Medical Student Training on Electronic Notes Documentation

For Third and Fourth year Medical Students
Medical Student Training

To review training for; **Fourth Year Medical Student Orders** and other training material; go to:

http://hi.georgiahealth.edu/CIS/TrainMedical.htm

This site is only available on campus.
This Overview Includes

• How to search for patients by name or Medical Record Number.
• How to create and label two types of notes:
  – Medical Student History and Physical
  – Medical Student Note
• How to add Patient Histories to the chart.
• How to Sign and Forward Notes for Co-signature.
• How to enter a “scribed” note for an attending.

In Clinical Notes, Add Document is the method for documenting the Medical Student Note and the Medical Student History and Physical Note.

PowerNote is only to be used to Scribe a note for the Attending.
To Search for a Patient: Click the “Binoculars” Icon

The patient search window will open. It is best to search by the patient’s medical record number, but you also search by the patient’s last name followed by a comma and then the first name; select search.
Documenting Patient Histories

• Patient Histories can be added to the chart by going to the Histories Tab.

• Four types of Histories can be added:
  » Family History
  » Past Medical History
  » Procedures
  » Social History
Select the Histories option from the left vertical navigator; the histories pane will open.
View of all Histories Tabs Available for Documentation

The four tabs for Histories include: Family, Past Medical, Procedures, and Social Histories. Documentation in each section will flow to the Patient Chart.
From the Family Tab Click on Family Role (Ex. Father) to Add Name

Enter names, gender, and birth dates or add if family member is deceased.
From the Family History Tab

Select Negative or Unknown for Family Member Health Status if it is negative or unknown.
To Add Additional Family Members

Select the Add Family Members drop down and click on selections.
To Add Family Medical Histories

Select the Add (+) Icon.
A click adds the corresponding medical issue. For example, clicking on the “Blood clotting disorder” space under the Father’s area adds that medical history.
Documenting Past Medical Histories

Clicking on the Binoculars icon (next to the Yellow Condition field) will open a screen to note the past conditions.
The Condition Search Window Opens

Key the first four letters of a condition and select the appropriate one. Click Ok.
Select OK or OK & Add New to Add More Information
Confirm the Information

<table>
<thead>
<tr>
<th>Code</th>
<th>Name of Problem</th>
<th>Last Reviewed</th>
<th>Age at Onset</th>
<th>Onset Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>250.00</td>
<td>Diabetes</td>
<td>02/10/2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Procedure History Can be Added

Select the Add Button.
Click the binoculars to open the screen to add procedural information.
The Procedures Search Window Opens

Select correct procedure and click OK to add.
Confirm Your Entry

Select OK or OK & Add New.
Selecting OK & Add New lets you repeat the process to add another procedure to the History.
Under the Social History Tab

Use Drop Down boxes to note risk. Select the Add (+) to expand screens.
Use Radio buttons, open text fields, and drop down options to note. Select Ok to document.
Creating Clinical Notes for Junior and Senior Medical School Students’ Documentation

- Two Medical Student Notes can be added from the Clinical Notes Band:
  - Medical Student History and Physical
  - Medical Student Note

- Each note has a template to format and assist with documentation.

- All notes must be signed and forwarded to Supervising Physician for signature.
Click on the Clinical Notes Band

The Clinical Notes pane will open.
Click the “Pin” Icon to Close the Left Vertical Navigator Tool Bar

This will give you a full view of the Clinical Notes screen.
The Navigator is closed.
To Open the Note, Select Either “Add” Under the Documents Selection or the Add “Page” Icon
The “Add Document” Window Displays
From the “Type” Drop Down Box
Two Selections are Available

The selections include:
• Medical Student Note
• Medical Student History and Physical

Each Note opens a template to assist with documentation.
The Medical Student History and Physical Note Selection

A template opens when you select the Medical Student History and Physical Note.
Add Documentation to the Medical Student History and Physical Note

For this note example we added documentation to the template in red to demonstrate the noting process. Note: You can scroll through the document.

Add your student level to the subject line and note information.

Scroll arrows
At the Social History section select the Stamp Icon to open the Social Habits Smart Template. Select Insert.
Documentation from the Social History Section of the Chart is Added to the Note
Both Medical Student H&P and Medical Student Note Must be Signed and Forwarded for Co-Signature

When notes are completed select “sign”.
After Signing Notes You Can View the Document

Select “Yes” to view the note.
The Completed Document as it Appears in Clinical Notes

Note: Our example in red and the actions below the note.
View the Note; and then Right Click to Forward the Note for Co-signature From Your Supervising Physician

You must request co-signature from your Supervising Physician for all notes!
The Forward “Action” Window Opens

Always select Sign in the Drop Down box.
In the To: Field, Key the First Few Letters of the Supervising Physician’s Name

Click the Binoculars icon and the Address window will open. Select the correct Name, highlight it and use the arrow to add it to the Send to: field. Click Ok.
The Selected Name is Added to the Forwarding Information

Select OK to forward the note for co-signature.
Validate the Request for Co-Signature
The Second Note Selection is the Medical Student Note

The Medical Student Note documents daily progress or supplements the History and Physical note.
Add SMS or JMS and the Note Type in the Subject Line
The Medical Student Note Opens a SOAP Note Template
Click “Sign” when the SOAP Note is Completed

The Medical Student SOAP note documents daily Progress notes or supplements the H & P note.
View the Note

Select Yes to view the note.
**Completed Note in Clinical Notes**

**Subjective**: Patient has ongoing elevated blood sugar levels >300.

**Objective**: Goal is to have patient attend classes to monitor blood sugar, modify diet, and develop a diet plan.

**Assessment**: Follow up with Dietician and Diabetes Nurse Clinic to confirm visits and plan.
Right Click in the Note to Select “Forward” to Request Co-Signature
The Forward “Action” Window Opens

Always select Sign in the Drop Down box.
In the To: Field, Key the First Few Letters of the Supervising Physician’s Name

Click the Binoculars icon and the Address window will open. Select the correct Name, highlight it and use the arrow to add it to the Send to: field. Click Ok.
The Selected Name is Added to the Forwarding Information

Select OK to forward the note for co-signature.
Validate the Request for Co-Signature
Recap

• Two Medical Student Notes are available:
  – Medical Student History and Physical
  – Medical Student Note (SOAP Note)

• The Medical Student Note and Medical Student History and Physical Note open to templates for documentation. Use the H and P note for initial encounters and the Medical Student Note for follow up encounters.

• All notes require the student academic level in the Subject line and the note name. (For Example: SMS or JMS Medical Student Note).

• Document Histories in the patient chart through Histories tab. Add Social, Procedural, Past Medical, and Family Histories.

• Sign the note once you complete the documentation. Forward to your Supervising Physician for signature. Use the “forward for signature” command; not the forward for review command.

Note: You must forward the document for signature to your supervising physician. This document requires a Supervising Physician’s Signature. STUDENT notes should only be used for your own personal personal documentation. Do not select the student document type when scribing for an attending physician.