

Documentation – Tagging Text and Results in PowerChart and FirstNet

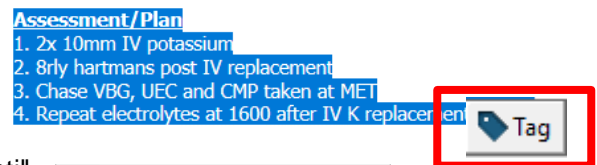


This Quick Reference Guide will explain how to:

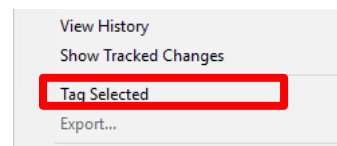
- Tag notes within PowerChart and FirstNet
- Tag pathology results to pull into documentation
- Tag radiology and pulling them into the documentation
- Tagging is used instead of “copy & paste” to auto-reference the source within PowerChart and FirstNet

Tagging text:

1. Open up the document. Left click and drag the amount of text you want to tag. Once highlighted a “tag” button appears. Click this button to tag.



- a) Alternatively, right click to open up a menu whilst the text is still highlighted and select “Tag Selected”.



2. Open the text document. On the left column the tagged text will be accessible. Click on the tagged text and drag it into the note



3. Once tagged, the bottom of the note will reference the source of tagged section.

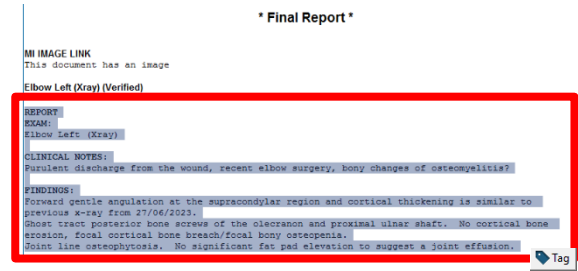
Assessment/Plan
1. 2x 10mm IV potassium
2. 8rly hartmans post IV replacement
3. Chase VBG, UEC and CMP taken at MET
4. Repeat electrolytes at 1600 after IV K replacement - charted [1]

[1] MET call - hypotension; 16/08/2023 13:56 AEST



Tagging reports

1. Open up the report and highlight the text you would like to tag.
 - a. The tag button appears and can be clicked, or right click to open the menu and select "Tag Selected".



2. Open the text document. On the left column the tagged text will be accessible and can then be clicked and dragged into the text field of the note.
3. Complete the remainder of the documentation. At the bottom of the note there will be a reference section for the "tagged" text.



Tagging results:

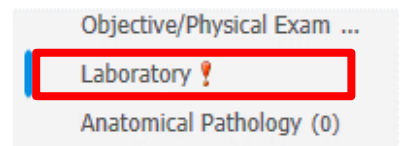


Handy Hint

If the document template used contains a pathology or laboratory heading, tagged results will automatically populate under this heading when the document is generated.

1. Navigate to an EMR mPage and find the "Laboratory" or "Pathology" component.

Note: This component can be found (but not limited to) in the Admit, Discharge, Manage mPage within the Medical Officer View (PowerChart) Medical Officer View or ED Doctor Workflow within the ED Doctor View (FirstNet) ED Doctor View.



2. Select the results you would like to tag holding the "Shift" or "Control" key to specify your selection. Scroll to the top of this section and click the "Tag" button on the top left corner.
3. Open your document (that has the Pathology Results placeholder) and the results will automatically populate. If you are using a document template without the placeholder, you can create your own section by dragging the first result from the left column into the appropriate area and then individually drag the remainder of the results.

