Document Type Defaults

Step 1
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 menubar.
3. Select Customize...
4. Click the drop-down arrow to select a default document.
5. Double-click each ED Note listed to move it to the Personal Document Type List. (Urgent Care should only select that note.)
6. Click OK.

ED UNMH: choose notes in blue.
ED Urgent Care: choose notes in yellow.
ED SRMC: choose notes in pink.

UNMH HOSPITALS
Set Personal List

Step 2 - Set Default List

From within a New Powernote window,
1) Right-click the Type field.
2) 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.