



This Quick Reference Guide will explain how to:

Document an ICU Review Note using the Free Text Note function for ICU Medical Officers.
This is in the setting of documenting a note following **review of a patient in ED or the ward.**

Important – Do not use the ICU Manage mPage to create this note and do not select the ICU Progress Note type for this note as the patient is not an ICU patient.

Document ICU Review Note

1. Click on **+Add** from the **Documentation tab** on the Table of Contents.

Documentation **+ Add**

2. Click on the dropdown box and set the note type to **Consultation Note.**

*Type:

Consultation Note

3. Search for “Free Text Note” in the search bar on the right to quickly locate the note template and click on **Free Text Note.**

All (105) Favorites (0)

*Note Templates

Name	Description
★ Free Text Note	Free Text Note Template



Handy Hint – Favourite commonly used Note Templates

- Click on the  icon next to a commonly used note template to “favourite” it.
- Favourited note templates appear under the “Favorites” tab:

4. On the left, amend the note title in the **Title** box if you wish.

5. Click **OK** to create your note and begin documentation.

OK