



EMR Quick Reference Guide

Documentation - Ward Round Note


1. Navigate to **Medical Officer View** from the Table of Contents.
2. Click on the **Manage** tab.
3. Scroll down through the widgets on the page, reviewing and documenting information as per your assessment.
4. Remember to save your documentation in each field.

Documents (0)
Problems/Alerts
History of Presenting Complaint
Systems Review
Observations
Fluid Balance
Objective/Physical Exam
Laboratory
Anatomical Pathology (0)
Microbiology (1)
Medical Imaging (2)
Medications
Order Profile (8)
New Order Entry
Assessment and Plan
Actions & Situational Awareness



Tip: You can drag and drop components to change the order of the information in your progress note.



Tip: Click **Selected visit**  next to history of presenting complaint, systems review, examination and assessment and plan to split your view:

The screenshot shows the EMR interface with several widgets. On the left, there is a 'Documents (0)' widget with a filter dropdown set to 'Last 50 Notes'. Below it is the 'Problems/Alerts' widget, which shows 'No Chronic problems documented' and a table for adding new problems. On the right, there are two widgets: 'History of Presenting Complaint' and 'Systems Review'. Both of these widgets have a 'Selected visit' button next to them, which is highlighted with a blue box in the image.

5. After documenting the information in each widget, create a ward round note by clicking on your preferred note template under the "Create Note" heading on the left hand side.
 - a. You will be taken to the Documentation page where a Dynamic Document (an editable live document) will appear with the information you have just entered.
 - b. Information can be edited, added or removed by hovering over the information you wish to edit and clicking on the relevant button.

The screenshot shows a 'Create Note' menu with the following options: 'Consultation Response Note', 'Medical Ward Round Note', 'Progress/SOAP Note', and 'Select Other Note'. The 'Medical Ward Round Note' option is highlighted in blue.

The screenshot shows a 'Results' menu with the following options: 'Laboratory' and 'Medical Imaging'. The 'Laboratory' option is highlighted in blue.

- c. To complete your ward round note click 