

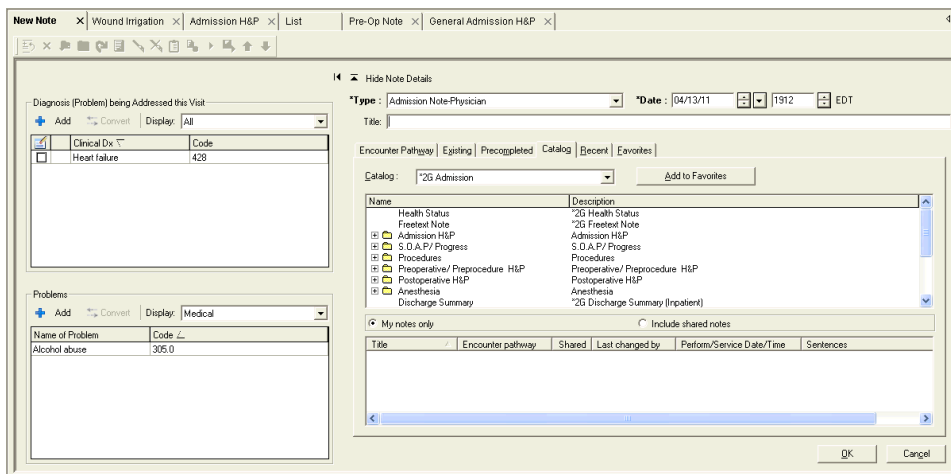
16. Use *PowerNote*

Start a *PowerNote*

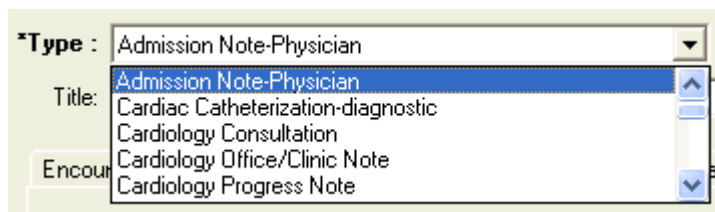
1. From the Menu, open Clinical Notes.
2. Click Add.



3. The New Note dialog box opens.



4. In the Note Details section, select the type of note from the *Type list.

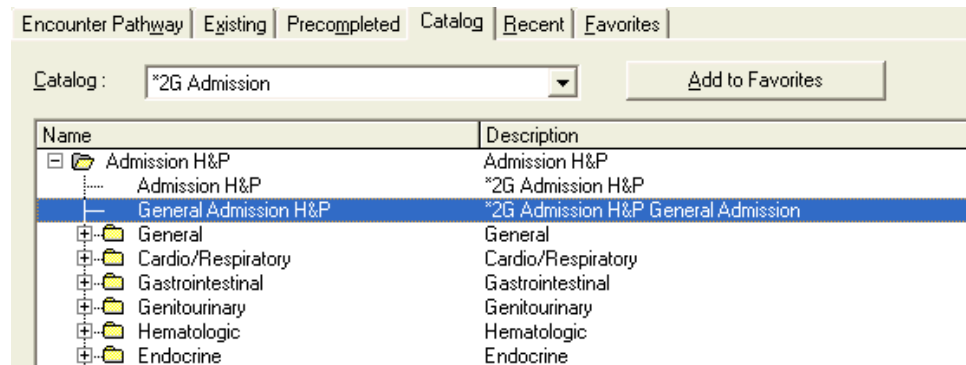


5. Leave the title field blank.

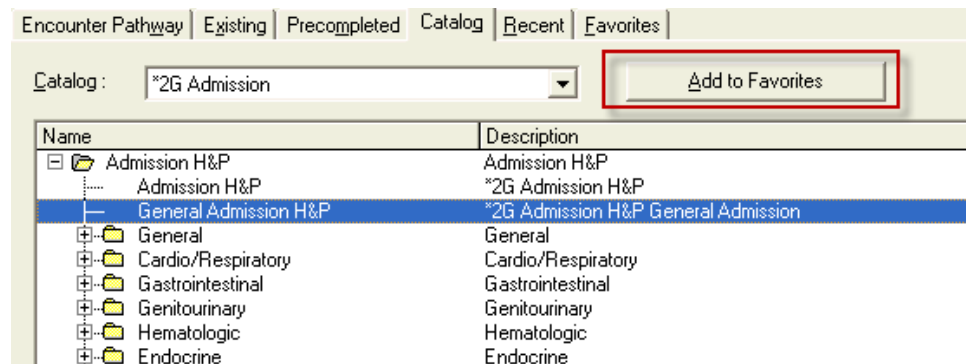
- Below the note details, navigate to the *PowerNote* selection area and search for the appropriate *PowerNote* template using the tabbed search options.



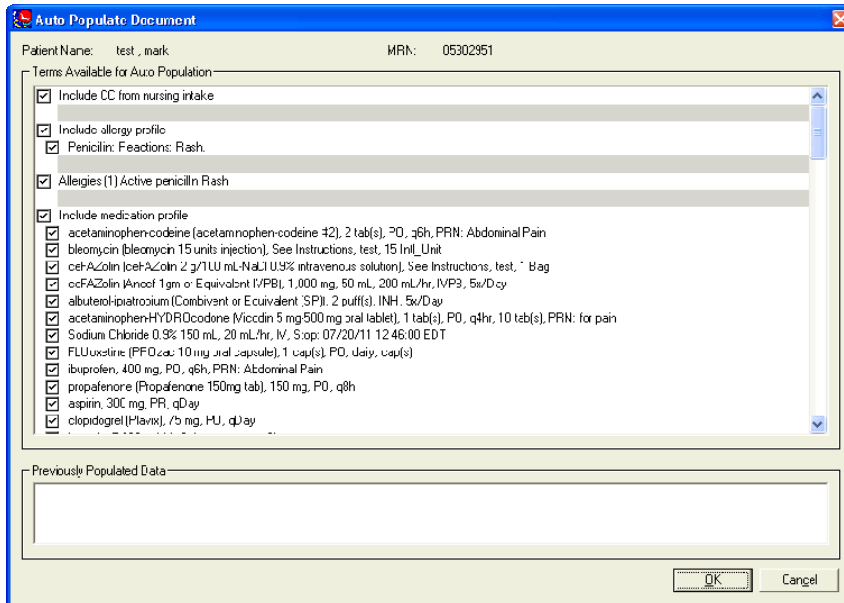
- Select your wanted *2G note from the search results.



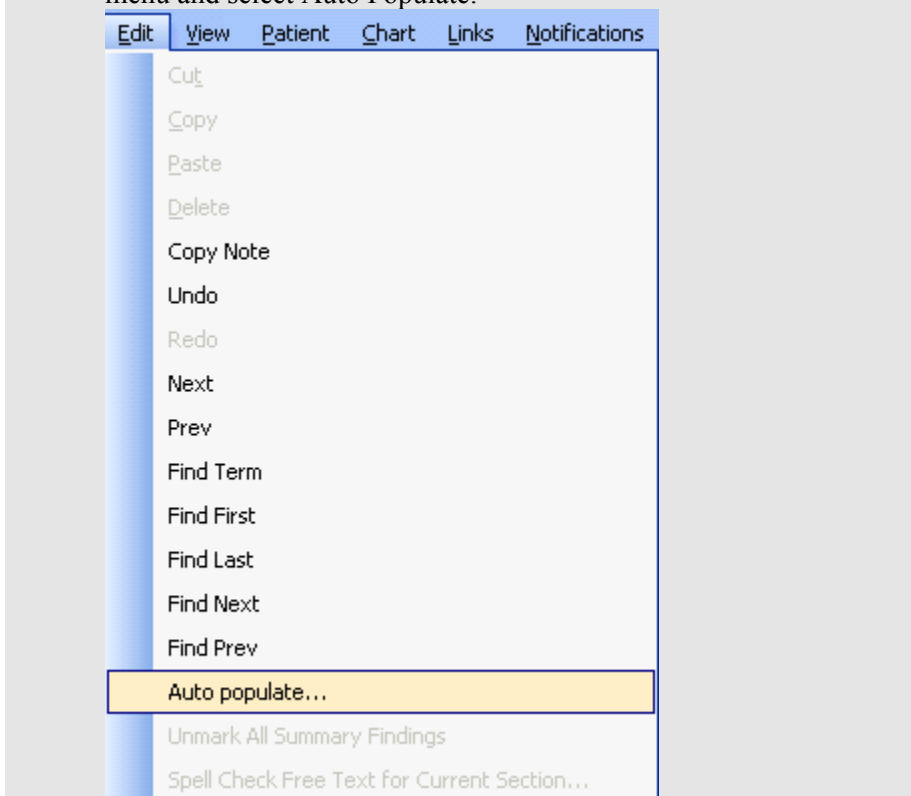
- If you frequently use a *PowerNote* template, select the Add to Favorites button to save it to your Favorites tab. This creates a shortcut to the note so that you can quickly select it next time.



- After making your selection, click OK to open the *PowerNote* template.
- The Auto Populate Document dialog box is displayed. Items selected with a checkmark automatically populate into your note. Use the checkboxes to select or deselect items to automatically populate, and click OK.



Note: To change which data automatically populates after the Auto Populate window has been closed, navigate to the *PowerChart* Edit menu and select Auto Populate.

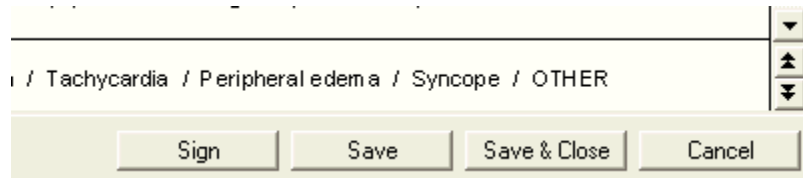


11. The *PowerNote* opens. Use the navigator on the left to select paragraphs to edit. Use the documentation area on the right to complete your documentation.

- Click a term **Improving** once so that term is displayed in your final signed note.

- Click a term a second time to chart a pertinent negative ~~improving~~ so the negative is displayed in your final signed note.
- Click a term a third time to clear the selection.
- Right-click a term to add a comment to the term.
- Select Other in a sentence to add free text to that sentence.
- See the *PowerNote* Basics chapter to review the features of the note documentation area.

12. When you finish editing your note, select Sign/Submit to complete your note.



Note: If you are not finished documenting and you need to return to complete your note later, click Save & Close. You can find your note later by returning to the *PowerNote* section in the patient chart.

Arranged By: Date	Newest At Top ▾
Abdominal Paracente...	04/13/11 18:41:00 EDT
Pre-Op Note	Test, Physician2
Admission Note-Nursi...	04/13/11 18:41:00 EDT
Chest X-ray	Test, Physician2
Admission Note-Nursi...	04/13/11 18:41:00 EDT
General Admission HP	Test, Physician2
Height and Weight - T...	04/12/11 11:17:00 EDT
Height/Weight/Allergy	Kever, Mark E

Use Precompleted Notes

PowerNote allows for the creation of precompleted notes that can streamline the documentation process for common conditions. Precompleted notes allow you to customize a template by adding additional sentences or other templates using the standard templates supplied.

Precompleted notes are especially helpful when patients present with common problems or conditions are commonly documented together (for example, coronary artery disease and hypertension).

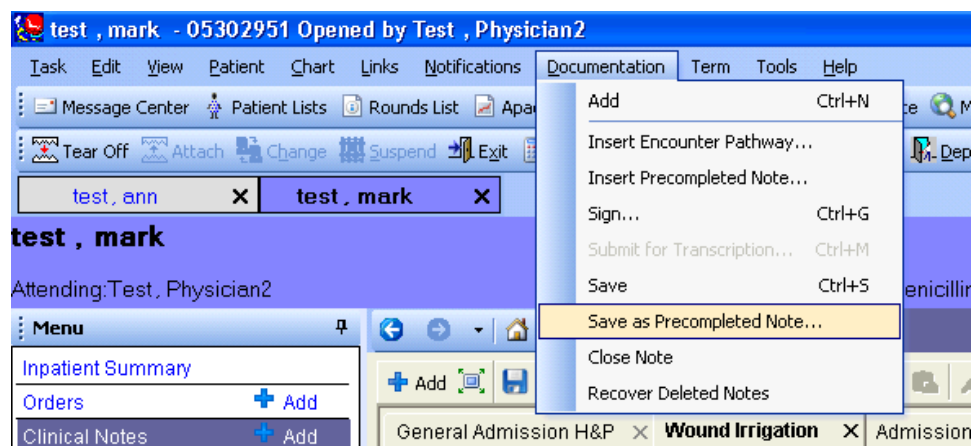
Create a Precompleted Note

1. Complete your note as you would use it again for a similar patient.

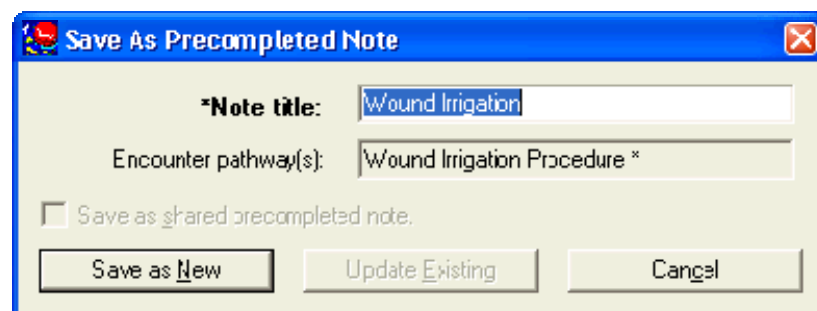
Note: Remember, do not save Personal Health Information to a precompleted note such in comments, free text, or the note title.

Note: You must be in your note in order to save it. If you are viewing the note after saving it, the save option is not available from the Documentation menu.

2. From the *PowerChart* Documentation menu, select Save as Precompleted Note.



3. This launches the Save as Precompleted Note dialog box. In the Note Title box, enter an appropriate title for your precompleted note.



4. Select Save as New to save the note.

Note: The precompleted note is only available to you, the creator of the note. It does not modify the original note template, nor is it available to others to use.

Use Auto Text

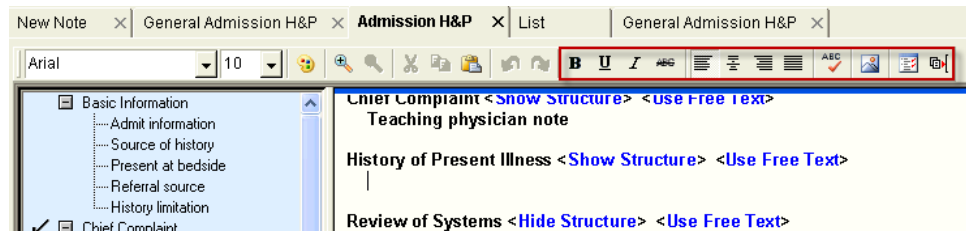
Auto Text entries allow for free text to be saved and automatically inserted into a note. This saves time when entering repetitive text again and again, or entering large amounts of the same text repetitively.


Auto Text is created, managed, and inserted in areas of the note that allow for free texting, most commonly the white space found after the note heading or before and after text within the textual rendering of the note.

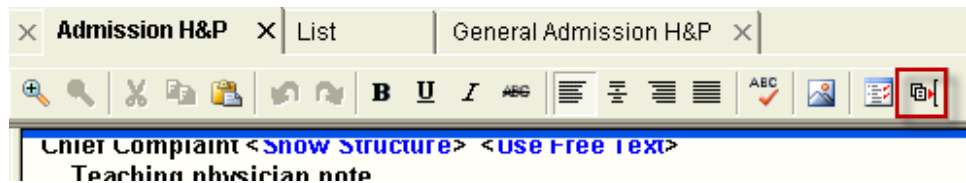
Auto text automatically displays into a note as you're typing by using a key sequence, or abbreviation, that you designate to trigger the auto text. Be careful what abbreviation you use – every time you key stroke the abbreviation, the automatic text displays.


Creating an Auto Text Entry

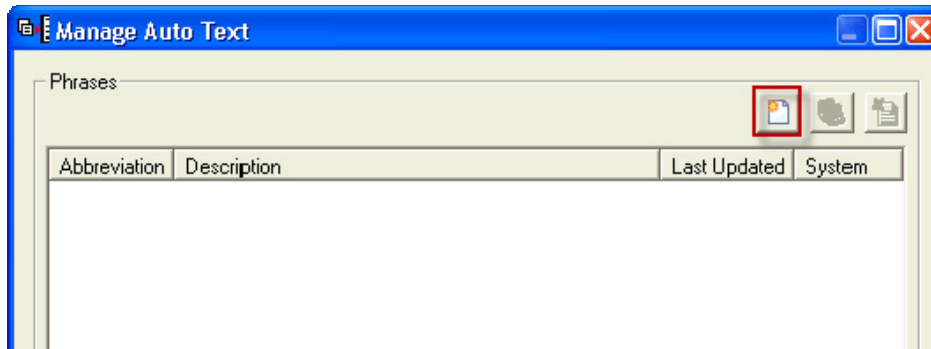
1. Click an area of the note that allows for free text. This activates the text editor toolbar at the top of the *PowerNote* documentation area, including the Manage Auto Text button.



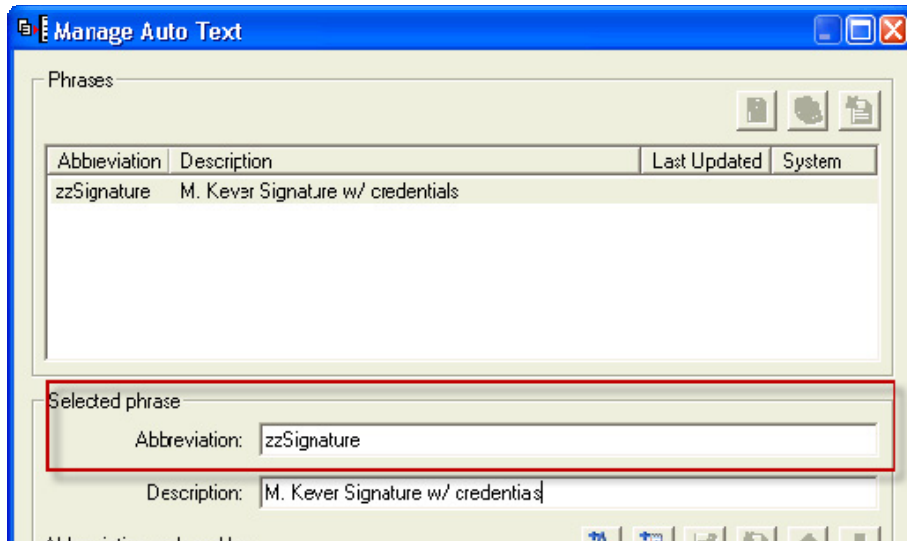
2. Click Manage Auto Text .




3. The Manage Auto Text dialog box opens. Select the New Phrase .

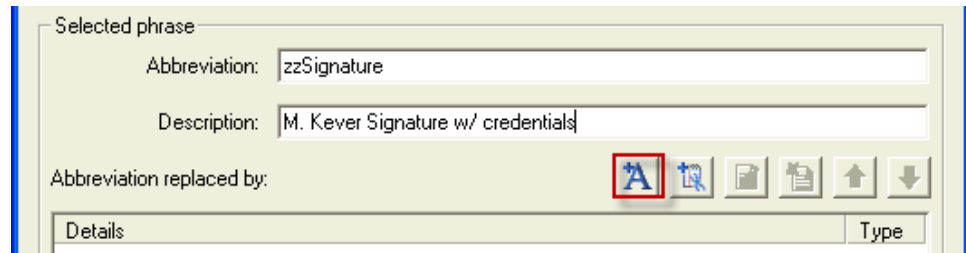


4. In the Abbreviation box, add your free-text abbreviation. This is the method to use when you add your auto-text to the note.

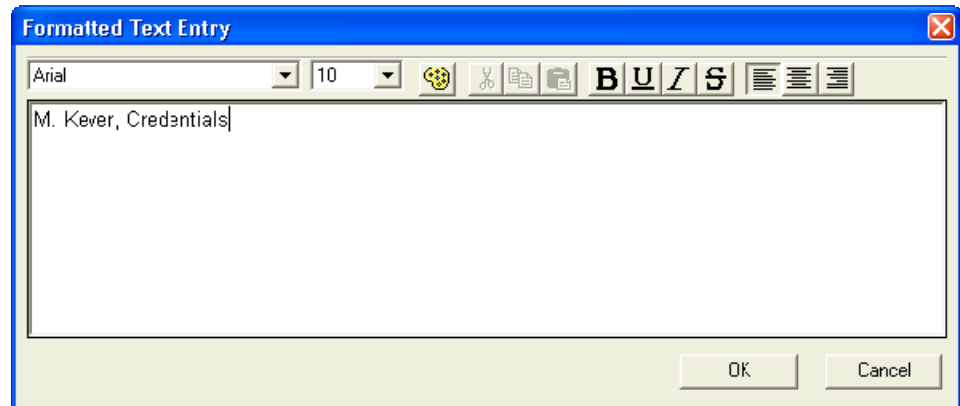


Note: Carefully select your auto text abbreviation. Use an uncommon letter combination that is unlikely to be replicated at the start of ordinary words, such as zz. This helps eliminate your auto text displaying continuously as you type more common letters or letter combinations.

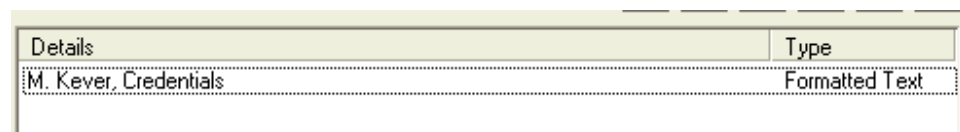
5. Add a description for the abbreviation so that you can easily identify the auto text.
6. Click Add Text  to type the text you want displayed when you type the abbreviation.



7. A Formatted Text Entry dialog box is displayed. Type the wanted text you want to save as auto text, and format the text using the options on the toolbar. Click OK when finished.



8. The formatted text displays in the Manage Auto Text box.



9. Click Save to save the automatic text settings, or click Discard to cancel without saving.

Use Macros

When certain terms, sentences, or paragraphs of a note are routinely completed with the same information again and again, a macro can be created that automatically documents these in the note.

An example of using a macro to decrease repetitive patient data entry when the patient assessment or findings are normal is to create a Normal macro for specific sentences in the Review of Systems paragraph.

Create a Macro

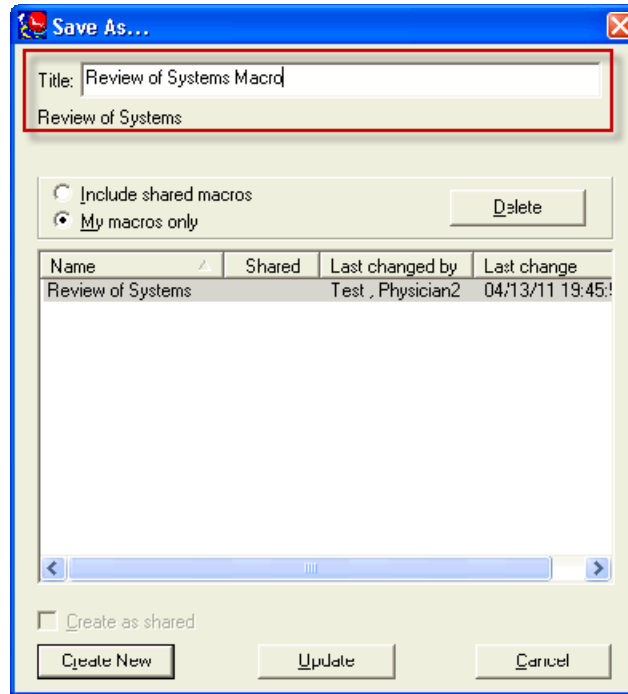
1. Complete a section of a note as you would normally. Each paragraph, sentence, or term that is selected can be saved as a macro.

For example, within the Constitutional sentence select the appropriate choices to reflect your pattern of documentation for ROS when a patient has the flu.

2. After your documentation is entered, right-click the Physical Examination sentence title and select Save Macro As...



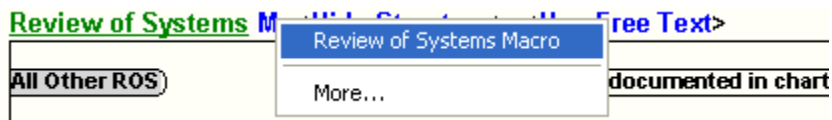
3. The Save As dialog box opens. Specify a name for your macro in the Title box.



4. Click Create New to save the Macro. A blue M is displayed next to the paragraph, or sentence, indicating that a macro has been created.

Review of Systems **M** <Hide Structure> <Use Free Text>

Note: To run the macro in a future note, when the future note is open, click the M to apply the macro that was created.



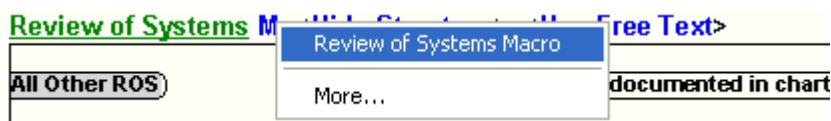
Run a Macro

Macros are created at the paragraph, sentence, or term level. A macro can be run on any note containing the standard paragraph, sentence, or term based upon which the macro was originally created. Complete the following actions to run a macro:

1. Click the M next to the paragraph, sentence or term containing a macro.

Review of Systems **M** <Hide Structure> <Use Free Text>

2. Select the Macro from the box that is displayed, or click More... to see all macros associated with the paragraph or sentence.



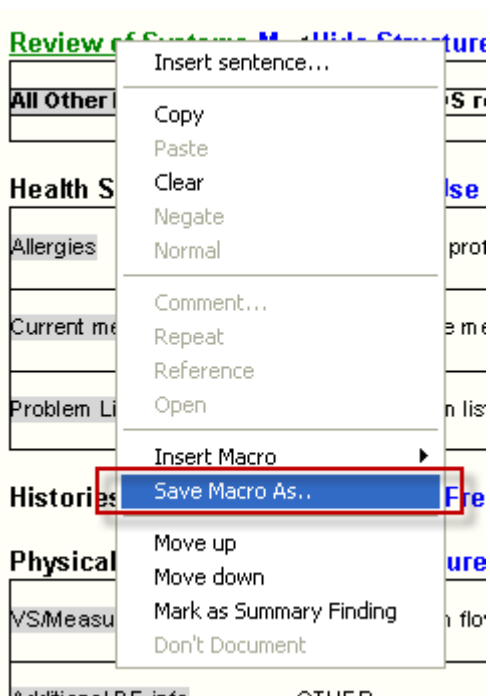
3. After selecting the appropriate macro, the macro reproduces whatever you placed in the term, sentence, or paragraph macro when you created it.

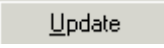
Note: If you believe you are using too many keystrokes for something you document frequently, use a macro or a precompleted note.

Update a Macro

You can make modifications to a macro that you already created. Complete the following steps to make modifications to an existing macro:


1. Click the M and select the wanted macro to run in your note.
2. After the macro runs, make changes to the relevant paragraph, sentence, or term as affected by the macro.
3. Right-click the relevant paragraph title, sentence title, or term in order to update the macro.
4. Select the Save Macro As option.

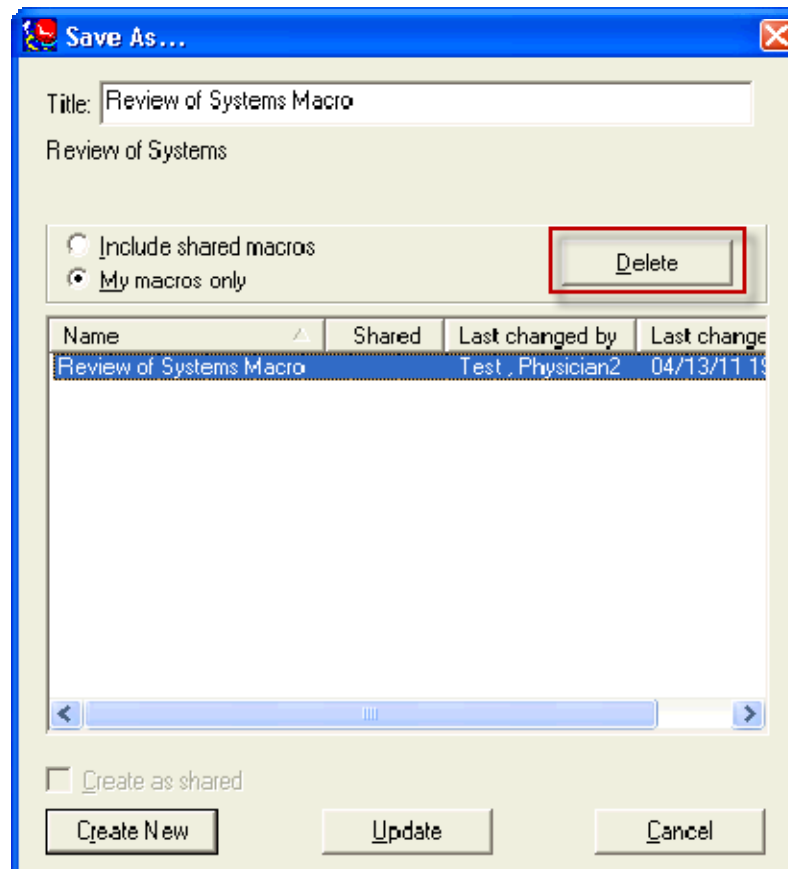


5. The Save As dialog box opens.
6. Click Update  in order to save the changes that you made to the macro.

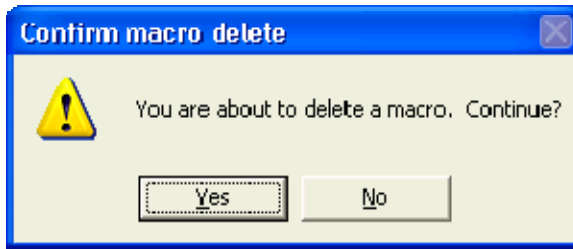
Deleting a Macro

Complete the following steps to delete a macro that you created:

1. Right-click the paragraph, sentence, or term that the macro is based on.
2. Select Save Macro As from the menu.
3. The Save As dialog box opens. Select the appropriate macro to delete.
4. Click Delete  to delete the macro.



5. The following message is displayed: **You are about to delete a macro. Continue?** Select Yes to delete the macro. The macro is deleted.



6. Click Cancel to close the dialog box.