

Documentation - Multi-contributor Documentation



This Quick Reference Guide will explain how to:

Use mPages and dynamic documentation to allow multiple clinicians to contribute to the same document at different times



Important

- All clinicians must document in the same encounter
- To do this access the patient's history via Ambulatory Organiser
- Adjust the date in Ambulatory Organiser to locate the appointment you want to document against

Initiating Multi-Contributor Documentation

1. In Powerchart, navigate to Ambulatory Organiser
2. Open your clinic list (see **QRG Access and Set Up – Ambulatory Organiser – Select a Resource**), right click on the name of the patient that you need to document against
3. Select Outpatient View via Table of Contents (TOC)
4. In the Outpatients mPage, navigate to the Progress section
5. In the Progress section, begin to document
6. Once the first contributor has completed their Documentation, click Save (located at the bottom right of Progress section)
7. Confirm that the document has saved by reviewing the Modified details
8. The first contributor has now completed their documentation, the next contributor must be informed that they can commence documenting

Outpatient View

Outpatients

Problems/Alerts

Progress

Progress

Arial

10



Autism Assessment Clinic Confidential Report

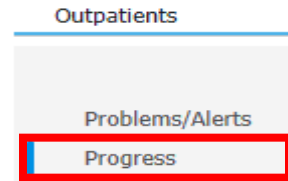
Save

Modified: Cernertest, Allied Health - Speech Pathologist P2 1 26 APR 2023 11:05

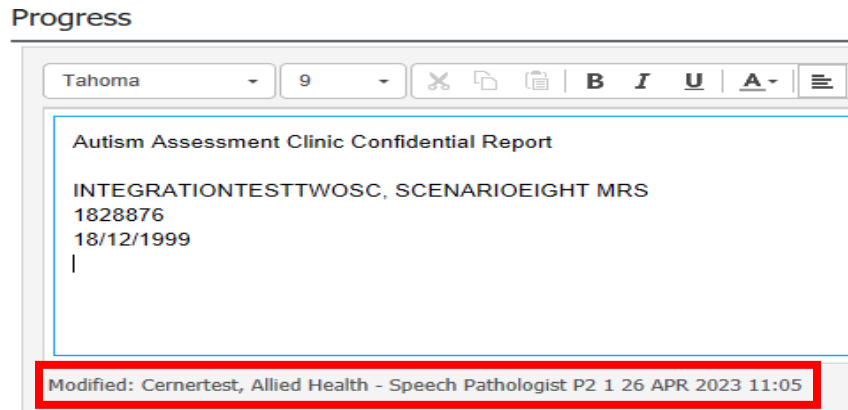


Subsequent Contributor/s to Multi-Contributor Documentation

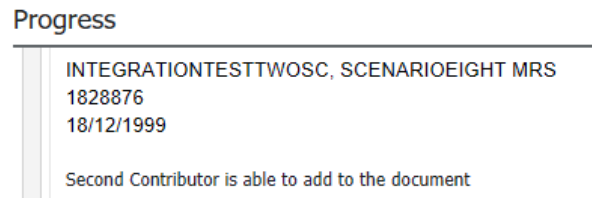
- 1. The second (or any subsequent) contributor uses Ambulatory Organiser to locate the relevant patient and open the patient file
- 2. Select Outpatient View via Table of Contents
- 3. In the Outpatients mPage, navigate to Progress section



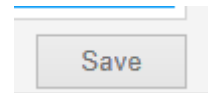
- 4. The Progress section will contain the documentation completed by the previous clinician. Confirm by reviewing the Modified time and date stamp



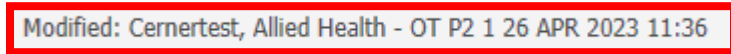
- 5. The second contributor is able to add to the existing document



- 6. When documentation has been completed, click Save



- 7. Confirm that the document has saved by reviewing the Modified details



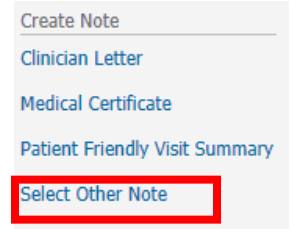
- 8. Repeat these steps for any other clinicians who need to contribute to the documentation, it is the responsibility of each contributor to notify any clinicians who need to add to the document



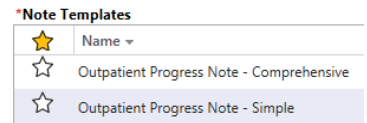
Finalising Multi-Contributor Documentation

Once everyone has contributed to the documentation, the final person to contribute must create the note and sign it.

- From the Outpatients mPage, navigate to Create Note section and click on **Select Other Note**



- Select the relevant **Note Type** for your position or clinical service, then select either of these options for the **Note Template**
 - Outpatient Progress Note – Simple; or
 - Outpatient Progress Note – Comprehensive



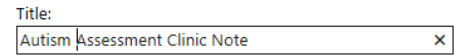
- Click OK



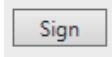
- Once you have completed the note, click on **Sign/Submit**



- Amend the note **Title** to reflect the clinic



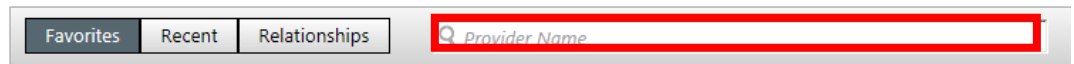
- To add electronic or physical signatures to the documentation, follow the relevant process below. If an electronic signature is not required, you can sign the document now by clicking **Sign**



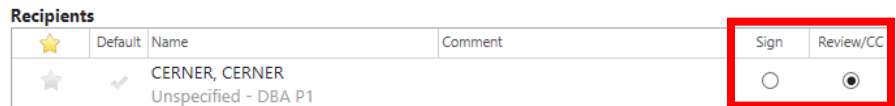
Adding Electronic Signatures

Follow these steps to have other contributors, review the documentation or to provide an electronic signature

- Search for the clinician name in the Provider Search

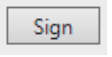


- Once selected, they will appear in **Recipients**, select whether they need to Sign or Review/CC the documentation



- Repeat steps 6 – 7 to add other clinicians

- Once you have added everyone required, click **Sign**



The document will be sent to the selected clinicians to complete the relevant action, via message centre



Adding a Physical Ink Signature

Follow these steps if the document requires a physical signature

7. Via the Table of Contents, select Documentation

Documentation

8. Select the document that you wish to print

Service Date/Ti...	Subject	Type	Facility	Author; Contr
26/04/2023 13:17:23	Autism Assessment Report	Autism Assessment Clinic Report	Sunshine	Cernertest, All

9. Click the print icon and follow the directions as per the **QRG: Printing – Documentation – Individual Forms**

Print

10. Once the document is printed have all the contributors sign the document

11. Photocopy the document and send the copy of the document to the recipient

12. The signed copy must be scanned to Bossnet