Documentation - Dynamic Documentation

Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Complete Documentation in EMR

(!) Important

Documentation can be completed by:

1. Using the Documentation tab on the Table of Contents (TOC)
2. Using relevant mPage, via Create Note section (not available for all positions)
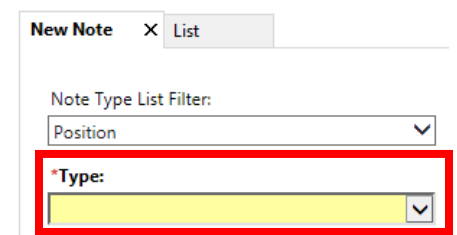

Using Documentation (Table of Contents)

1. In the Table of Contents (TOC) select **Documentation**

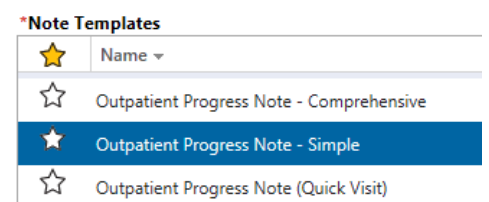|	
Orders and Referrals	+ Add
Medication List	
Documentation	+ Add
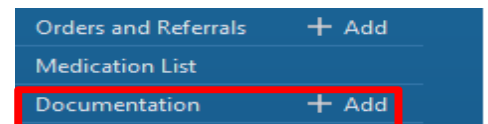
2. Documentation window opens and select **+Add**

➕ Add

3. The New Note page will load. Select **Note Type** based on your position and/or clinical service
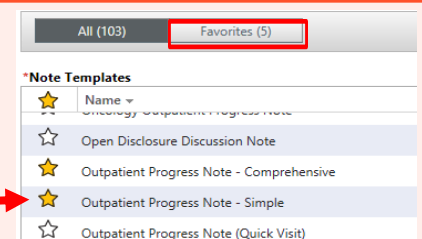
New Note ✕ List

Note Type List Filter:
Position

*Type:

4. Select the **Note Template** based on discipline/specialty/clinic.

*Note Templates

⭐	Name ▾
☆	Outpatient Progress Note - Comprehensive
★	Outpatient Progress Note - Simple
☆	Outpatient Progress Note (Quick Visit)

💡 Handy Hint – Adding Note Template to Favorites

- You can add note templates to your Favorites for easier access to it.
- To add, click on the star before the Note Template's name and its colour will change to yellow

All (103)	Favorites (5)

*Note Templates

⭐	Name ▾
⭐	Oncology Outpatient Progress Note
☆	Open Disclosure Discussion Note
⭐	Outpatient Progress Note - Comprehensive
⭐	Outpatient Progress Note - Simple
☆	Outpatient Progress Note (Quick Visit)

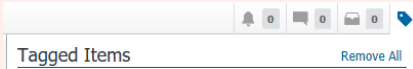5. Click **OK** located at the bottom of the page.

OK   Cancel

6. In this instance an Outpatient Progress Note-Simple is selected. Complete your documentation in the text window.

   Autotext and tagging functionalities can be used here

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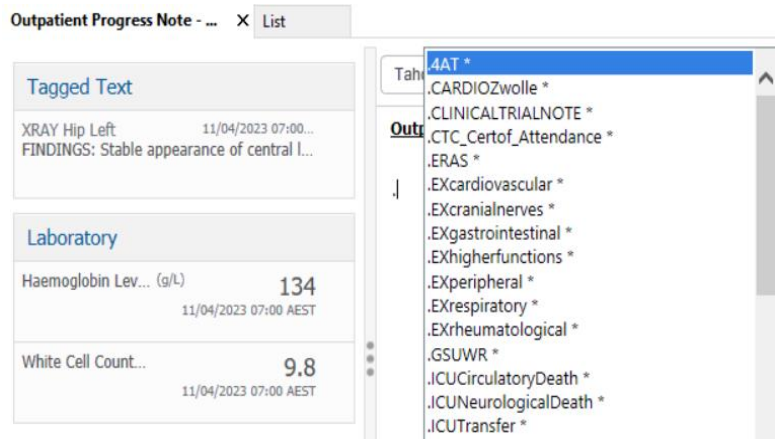
💡 **Handy Hint – Tagging Functionality**

- The tagging functionality allows you to tag lab results, previous patient documentation or images taken using Camera Capture to be included to your note
- To use *tagging* function, navigate to mPage and select/highlight the text/results and click 🏷 Tag
- Tagged items are added on the 'Tagged Items' list
- To paste tagged results/notes, drag and drop the item to your note

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7. Click on **Save/Save & Close** if the documentation is for completion later or select **Sign/Submit** when documentation is completed

8. Sign/Submit Note window opens.

   Title can be edited if desired to indicate the clinic
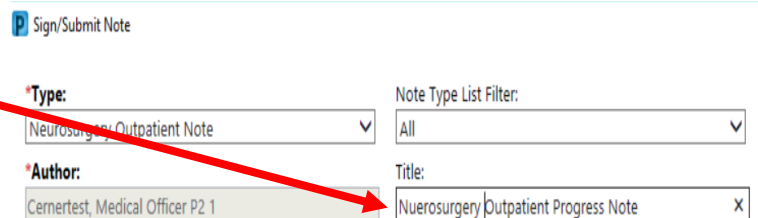
9. Click on **Sign** at the bottom of the page to sign off the documentation.

10. The document can be viewed in:
    - mPage Documents section
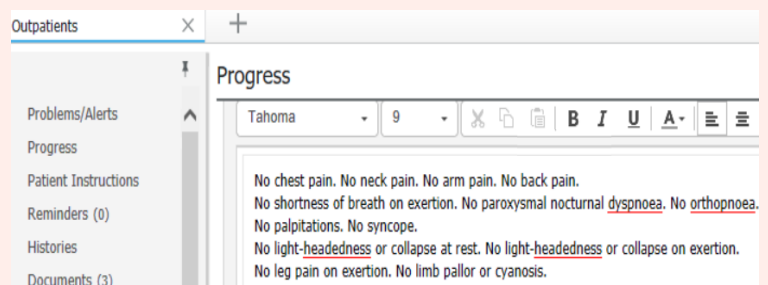   - Documentation
    - Continuous Notes
    - Results Review

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Documentation using mPage

1. From the mPage, navigate to **Create Note section.**

2. Click **Select Other Note** to link out to Documentation page

Create Note

Clinician Letter

Medical Certificate

Patient Friendly Visit Summary

Select Other Note

3. Follow steps 3 – 9 above

Handy Hint – Outpatient mPage Documentation

- Use the Progress section in Outpatient mPage to prepare the note for the patient visit

- Autotext and tagged text/items can be used here as well.

- Make sure to [Save] the document.

Outpatients ✕ ＋

Progress

Problems/Alerts	Tahoma	9	✂ 🗐 📋	**B** *I* <u>U</u> A▾

Progress

Patient Instructions

Reminders (0)

Histories

Documents (3)

No chest pain. No neck pain. No arm pain. No back pain.
No shortness of breath on exertion. No paroxysmal nocturnal dyspnoea. No orthopnoea.
No palpitations. No syncope.
No light-headedness or collapse at rest. No light-headedness or collapse on exertion.
No leg pain on exertion. No limb pallor or cyanosis.

- Content from this section flows into the following documents which can all be generated by selecting the appropriate link under Create Note:
  - o Outpatient Progress Note – Simple (click on *Select Other Note*)
  - o Outpatient Progress Note – Comprehensive (click on *Select Other Note*)
  - o Letter to GP (*Clinician Letter*)

Western Health