

WCGH Medical Staff Go-Live Update: July 7, 2022

Tip of the Day: Adding a CC to a Signed Dynamic Documentation Note

A limitation of Dynamic Documentation is that you cannot add a cc after a note is signed. To add a cc to a signed document, please follow these instructions.

Note: A Primary Care Provider, if entered during Registration, automatically receives a copy of your note even though their name does not appear in the note's content.

- 1. Open the patient's chart and navigate to the Provider View tab.
- 2. Open the Documents section in Provider View
- 3. Select the note you want to add a cc. Note its date/time creation.
 - a. The note should open. Click View Document

Provider View		444 D L D D N S S 100%				
Results Review		N .				
Cardiac Electrodiagnostics		Discharge X	COVID-19 Assessment X Round/Man	age ×	Clinical Assessments X T	
Documentation	+ Add	Ŧ	Documents (3)		Print View Document 3a	🗆 Enable Continuous Scrolling 🗙
Orders	+ Add	Communication Medical Orders for	Disp	ay: Provider/Pharma	Progress/SOAP Note	
		Scope of Treatment	Time of Service 🗸 Subject	Note Type	Hospitalist Progress Note (Auth (Verified))	Author; Contributor(s): Test DR, Physician
Allergies	+ Add	Documents (3)	▼ In Progress (0)			Hospitalist; PhysicianME17, TRAIN, PhysicianME16, TRAIN, PhysicianME15,
Clinical Images	+ Add	ACP (see MOST/ACP tab	Completed (3)			TRAIN, PhysicianME14, TRAIN,
Clinical Mater	1 / 100	III Results Review)	05 JUL 2022 12:30 Progress/SOAP Note	Hospitalist Progress		PhysicianME25, TRAIN, PhysicianME24,
		Histories	04 JUL 2022 09:02 Cardiovascular - Res	ED Note-Physician		TRAIN, PhysicianME23, TRAIN, PhysicianME20, TRAIN, PhysicianME22,
Diagnosis & Problems		Clinical Handoff	04 JUL 2022 08:00 History & Physical	History and Physica		TRAIN, PhysicianME19, TRAIN,
CareConnect		Communication				PhysicianME21, TRAIN, PhysicianME18,
Growth Chart		Subjective/History of Present Illness	ACP (see MOST/ACP tab in Pecult			TRAIN
Form Browser		Appotations	ACF (See 11031/ACF tab in Result		Last Updated: 05 JUL 2022 12:30	Last Updated By: Test DR, Physician
Histories		Annotations	Advance Care Planning/Goals of Care	04-Jul-2022 14:26		Hospitalist
Health Maintenance		Review of Systems	Advance Care Planning/Goals of Care	View Form		
Immunizations		Vital Signs		Create	Date and Time of Service	
Interactive View and I&O		Intake and Output		create	Objective	
Patient Information		Procedure History			Vitals & Measurements	
MAR		Objective/Physical Exam	Histories		T: 37.1 °C (Tympanic) HR: 115 (Peripheral) HF	R: 70 (Apical) RR: 16 BP: 115/65 SpO2: 89%
MAR Summary		Anatomic Pathology	Problem List : Family	II Social	Assessment/Plan SOB (shortness of breath)	

4. Once Note is open, select In Error

ProEX, Med Ten - 04700010 - Progress/SOAP Note - Tuesday, July 05, 2022 12:30 PDT

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		ProEX, Med Te	n Fen ^{MError} Jears	DOB:14-Feb-1961		
		Result type: Result date: Result status: Result title: Performed by: Verified by: Encounter info:	Hospitalist Progress Note Tuesday, July 05, 2022 12 Auth (Verified) Progress/SOAP Note Test DR, Physician Hospit Test DR, Physician Hospit 4700010, NRG, Inpatient	2:30 PDT alist on Tuesday, July 05, 2022 12:30 PDT alist on Tuesday, July 05, 2022 12:30 PDT Acute, 22-Oct-2020 -	-	
				P Result Uncharting - ProEX, Med	Ten - 04700010	×
a.	Add a commen	t in the box a	and click OK.	In Error Comment - Optional		
				Comments:		
				Did not add cc Provider		
					4 a	
b.	Click Yes to the	pop-up box.			ОК	Cancel
					<u> </u>	conter
		PVNC	DTES	×		
		1	The document you are about to ERROR. Do you want to conti	o view has been marked as IN inue viewing the result?		
				Yes No		

Clinical Documentation Implementation



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5. Highlight the content to be included in the new note and select Tag. Do not include the header or signature line.

* In Error Report *	
Result Comment by Test DR, Physician Hospitalist on Tuesday, October 05, 2021 15:11 PDT Did not add cc Provider.	
Date of Admission 01-September-2021 09:23:00 MOSTI No electronic MOST documented	Problem List/Past Medical History Chronic Problems Not Recorded Historical Problems Not Recorded Allerates Allerates Mc Recorded Medications
Signature Line	Insultent No active inputient medication Home Bigtonn (Bigton 0.0025 mg oral tablet), 0.0625 mg = E tab, oral, DALLY Tag selected
Physician Hospitalist Test, Physician - electronically signed on: 05-Oct-2021 14:37	

6. Click the Add icon.

Documents (2)					+ All Visits Last 1 y	ears Last 24 hours L
				Display: Provider/Pharmacy (Documentation Change Filter	Last 50 Notes
Time of Service	\sim	Subject	Note Type	Author	Last Updated	Last Updated By
▼ In Progress (0)						
 Completed (2) 						
05 JUL 2022 09:02		Cardiovascular - Respiratory	ED Note-Physician	Test, EDPhysician	29 OCT 2020 09:03	Test, EDPhysician
05 JUL 2022 08:00		History & Physical	History and Physical	Unknown	Unknown	Unknown

- 7. Select the same note **Type**.
- 8. Modify the **Date** to match the same date of the original note.
 - a. Modify the **time** to one minute after the original note. This ensures the notes do not display in the same call in Results Review.
- 9. Select the Free Text Note **Template**. This ensure updated information from formatted templates does not pull into the new note and require editing.
 - a. Update the **Title** from the Note Template, as required.
- 10. Click OK.

w Note × New Note × List				
Note Type List Filter:		All (122) Favorite	s (1) Q Search	
Position				
*Type:	"Note	Templates		_
Hospitalist Progress Note 7 🗸	N N	Name *	Description	
	w	Family Conference Note	Family Conference Note Template	1
itle:		Family Doctor of the Day Co	Family Doctor of the Day Consult Template	
Progress/SOAP Note	☆	Family Doctor of the Day Pro	Family Doctor of the Day Progress Note Template	
	1	Free Text Note	Free Text Note Template	
Date: 06-Jul-2022 III 1325 PDT ጸ •		GEM Nursing Consult Note	GEM Nursing Consult Note Template	٦.
		GEM Nursing Progress Note	GEM Nursing Progress Note Template	1
Author:	57	GEM Therapier Consult Note	GEM Theranier Consult Note Template	
Fest DR, Physician Hospitalist	~	Gem merapies consult wou	our meaples consult Note remplate	
	M A	GEM Therapies Progress No	GEM Therapies Progress Note Template	
	¥	Gynecology Operative and I	Gynecology Operative and Discharge Note Template	
		Gynecology Operative Note	Gynecology Operative Note Template	
	☆	Handover Note	Handover Note Template	
		ICU Progress Note	ICU Progress Note Template	
		Interdisciplinary SOAP Note	Interdisciplinary SOAP Note Template	



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Progress/S	SOAP Note	× List															
Tagged	J Text	07/06/2022	12-25	Tahoma	a	• Siz	ze •	X 6) -	▶	BI	U	<u>A</u> -	È É	≞	■ •
Date and	Time of Servic	e 06-JUL-202	2 13	1		Ι	Date and	Time of	Ser 07/	/06/2022	13:25	PDT					
2. Click Sign	/Submit	Sign	/Submit														
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3. In the Sig	n/Subm	it Note	windov	N, add o	cc Prov	vider	(s).										
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