



EMR Quick Reference Guide

Documentation - Manual Bladder Washout Text Note.

1. Choose **Documentation +Add > Free Text Note > OK**

The screenshot shows the 'Documentation' window with the 'New Note' dropdown menu open, showing 'Nursing Shift Note - Text' selected. Below it, the 'Free Text Note' template is highlighted in the list. The 'OK' button is highlighted in the bottom right corner.

2. **Insert appropriate Text** as per the example below (consider using Autotext)
Click **Sign/Submit**

The screenshot shows the 'Documentation' window with a text entry field for 'Manual Bladder Washout'. The text includes fields for Time, Volume In (mls), Volume Out (mls), Colour of Output, Number of Clots, Size of Clots, and Notes. The 'Sign/Submit' button is highlighted.

3. **IMPORTANT STEP:** Insert the descriptive title “MBWO” in the **Title** window and then Click **Sign**.

Sign/Submit Note

*Type: Nursing Shift Note - Text

Note Type List Filter: Position

*Author: Arumets, Paul - RN

Title: MBWO

*Date: 7/01/2019 1102 AEDT

Forward Options

Favorites Recent Relationships

Provider Name

Contacts

Recipients

Sign Cancel

4. When reviewing the **Documentation** Tab. The **MBWO** entries will be highly visible as in the example below.

Service Date	Subject	Type
07/01/2019 11:02...	MBWO	Nursing Shi
07/01/2019 10:57...	MBWO	Nursing Shi
07/01/2019 10:31...	MBWO Test	Nursing Shi
07/01/2019 10:21...	MBWO	Nursing Shi
07/01/2019 10:19...	MBWO	Nursing Shi
07/01/2019 10:17...	Nursing Shift Note	Nursing Shi
02/01/2019 17:44...	Clinical Psychology Assessment	Clinical Psy
02/01/2019 17:11...	Rapid Response Record	Rapid Respc
02/01/2019 12:02...	Allied - Student	Case Confer

Note: This is a supplementary record. **All input/output volumes** should continue to be recorded in the **Fluid Balance Chart** as per usual practice at Western Hospital.