

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.

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Search		-	] ≡ Oncology 🛓 🕢	0	■ My Recent Patients ●		Patient	Episode Search 🕥	<b>≡</b> P	atient Episode Search 🕥			
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	Saved Lists Units Wards												

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.

Туре	URN	Name	Sex	DOB	Visit	Unit	Ward	Site	
Outpatients					26/05/2023 03:42:00 PM	Community Services	Community Services	Footscray	
npatients					16/05/2023 02:15:00 PM	GEMS2	S Transit Lounge	Sunshine	
Outpatients				1	03/05/2023 11:30:00 AM	Thoracic Surgery	F Thoracic Clinic	Footscray	
npatients					29/04/2023 10:40:00 PM	Respiratory Med FH1	F Transit Lounge	Footscray	
Outpatients					06/04/2023 12:00:00 AM	NSP	F Thoracic Clinic	Footscray	



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.

Favourites Q								Patient has 2 other alerts			
	Search		Outpatient At	ttendance - Thor	acic Surgery (Knigh	t, Simon)	2 mor	ths ago		•	lide
Clinical Trial Prog Notes	nt Notes P 14) gress	*	Name: I Patient DOB: * Appointment I Diagnosis: Out	Date: tpatient Appointme n Health Precis	nt				Insurano Ward: F The	e: Medic oracic Cl	are inic
Multidisci Par Par Plan (OP7	iplinary atment 7)	*	Appt Date: Clinic: F Th				GP Pr	GP: actice:	F	atient's GP Ad	DOB: dress
Clinic Lett	ology ter	*	Reason for App Outpatient Appoi	ointment		2	2	Add Medical or Add Allergy or View, Administrative Abduerse ReactiAlert	/Edit Patie®elect to reco List Allergies or A Reactions	ord No K dverse	nown
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			16/10/2018 14:11 (1730 days ago)	Generic	: Discharge Summary	C		C-reactive Protein 2023-07-09T09:25	Final	Ø	
			26/9/2018 17:22 (1750 days ago)	Generic	c Discharge Summary	C		General Biochemistry 2023-07-08T07:52 Full Blood Examination	Final		
			26/9/2018 17:21 (1750 days ago)	Generic	Discharge Summary	C		2023-07-08T07:52 Ankle Or Hind Foot (us) 2023-07-07T15:27	Final	ø	
								Abdo Plain (xray) 2023-07-07T13:01	Pending	ø	etter
			Recent Progres	Notes		Copy		A progress note has not yet been	submitted for this epis	ode	
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