



## EMR Quick Reference Guide

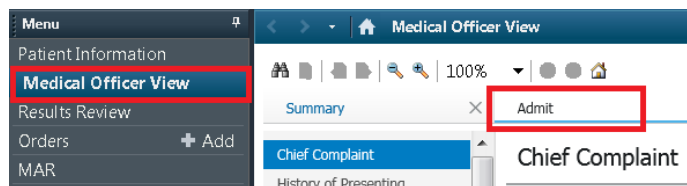
### PAC: JMO Admission Note

From 19<sup>th</sup> March 2019, PAC documentation will be done on the EMR. This includes:

- Nursing Health Questionnaire
- Surgical JMO Admission
- Anaesthetic Assessment

Junior Medical Staff on surgical teams create an Admission Note for patients seen in PAC. (*Please refer to the QRG “Admit – Complete Admission Note” for more information.*)

1. Navigate to the “**Admit**” tab from the **Medical Officer View**.



2. Complete the information in each section, as appropriate.
3. Make sure to complete **Allergies, Home Medications** and **Problems/Alerts**.
4. Click **Create Note** when all sections have been completed.

Admission H&E

5. Review document, and click **Sign/Submit**

6. Your Note **Type** must be Admission Note. **\*Type:**  
Admission Note

7. Your Note **Title** must follow the naming convention as below:

**\*PAC UNIT ADMISSION PROCEDURE\***

For example, if the patient is having a left total hip replacement, the Note Title will be “PAC ORTHO ADMISSION LTHR”

The nurse, surgical JMO and anaesthetist all use the same naming convention.

8. Click “Sign” to save document.

#### **WHY HAVE PAC DOCUMENTATION IN EMR?**

- **Reduction of duplication of documentation by different craft groups in PAC**
- **Improved access to PAC information**
- **Decreased workload for staff on day of surgery (e.g. home meds will already have been documented when the patient arrives)**