
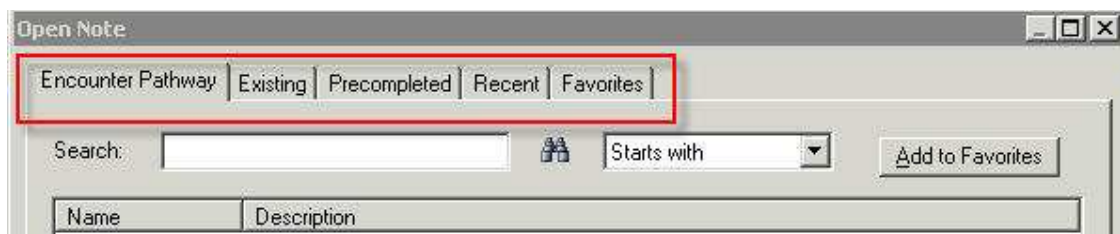


## Opening the PowerNote Editor

1. Open patient chart to the correct encounter. This step is critical for correct billing. (see additional education on *Choosing the Correct Encounter*)
2. Go to the **IVIEW & PN** tab.
3. Once you are at the **IVIEW & PN** tab you can start a note two different ways. Use the one that works best for you. The options are:
  - a. Click on the **Open...** (yellow folder) icon to the right of the **Refresh** (As Of...) button. 
  - b. From the left-hand **Documentation** menu, select **Open**, and then click **Open**.
4. **Open Note** window opens.
5. Start PowerNote (see next section for options).

## Starting a PowerNote

The **Open Note** window contains five (5) tabs that can be used for beginning or completing a PowerNote. The following reviews each tab and its use.



- **Encounter Pathway** – This tab allows you to search for specific *PowerNotes*. These are the available templates used to start a new note.
  - To view full list of templates, click the **Search** icon (binoculars)
  - To narrow your search, enter part of the note name, and then click **Search**
- **Existing** – This tab displays previously created *PowerNotes* for this patient.

- **Status –**
  - **Active** - Notes that have been saved.
  - **Modified** – Finalized notes with an addendum.
  - **Final** – Completed notes signed by author.
  - **Copy to New Note** - Find a signed note from a previous day and copy it forward into a new note on the same patient.
  - **All Encounters** – Select to see notes entered on all encounters.
- **Precompleted –**
  - A template created from a note that has specific sections of the note selected and/or entered so that it can be used for multiple patients.
  - With each use individualized portions of the note (e.g., patient specific findings) can be added and any parts of the precompleted sections can be altered.
  - Precompleted notes will not be updated with changes to the master encounter pathway/ template.

*Note: Delete only your own precompleted notes. To view, select **My notes only.***

- **Recent** – Displays recently accessed notes, with most recent note at the top.
- **Favorites** – Save frequently used note types and precompleted notes for faster access.