



Tips to Speed Documentation

Writing Notes

Day 1

- Create an **Admission Note** using elements that will be the same (or similar) for each patient. (e.g. ROS, Physical Exam, Impression and Plan OTHER/WHAT box and Signature Block). Save this as a precompleted Admission Note to be used for other patients.
- Create a service-specific PowerNote using elements that are required for your daily progress note – include such items as ROS, Physical Exam, Impression and Plan OTHER/WHAT box and Signature. Save as a precompleted Daily Progress Note.

Day 2

- Select the prior day's progress note and use **Copy to New Note**.

Copy Text from a Previous Note

1. Open previous note in **Clinical Notes**
2. Highlight text, and then press **Ctrl+C** (copy) keys
3. Click on **IVIEW & PN** tab
4. Click under the paragraph where text will be entered
 - Press **Ctrl + V** (paste) keys

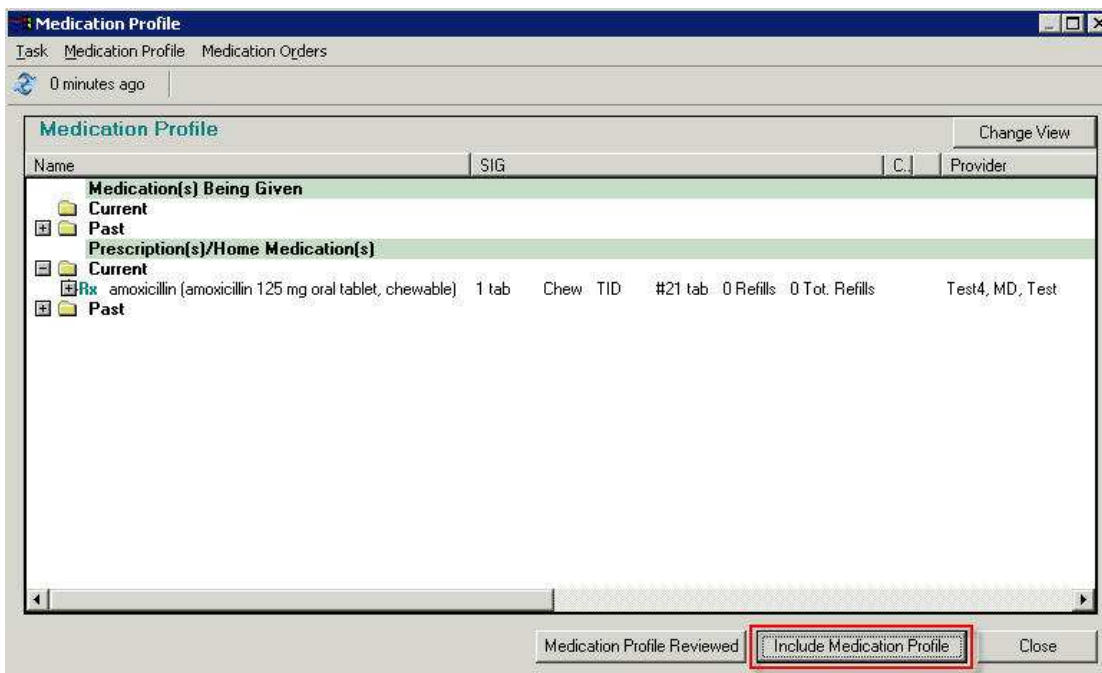
Problem Lists

1. Copy list from UWCoresh
2. Go to the Problem List paragraph
3. Click under the Problem List paragraph
4. Paste list from UWCoresh

Medication Lists

Day 1

1. Go to the **Medications** paragraph
2. Either
 - a. Click on **ORCA Medications** to import medication list from **Medication Profile** tab, or
 - b. Click under the **Medications** paragraph and type in medications



Day 2

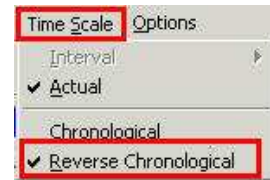
1. Copy the signed note from the previous day
2. Review the medication list for accuracy
3. Either
 - a. Clear and re-import the medication profile list, as needed, or
 - b. Copy and paste medications from a recent note into the current note

To clear an **ORCA Medications** list

- Right-click on the medication list, and select **Clear**, or
- Click on **Term** menu, and then select **Clear**

Lab Results

1. Appear in chronological order (oldest to newest).
 - a. Click **Time Scale**
 - b. Select **Reverse Chronological**
 - c. To view the entire flowsheet, use the scrollbars



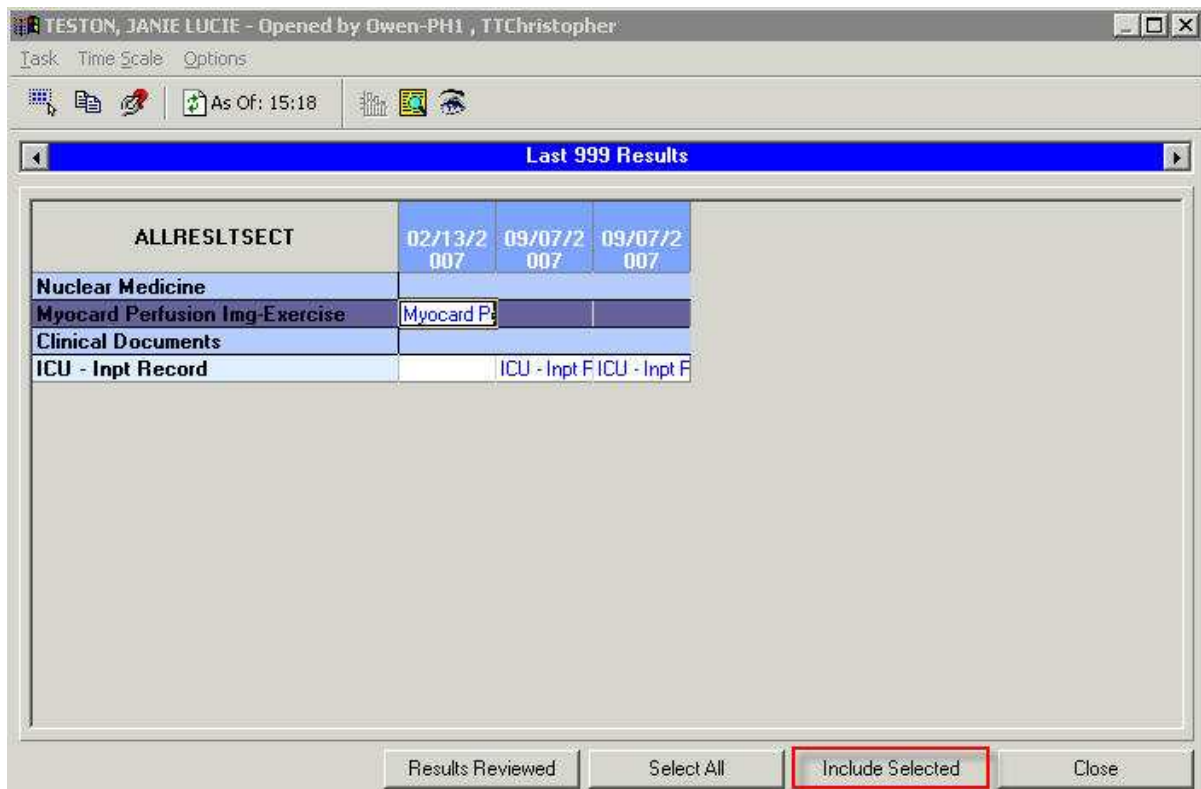
Note: This is a temporary setting. The next time the results are viewed they will be in chronological order.

2. Results can be placed into the note.
3. Options to select results are:
 - Select a single result
 - Select multiple results by holding down Ctrl and clicking
 - Click the row title to include all results of a specific type
 - Click column to include all results on a specific date

Import Procedures / Diagnostic Studies Reports

1. Click on any term in the Procedures/Studies sentence that ends with for review or Last X Results
2. Select by pressing the Ctrl key and clicking the reports to be included
3. Click on **Include Selected**

*Note: Portions of the reports can be copied and pasted into your note under the **Procedures/Diagnostic Studies** paragraph. (See Adding Additional Text module)*



Reviewing Previous Note

1. **Clinical Notes** tab
2. Select **By Date** radio button
3. Double-click on most recent date folder
4. Double-click on most recent note
5. Use green arrows to scroll through documents