



## This Quick Reference Guide will explain how to:

Create an 'ED Care Plan' note and view it on Launchpoint.



### Important

'ED Care Plan' note type to be signed only if within your scope of practice.

1. From the ED Doctor Workflow mpage > Create Note section, click on '**Select Other Note**'

Create Note

- ED Doctor RAZ Note
- ED Initial Assessment and Plan Note
- ED Doctor Progress Note
- ED SSU Doctor Progress Note
- Select Other Note

2. Select **ED Care Plan** from the **Type** dropdown and modify **Title** as appropriate (eg: ED Management Plan)

Note Type List Filter:

All

\*Type:

ED Care Plan

Title:

ED Management Plan

3. Select **Note Template** as appropriate and click OK

\*Note Templates

- Name
- Free Text Note

4. Enter text and click **Sign/Submit**

5. Navigate to LaunchPoint.  
**Care Plan icon** appears in Patient Information tile

Name	DOB	Dr
Oracle, Peter1	7100469	Dr T
02/04/24 35:17h M		24:1
zzzTest, Paed1	7100467	Unac
22/03/24 12d M		Care Plan

6. Click into Patient Information tile to open Patient Summary.  
**Care Plan** section displays ED Care plans signed for the patient. Click on note title hyperlink to open and view the note.

### Patient Summary

5 Acuity Level

No Allergy Documentation

**Care Plan (3)**

Last 10 care plan within the last 5 years.

Date	Note Title
03/04/24	ED Management Plan
03/04/24	ED Management Plan
03/04/24	ED Care Plan