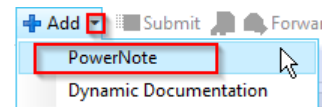> **This Quick Reference Guide will explain how to:**
>
> Create and document a procedure note in the maternity setting for Midwives and Obstetric Medical Officers.

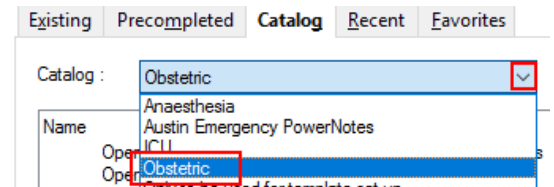## Part 1: Create a Perineal Repair Procedure Note

1. Click on **Documentation** from the Table of Contents on the left side of the page.
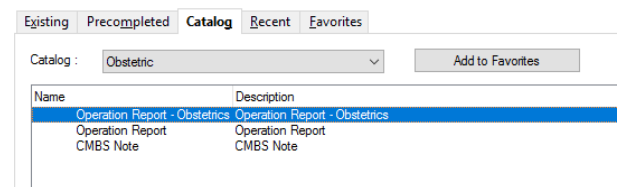
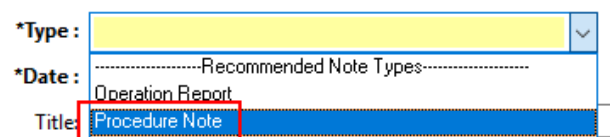2. Click on the downward arrow next to +**Add** and select **PowerNote.**

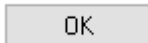3. Under the **Catalog** tab, click **Obstetric** from the dropdown.

4. Select **Operation Report – Obstetrics**

5. Select **Procedure Note** from the dropdown under **Type** from the dropdown.
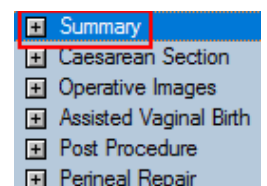
6. Click [OK] to open the note and start documentation

Part 2: Document and submit the Perineal Repair Procedure Note

1. Select **Summary** section.

2. Click on appropriate options in the PowerNote to document the summary.

3. Select **Perineal Repair** section.

4. Click on appropriate options in the PowerNote to document the procedure.

> 💡 **Handy Hint**
>
> In the Operator field, you can click on "Search provider" and enter your name in this sequence: Last name, First name. In other note templates, the search provider field could appear as "===" where you can click and enter your last name and first name in the same way.

> 💡 **Handy Hint**
>
> - Click on <**Hide Structure**> to hide the template which gives you an idea of what your note will look like. You can also click on the same area to show the template again if you need to select further

5. Click [Sign/Submit] once you have completed the note.

6. **Amend the Note Title** to reflect the specific type of procedure, if you wish.

7. Click [Sign] and enter your credentials to submit your note.