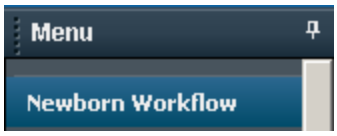
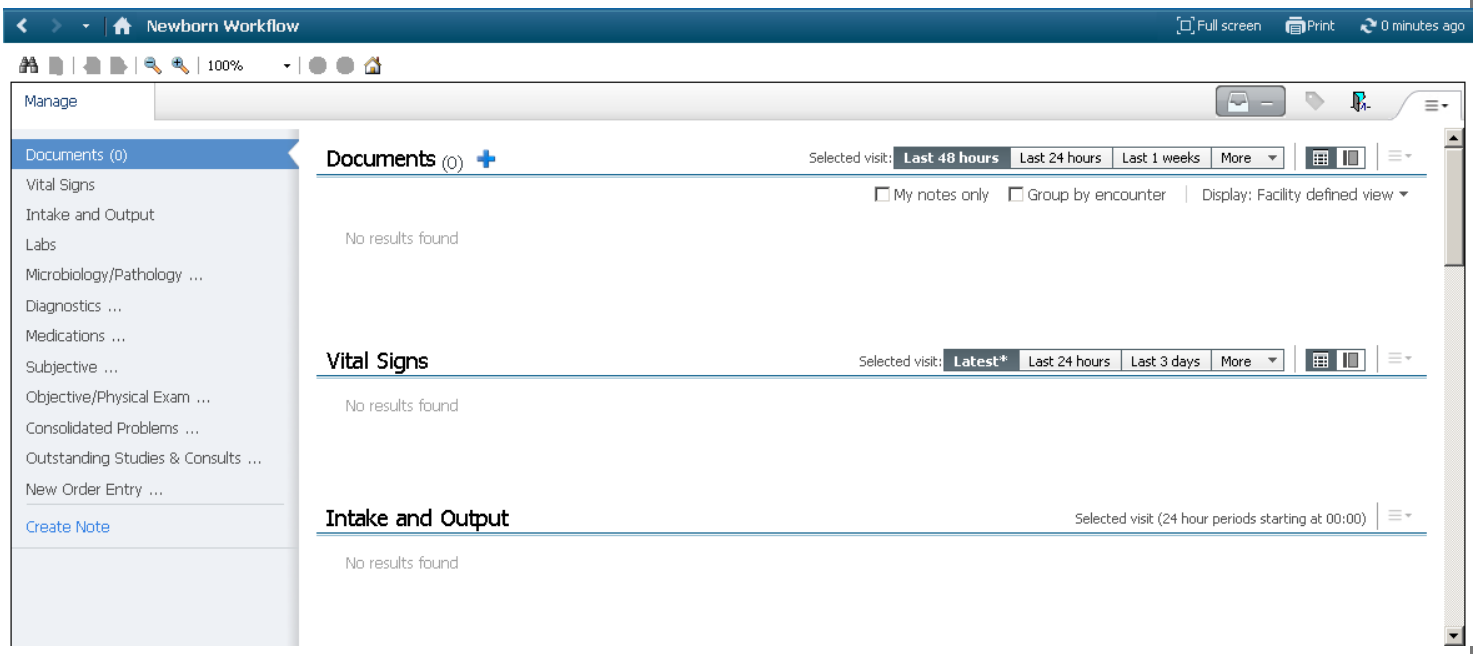
Newborn Workflow

The new Newborn Workflow to document and create Progress Notes can be found in your menu options.





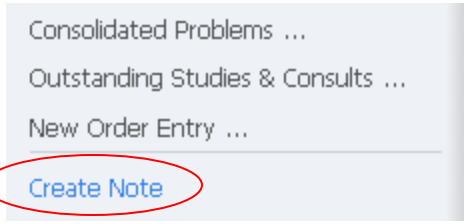
Newborn Workflow– Documenting History and Physical

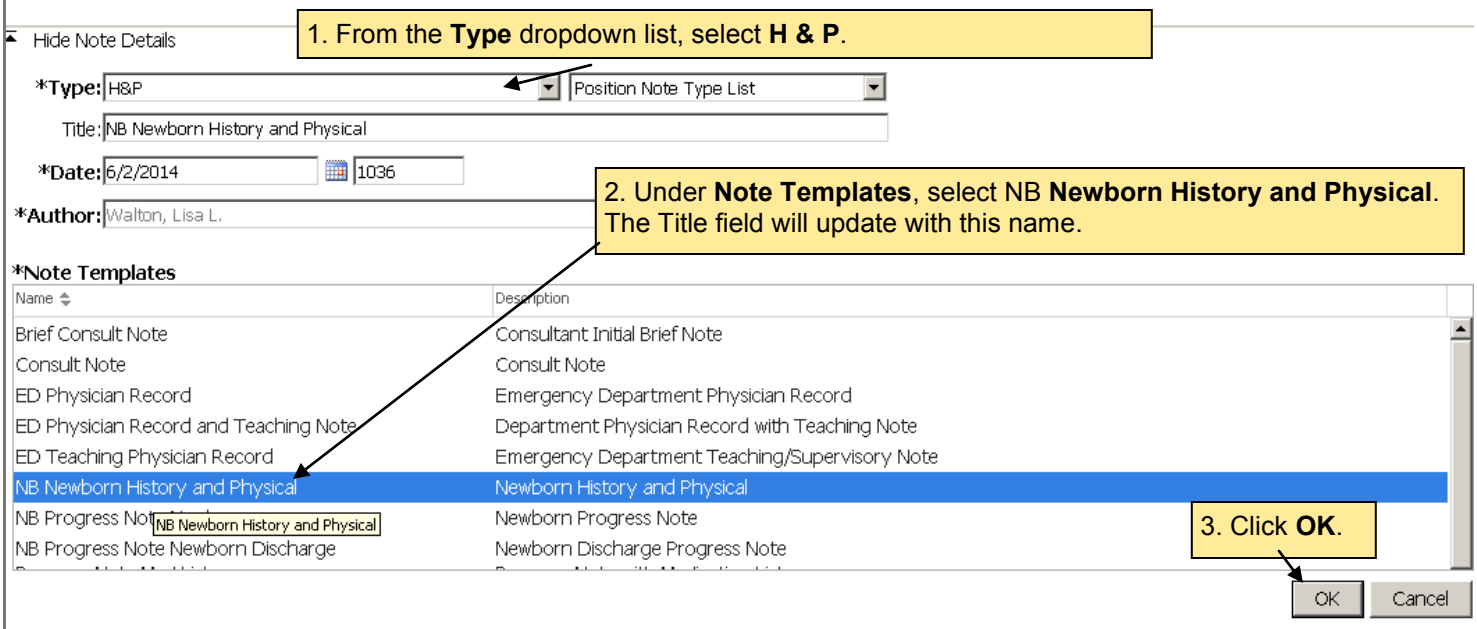
When documenting History and Physical for a newborn, go through the Newborn workflow and use the following Dragon commands or auto-text in the Objective section.

Newborn History and Physical Content Macros

Description	Dragon Command	Auto-text
Comprehensive Male Newborn macro	Male Newborn Exam macro	=newborn_male_history_and_physical
Comprehensive Female Newborn macro	Female Newborn Exam macro	=newborn_female_history_and_physical

After you completed your review and documentation in the workflow, click **Create Note**.

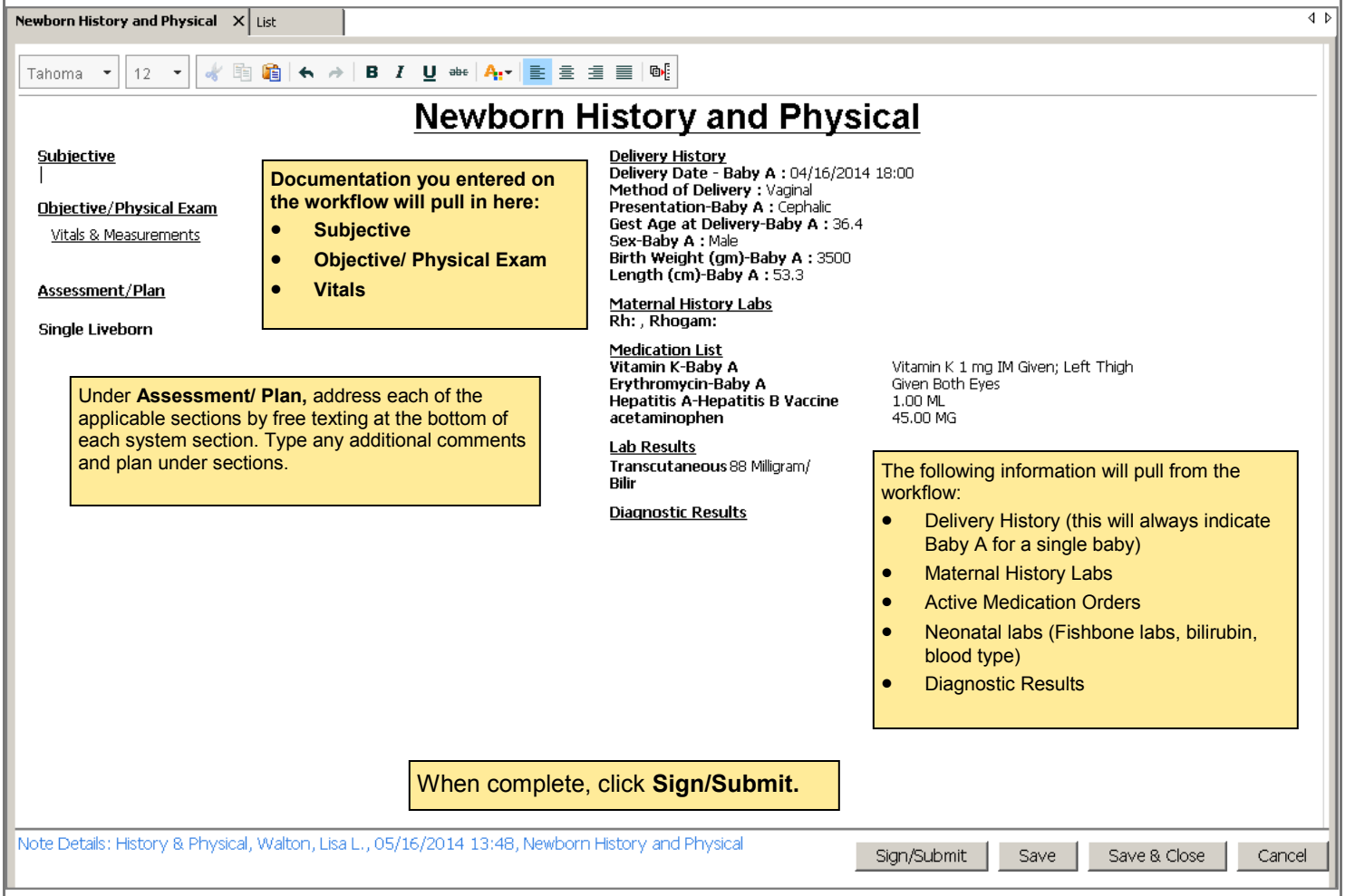




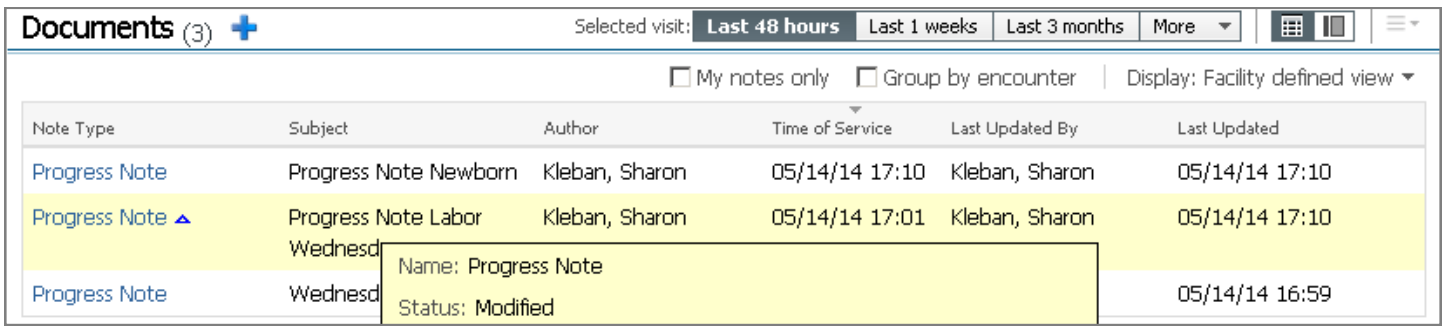
Newborn Workflow– Documenting History and Physical

This note is unique to Pediatrics. Information from the workflow pulls into the Note.

To be compliant, your Progress Note must be different on each Date of Service.
While the assessment/plan may not change much from day to today, the vitals and labs will be different.



This H&P will display in the Newborn Workflow under Documents.

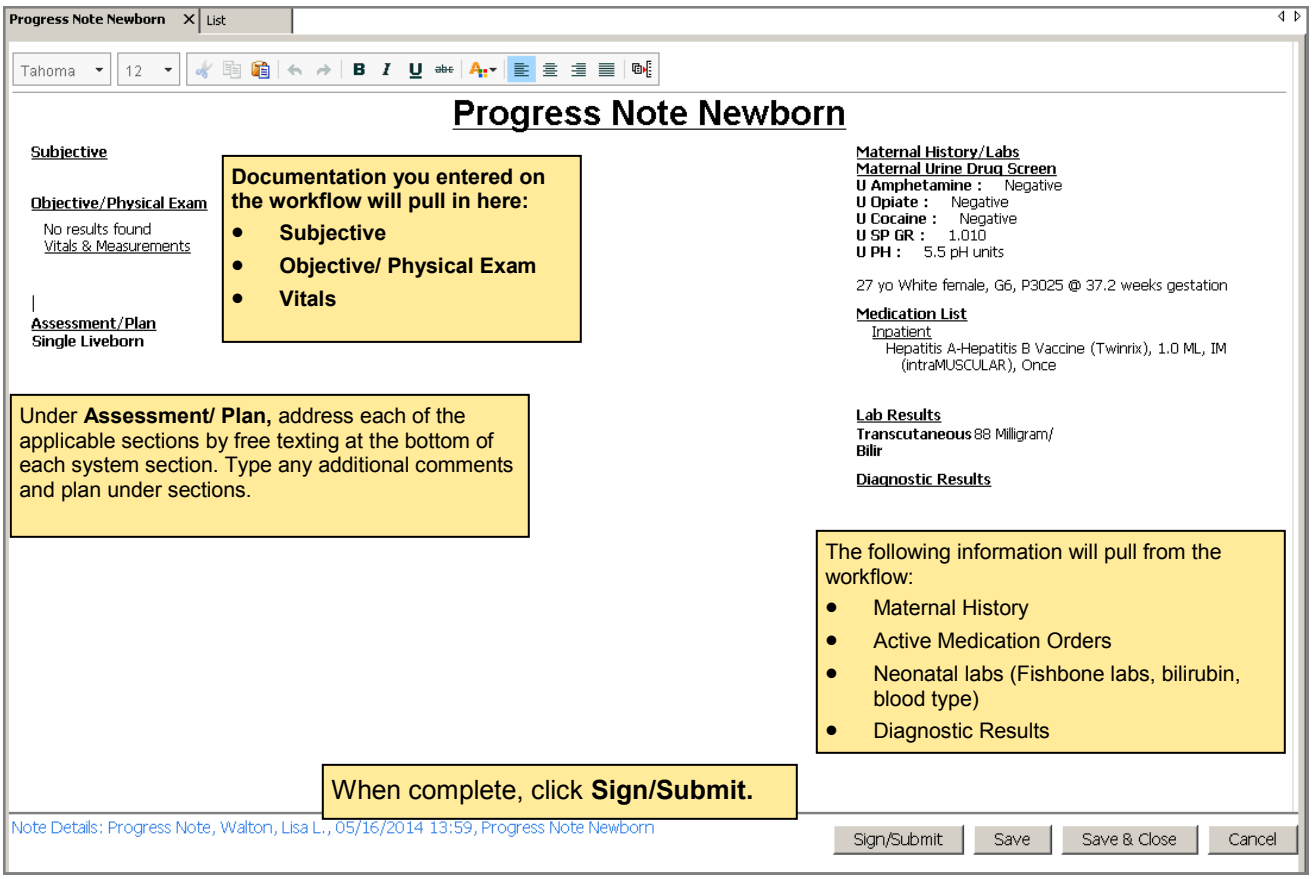


Newborn Workflow– Documenting Newborn Progress

1. On subsequent days, review the Newborn Workflow. You will see the H&P and new information to review.
2. Use the following Dragon commands or auto-text in the Objective section.

Content Macros		
Description	**Dragon Command**	**Auto-text**
Newborn progress	Newborn Progress macro	=newborn_progress

3. After reviewing, click **Create Note**.
4. From the Type dropdown list, select **Progress Note**.
5. Under Note Templates, select **NB Progress Notes Newborn**. The Title field will update with this name.
6. Click **OK**.
7. The Progress Note Newborn displays. This note is unique to Pediatrics. Information from the workflow and OBIS pulls into the Note. To be compliant, your Progress Note must be different on each Date of Service.
While the assessment/plan may not change much from day to today, the vitals and labs will be different.

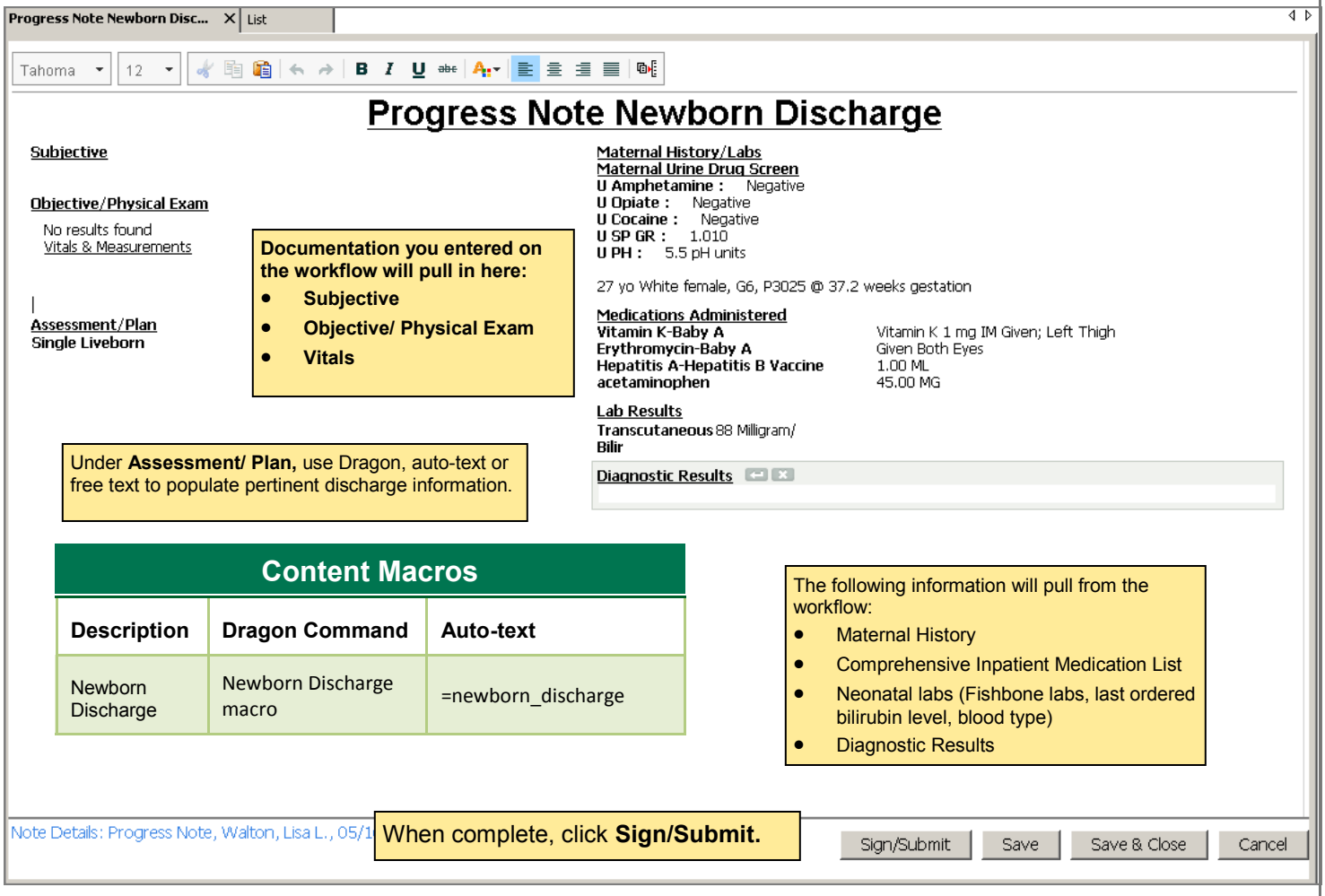


You can also use the following Smart Templates to insert data from PowerChart into your Subjective and Objective sections of Workflow or Progress Note.

Progress Note Newborn Smart Templates		
Description	**Dragon Command**	**Auto-text**
Peds Apgar score @ 1, 5 and 10 minutes (from OBIS)	Insert Apgars	.peds_apgar
Peds height and head circumference	Insert Pediatric Measurements	.peds_height_head_circumference
Peds hours of life	Insert Hours of Life	.peds_hours_of_life
Peds Maternal drug screen to Peds chart	Insert Mom Drug Screen	.peds_maternal_drugs_screen
Peds Maternal Prenatal Labs to Peds chart (from OBIS or PowerChart - whichever is most recent)	Insert Mom Prenatal Labs	.peds_maternal_prenatal_labs
Peds Medications administered through OBIS	Insert OBIS Peds Meds	.peds_medications
Peds Maternal admission history to the Pediatric Chart (from OBIS)	Insert Mom Admission history	.peds_mom_adm_hx
Peds: NAS scores and trend (Peds) for past 24 hrs	Insert NAS	.peds_nas_trend
Peds Delivery Complications from maternal chart (from OBIS)	Insert Newborn Complications	.peds_newborn_complications
Peds Delivery history from maternal chart (from OBIS)	Insert Newborn Delivery History	.peds_newborn_delivery_hx
Peds labs - Bili (tot, dir,neo dir, transcutaneous), Retic, Diff, Type & DAT)	Insert Newborn Labs	.peds_newborn_labs
Peds Maternal pregnancy complications to the Peds chart (from OBIS)	Insert Mom Pregnancy Complications	.peds_preg_complications
Peds Weight change from birth with % calculation	Insert Pediatric Weight Change	.peds_weight_change
Peds Hearing screen result	Insert Pediatric Hearing screen result	.peds_hearing_screen_result

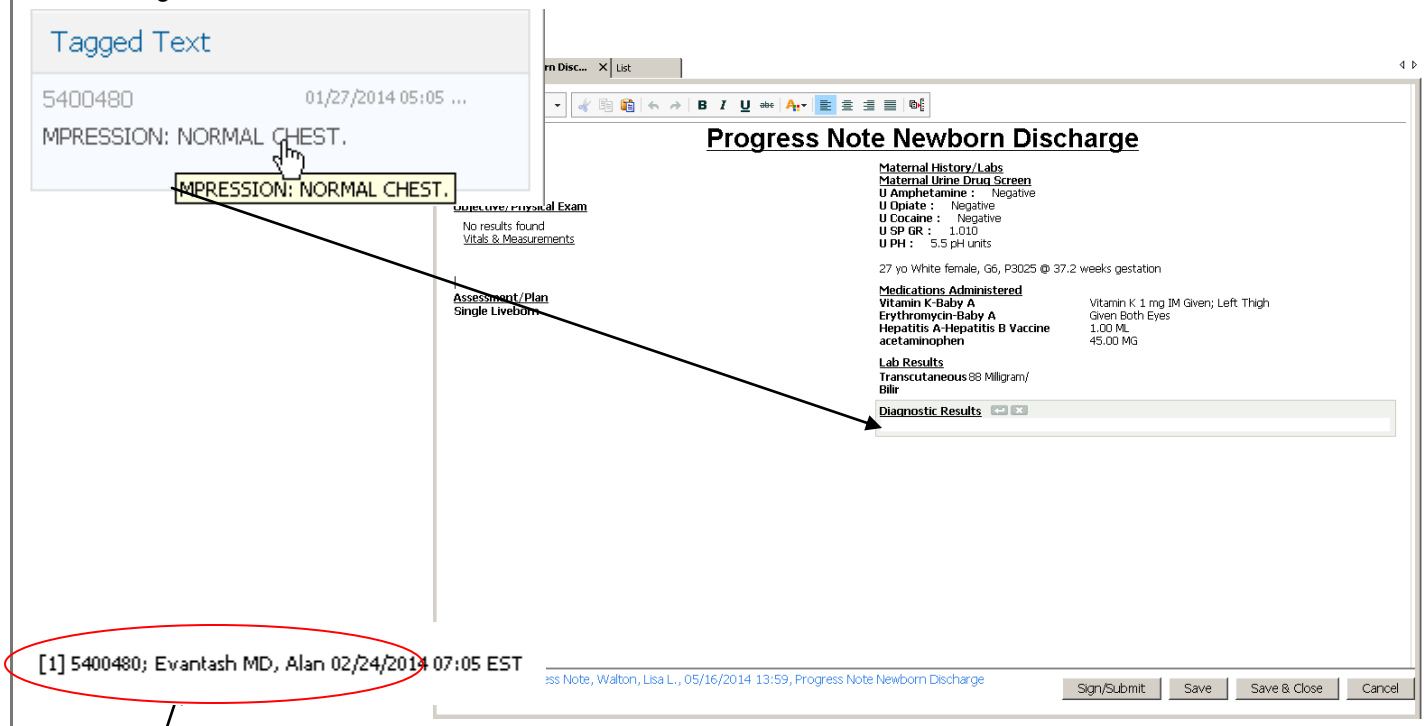
Newborn Workflow– Documenting Newborn Discharge

1. On the day of anticipated discharge, review the Newborn Workflow.
2. Use the following Dragon commands or auto-text in the Subjective section.
3. If the infant doesn't require a formal discharge summary, after reviewing, click **Create Note**.
4. From the Type dropdown list, select **Progress Note**.
5. Under Note Templates, select **NB Progress Notes Newborn Discharge**. The Title field will update with this name.
6. Click **OK**.
7. The Progress Note Newborn Discharge displays. This note is unique to Pediatrics. Information from the workflow and OBIS pulls into the Note.
8. This note will be faxed to the PCP so any additional notes to communicate should be documented in this section.



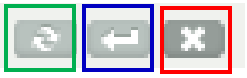
Progress Note– Adding tagged text

1. To add the Tagged Text to the Progress Note, click and hold the Tagged Text.
2. Then drag it to the desired section of the note.



3. A footnote appears at the bottom of the note, attributing the tagged information to the original document.

Progress Note—Refreshing/Free text fields/Deleting



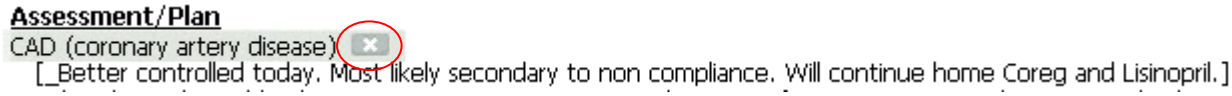
Parts of the Progress Note, like Lab Result can be refreshed to import the most recent information.
Hover over the title and click the **Refresh** icon that displays.

Add a free text field to document additional information.
Hover over the title and click the **Insert Free Text field** icon.
Information added here does not update on the Documentation Workflow.

Sections can be deleted if that information is not pertinent to your progress note.
Hover over the title and click the **Delete** icon that displays.

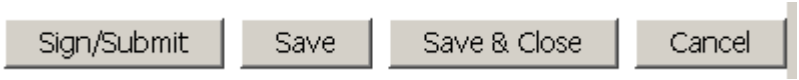
Consultations– Removing Diagnosis fields

If you are consulting on a patient and do not need to document plan of care for each diagnosis in your note, hover over the diagnosis name and click the X to remove it from your note.



Completing the Note

- Once you have completed your note, click **Sign & Submit**.
  No more changes can be made to the original note; only an addendum can be added. The note will display in the patient's chart under Documents and can be seen on the Documents list in Documentation Workflow. The status is **Auth (Verified).**
- To save the information without closing or signing, click **Save**.
- To save the information and close the note without signing, click **Save & Close**. On the Documentation Workflow under Documents, the note displays as (In Progress). The Status is **Ordered**. Only the author should open and modify.
- Click **Cancel** to discontinue the note. All changes will be lost.



Modifying a Saved Note

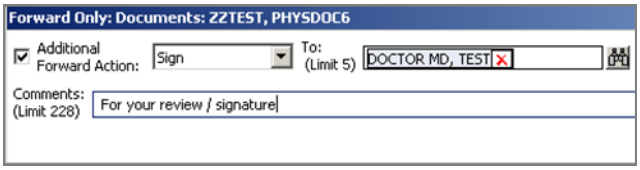
If you saved your note, click on the note In the Documents list of Documentation Workflow to open it for editing.

Modifying a Signed Note

1. On Documentation Workflow in the patient's chart, the Documents section will list the notes.
2. Click on the note you wish to modify. The note opens.
3. Right click and select **Modify**, or in the toolbar, click the **Modify** icon.
4. At the bottom of the note, you will see ***Insert Addendum here:**.
   You cannot change the portion of the note that has already been signed.
5. Add your information.
6. Click **Sign**. Your name, the date and the time will be added with your information.

My Note needs to be co-signed. What do I need to do?

1. **Create your note**. Best practice is to list the name of the responsible signatory physician if you know this in advance; for example: "Cardiology Progress – Dr. Smith" if Dr. Smith is your preceptor.
2. **Complete your note for review**. You have two options:
   - Save your note, so that your attending or preceptor can review and advise.
   - Sign your note.
3. **Forward the note** to the co-signor. From Documentation Workflow:
   a. Under Documents, open the note to forward by clicking it.
   b. Click the **Forward** icon just above the body of the note.
   c. Select **Sign** or **Review** from the first yellow drop down.
   d. Enter co-signor's name in the **To**: box.
   e. Enter any relevant comments, then click the **OK** button.



4. If you saved your note, once the co-signor has reviewed, you will need to open your note, make any recommended changes, and sign the note. If you choose to save again, instead of final sign, you should manually add your name, date/time to the bottom of the note so the end of your documentation is clear.

I need to review and co-sign a note. What do I do?

1. From the Message Center, Documentation Workflow or Documents tab, locate and open the note to be reviewed and signed.
2. Click **Modify** in the toolbar. 
3. At the bottom of the note, you will see ***Insert Addendum here:**.
4. Use the Dragon commands or auto-text below to enter your attestation information and any additional documentation or findings you want to include in the progress note.

Attestations

Description	Dragon Command	Auto-text
Attending Attestation Agree	Attending Agree Macro	=attending_attestation_agree
Attending Attestation Present	Attending Present Macro	=attending_attestation_present
Attending Attestation Except	Attending Agree Except Macro	=attending_attestation_except
Attending Attestation Reviewed	Attending Reviewed Macro	=attending_attestation_reviewed
Attending Attestation Split/Share MLP	Attending Split Macro	=attending_attestation_split
Newborn Attending	Newborn Attending macro	=newborn_attending

5. When finished, click **Sign**.

How do I customize existing specialty Dragon commands?

Some commands have already been created for your specialty and you can modify and customize those commands (macros) to suit your needs.

1. Open Dragon.
2. On the Dragon toolbar, click **Tools** and select **Command Browser** or say "**Command Browser**". The Command Browser window opens.
3. Click **Command Sets**.
4. Select your specialty folder.
5. Right click on the Command name (macro) you wish to modify.
6. Select **New Copy**.
7. The My Commands Editor dialog box appears.
8. You can change the name of the command in the My CommandName field.
9. Modify any of the existing information in the Content section.
10. Leave the Plain Text box checked.
11. When finished, click **Save**.
12. The new, saved copy will be located under Modes>MyCommands in the Task Pane, in the same folder name.

How do I make my own Dragon commands?

1. Open PowerChart and dictate the information.
2. Say "Select All" to select the text you just dictated.
3. Say "Make that a command."
4. Select text appears in Content section of The My Commands Editor dialog box.
5. Make sure the cursor is in the My CommandName box.
6. Dictate the name for your new command.
7. Say "Plain text" to select the Plain text check box.
8. When finished, click Save.

Recommended:
- Use command names that are two to fours words in length.
- If you decide to type the command name, be sure to use spaces between multiple words.
- Do not use special characters like: *, @, #, $, % or _.

How do I make my own auto-text?

For every Dragon Command, an auto-text has been configured, but you can create your own customized auto-text as well.

1. In **PowerChart**, open the Documentation workflow to a text field.
2. From the text editor toolbar, click the **Manage Auto Text** button. 
3. On the Manage Auto-text window, click the icon for **New Phrase**.

4. Enter an abbreviation and description for your text in the Abbreviation and Description boxes.
5. Click the **Add Text** icon. 
6. The Formatted Text Entry window opens. Enter your text entry in the HTML section (bottom section) of the Formatted Auto Text dialog box.
7. Click **OK**.
8. Click **Save**, then click **Close**.