Create Document Type List
To speed documentation and prevent using the wrong note type, set defaults by:

1. Click Add to open a new PowerNote.
2. Click View on the toolbar.
3. Select Customize.
4. Click Document Types tab.
5. Click the drop-down arrow to select Default Note Type (see below for selection) and Default List Type to Personal Note Type List.
   - ED UNMH: choose ED Note - Provider
   - ED Urgent Care: choose ED Note - Urgent Care
   - ED SRMC: choose SRMC ED Note - Provider
6. Double-click each ED Note listed to move it to the Personal Document Type List.
   - ED UNMH: choose notes in blue
   - ED Urgent Care: choose notes in yellow
   - ED SRMC: choose notes in pink
7. Click OK.

Set Default List
From within a new PowerNote window:

8. Right-click the Type field.
9. Select Personal Note Type List.

For future PowerNotes, the Type field will only list the document types that are set in the Personal Note Type List.