

Personal Document List

Follow the steps below to add the ED-Pediatric Telemedicine Consult note type to your personal list.

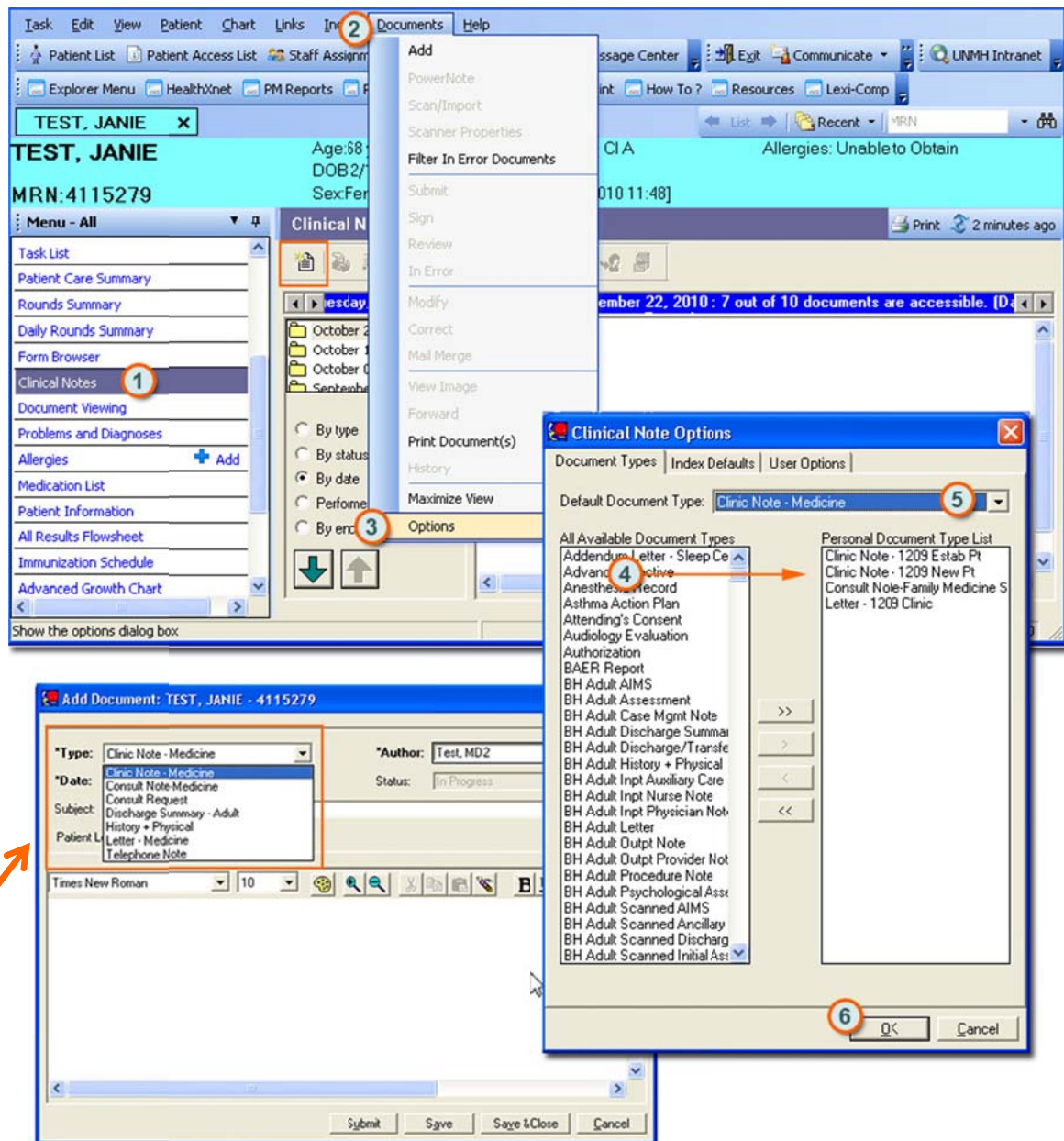
Personal Document Type Lists are created based upon the note types needed by the provider.

1. Click **Clinical Notes**.
2. Click **Documents** on the toolbar.
3. Select **Options**. The *Clinical Note Options* window opens.
4. Double-click **Ed-Pediatric Telemedicine Consult** listed in the All Available Document Types pane. Move any other note types as desired (i.e. ED Note – Provider, ED Note – Procedure, SRMC ED Note – Provider, telephone note, etc.).

The document type moves to the right pane, "Personal Document Type List".

5. Click the drop-down arrow to select a **default** document. For most, this should be ED Note – Provider
6. Click **OK**.

Note: Log out and back into FirstNet to see the new list when creating a new document.



The screenshot illustrates the steps in the PowerChart interface:

- Step 1:** The 'Clinical Notes' option is selected in the left-hand menu.
- Step 2:** The 'Documents' menu is accessed from the top toolbar.
- Step 3:** The 'Options' sub-menu is selected, opening the 'Clinical Note Options' dialog box.
- Step 4:** In the 'Clinical Note Options' dialog, 'Ed-Pediatric Telemedicine Consult' is selected in the 'All Available Document Types' list and moved to the 'Personal Document Type List' on the right.
- Step 5:** The 'Default Document Type' dropdown is set to 'Clinic Note - Medicine'.
- Step 6:** The 'OK' button is clicked to confirm the changes.

An 'Add Document' dialog box is also shown at the bottom, with an orange arrow pointing to the 'Type' dropdown menu, which is set to 'Clinic Note - Medicine'.

Create a Note

Please document ALL Pediatric telemedicine consult notes as follows:

1. From within Clinical Notes, click **Add Document**.
2. Select **ED Note–Pediatric Telemedicine Consult**.
3. In the note body, type an **=**.
4. Scroll down the list and then double-click **=pedtelemed**. The template is inserted into the note.
5. Please complete all portions of the note, including: name of referring provider, brief history, brief physical exam, assessment/diagnosis, discussion with referring provider, and recommendations made.

Please place an “x” for any recommendations made.

6. **Save** or **Sign** the note:

If you intend to modify the note later, select **Save and Close**. To modify the note, right click on the note and select Modify.

If you are finished with the note and do not need to modify the original note, select **Sign**. You may still right click and modify the note after signing it, but any additional information added at this point will be included as an addendum.

The screenshot displays the PowerChartSynergy interface for patient Steven Test (MRN: 5019600). The interface is divided into several sections:

- Header:** Patient information including name, age (72 years), DOB (1/1/1941), sex (Male), preferred language (English), and location (UH FP Clinic).
- Left Menu:** A navigation pane with categories like 'Clinical Notes', 'Document Viewing', and 'Health Maintenance'. A red circle '1' highlights the 'Add Document' button.
- Central Document List:** A list of documents with a search bar and date range filter. A red circle '2' highlights the 'ED Note - Pediatric Telemedicine Consult' option.
- Note Editor:** A window titled 'Add Document: Test, Steven - 5019600' with fields for 'Type', 'Date', 'Author', and 'Subject'. A red circle '3' highlights the '=' character typed in the 'Subject' field. A red circle '4' highlights the '=pedtelemed' template in the list below. A red circle '5' highlights the 'Check all that apply' checkbox in the 'Recommendations' section. A red circle '6' highlights the 'Sign' button at the bottom.