. Click a wanted sentence from the list to insert into your note. Click OK.

3. The inserted sentence is circled to indicate that it is an inserted sentence.

## PowerNote Symbols Indicate Special Action

### Triple Bar Symbol (===)

Some terms have the symbol, ===.



This symbol indicates that this term requires data to be entered when selecting it, such as a date or number.

1. Click the data entry term, ===.
2. Enter your data.

**Note:** Date terms default to today's date.

3. Click OK when done.

### Plus Symbol (+)

Some terms have a plus sign (+) at the end of the word. The plus indicates that there are additional details you can document for this term, but they are visible only if you click the term with the plus sign. This is an illustration of a Laceration Repair sentence:


/ Denies alcohol, tobacco and drug use . Alcohol use+ / Tobacco use+ / Drug

### Asterisk Symbol (\*)

Some terms are repeatable or automatically repeat. This allows you to document the data for multiple occurrences. For example, if your patient received chest tubes in five locations, you need to document all five. To do this, click the asterisk (\*) to add additional chest tube terms so you can document specifically about each one.

## Ellipsis Symbol (...)

Content is displayed in the note for documentation. If there is additional content you notice an ellipsis (...) after the entry.

1% xylocaine without epinephrine 

Click any of the ellipsis to bring up the additional data relevant to the term.

