

Documentation – Transfer notes from BOSSnet to EMR



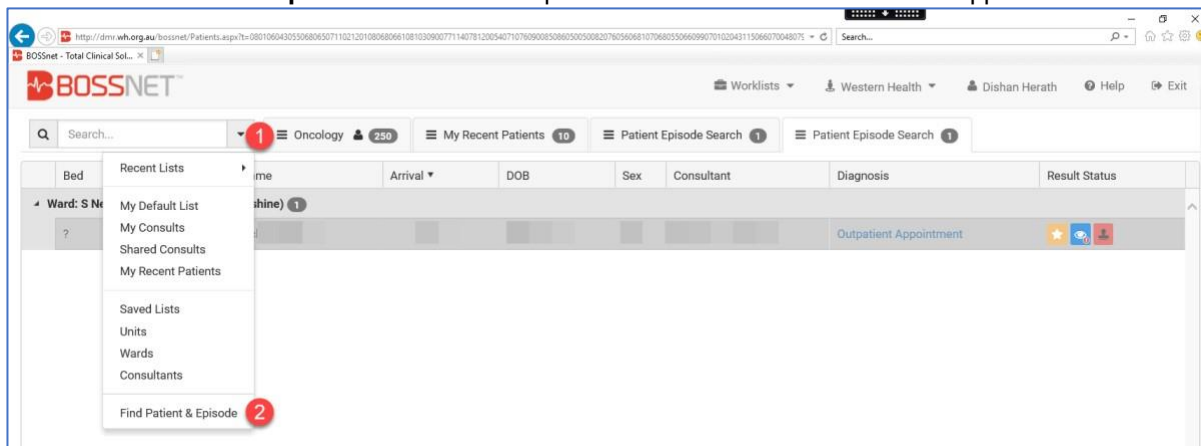
Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

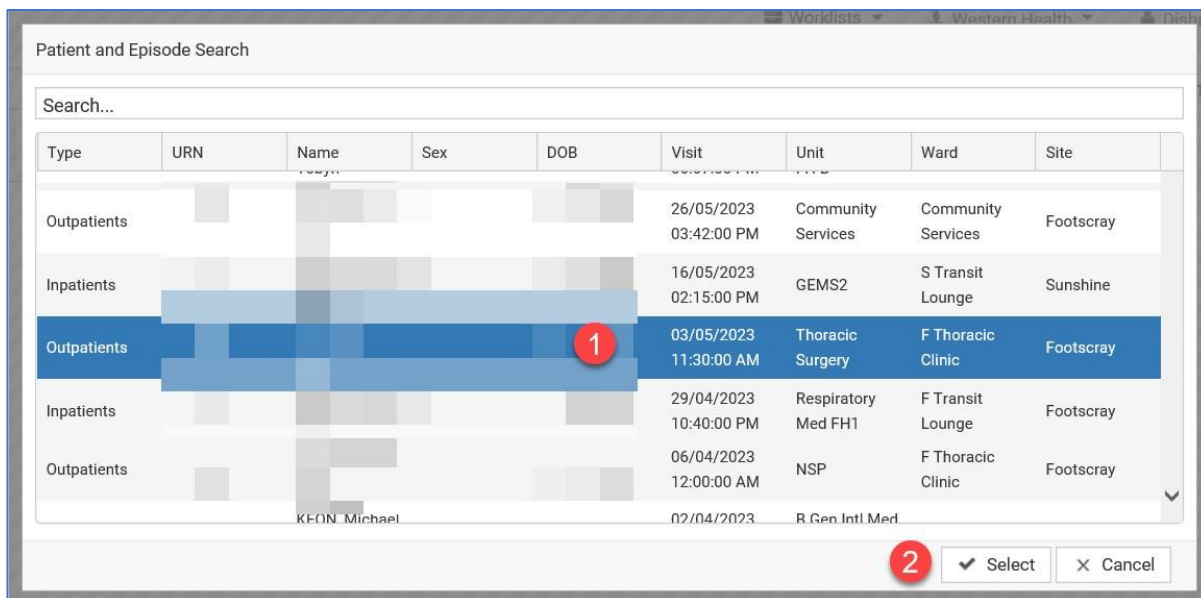
Copy notes from previous Outpatient Progress Notes on BOSSnet to Cerner EMR.

1. Open BOSSnet and click the down arrow in the **Search** field.
2. Choose **Find Patient & Episode**. Search for a patient UR number in the field that appears.



A list of previous visits will appear.

1. Click to select the last relevant visit.
2. Choose **Select**.
3. **Single left click** on the patient to open the preview window.



At the bottom of the screen that appears, you can see notes that can be copied.

1. Scroll down if needed to find a relevant note under **“Recent Progress Notes”**
2. Press the **Copy** button next to that note.
3. Select the text you wish to copy from the **“Progress Note”** box on the right
4. Go to the **“Notes”** section of the new outpatient appointment in Cerner via the ambulatory organiser and press CTRL-V to Paste the old note text into the new note. Check for accuracy and edit.