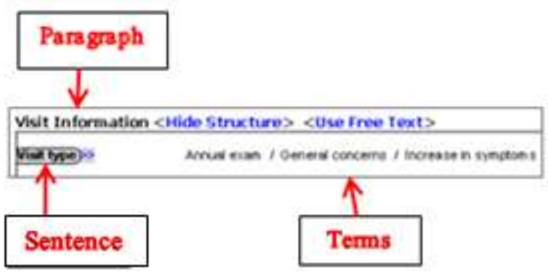
Search for a Patient:

1. Type the **last name** into the search box, click the **binoculars**.
2. Select the **correct encounter**.
3. Click **OK**.

Selecting a Note:

1. Click the **Add** Add button next to **Documentation** on the Menu of the patient's chart.
2. The note **Type** should default to **Medical Student Note**. *Type : Medical Student Note
3. Click the **Encounter Pathway** tab. Encounter Pathway | Existing
4. Type **general** in the **Search** box, click the **binoculars**.
5. Select the desired **note,** click the **Add to Favorites** button. Add to Favorites
6. Click the **Favorites tab** to make sure your note was saved. Recent | Favorites
7. **Double click** the note to open it.
8. Using the **Auto Populate Document** is optional, click **OK**. The note template will load.

Note Template Navigation:

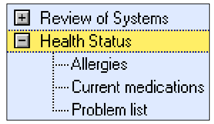


Create your Note heading: this is required

1. Click **View** on the menu bar.
2. Select **Customize**.
3. Click the **Misc** tab.
4. In the **Note heading** box, type **MEDICAL STUDENT NOTE**.
5. Click **Apply**, click **OK**.

The Navigator:

1. Click the desired section in the **Navigator** to bring that area of the template to the top of the note.
2. Click the **black plus** on the Navigator to expand the sections.



Documenting in the Note template:

1. Click **<Show Structure>** next to **Visit Information** to open the template.
2. Click the **chevrons** next to the sentences to reveal more Terms. Visit type >>
3. **Click once** to select a Term Annual exam, **double click** or **R click** to **negate** a pertinent negative. Increase in symptoms
4. **Click 3x or Right click** to clear a **Term**.
5. Use the **vertical scroll bar** to advance the template, or click the desired section in the navigator.
6. **Checkmarks** ✓ ⊞ Visit Information in the Navigator indicate documentation is present in that section.
7. Click **Contributor view** at the top of the vertical scroll bar to view your note in report form.
8. Click **Template view** to return to the template.
9. Click **<Use Free Text>** next to Chief Complaint. Type your documentation.
10. Click **<Use Free Text>** next to **History of Present Illness**. Type your documentation.
11. Use the template to complete the **Review of Systems**.
12. If a Term is not available, click **OTHER**, then free text your documentation. When finished, click **OK**.

Including Allergies:

1. Click **Allergies**.
2. To add the patient's allergies to your note, click **Include allergy profile** in the **Health Status** section.
3. **Highlight** the desired allergies to include.
4. Click **Include Selected**, OR:
5. Click **Allergies (ST).**

Including Current Medications:

1. Click **Current medications**.
2. Click **Include medication list.**
3. Drag to **highlight** the desired medications.
4. Click **Include Selected.**

Including Problems:

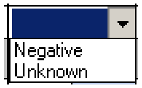
1. Click **Problem list.**
2. Click **Include problem list**.
3. Drag to **highlight** the desired problems.
4. Click **Include**, OR:
5. Click **Problems (ST).**

Including Histories:

1. Click **Past Medical History**.
2. Click **Include past medical history**.
3. **Highlight** to select.
4. Click Include.
5. Click **Free text past medical history.**
6. **Type** your documentation.
7. Click **OK**.
8. Click **Family History.**
9. Click **Include family history.**
10. Notice the available **option boxes** in the upper R corner of the window.
11. Click the **Add** button.
12. Click the **drop down arrow** ▼ Add Family Member in the upper R corner of the window to add family members to the flowsheet.
13. Click the **blue boxes** + to document a positive condition for that family member.
14. Click the **Relationship** header to add a family member name or use this box to indicate **deceased** and/or **MGM (maternal grandmother).**

Note: clicking the Deceased option box will remove the family member from the flowsheet.

15. When finished, click **OK**.
16. Click the **drop down arrow** in the **Health Status** row to document **Negative or Unknown.**

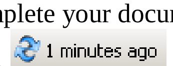


17. To add a system to the flowsheet, click **Add Group** 

in the lower L corner of the window.
18. **Select** the desired group. It will be added at the end of the flowsheet.
19. When finished, click **OK**, and then click **Include.**
20. Click **Procedure history.**
21. Click **Include procedure history.**
22. Highlight to select the desired procedure, click **Include**.
23. Click **Free text procedure history.**
24. **Type** your documentation, and then click **OK**.

Note: At this time, it is not possible to complete Social History documentation within PowerNote.

25. Click **Histories** 

on the **Menu** of the patient's chart.
26. Select the **Social History** tab.
27. Click the **Add** button in the desired category.
28. Complete your documentation using the drop down arrow, option boxes, radio buttons and free text areas.
29. To document an additional habit, click **OK & Add New**, or if finished, click OK.
30. Click the **drop down arrow** in the **Assessment** column to complete your documentation.
31. Click **Refresh**. 

32. Click **Documentation** on the Menu.
33. Click **Social history (ST)** to include documentation in your note.

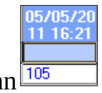
Documenting the Physical Examination:

1. Click **VS/Measurements**.
2. Click **Vital Signs** from flowsheet.
3. **Select** the desired column, click **Include Selected**.
4. Click **Measurements from flowsheet**.
5. **Select** the desired column, click **Include Selected**.
6. To **insert** a **Sentence**, click **Term** on the menu bar, **select** the desired sentence, click **OK**.

Documenting Health maintenance: optional

1. Click **Health maintenance (ST).**

Including Lab results in your Note:

2. Click **Results review** in the **Review/Management** section.
3. Click **Lab results**.
4. **Highlight** the desired column 

, click **Include Selected**.

Documenting Impression and Plan:

1. Click **<Show Structure>.**
2. Use the template for your documentation.

Signing /Forwarding Note to Supervising MD:

1. When your documentation is complete, click **Sign** in the lower R corner of the window. The **Sign Note** window appears.
2. Click the **yellow bar** in the **Endorser** column.
3. Type the **last name** of your supervising MD, click the **binoculars**.
4. **Select** the MD from the list provided, click **OK**.
5. Click the **yellow bar** in the **Type** column, select **Sign**.
6. Click the **yellow bar** in the **Due By** column, use the drop down arrows to indicate the date.
7. Add **comments** as needed by free texting in the **Comment** column.
8. When finished, click **OK**. Your note will appear in the **Inbox** of your supervising MD for review/signature.

Note: Your supervising MD may want you to Save your note, prior to Signing.

Direct Training questions to: Department of Clinical Informatics Training Division at 444-6952/1338 06/11

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Call the Help Desk at **444-HELP (4-4357)** if you forget your password, for technical issues or if PowerChart is not available in the Citrix or eXactACCESS window.