Progress Notes Job Aid
SCCC

CHRISTIANA CARE
HEALTH SYSTEM

IT Training

Version: 02
Effective Date: 05.19.14
Replaces: 05.18.14

SCCC Workflow

The new SCCC workflow page will make the creation of your progress note a by-product of your normal workflow.

1. Launch Dragon before accessing a patient's chart, so that it may load while you are reviewing the chart.

2. From the patient list, open the patient's chart.

3. The **SCCC Workflow** will open.

4. On the left is the **Workflow**.

5. Click on each item to jump to that section. You can also scroll down the page to review each section in the workflow.

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CHRISTIANA CARE
HEALTH SYSTEM

Version: 01
Effective Date: 05.18.14
IT Training

Sections in SCCC Workflow

Documents

Documents provides a list of previous signed electronic documents for this visit based on the timeframe selected.

> Click on the Note Type to open and view the document.

> The list defaults to most recent document on top, but the timeframe can be changed.

Documents (9) | Selected visit | Last 24 hours | Last 48 hours | More ▼ |

☐ My notes only   ☐ Group by encounter | Display: Facility defined view ▼

Note Type	Subject	Author	Time of Service	Last Updated By	Last Updated
Progress Note	Progress Note Basic	Ali MD, Mohammed	04/01/14 13:29	Ali MD, Mohammed	04/01/14 13:33
Progress Note	Medicine - CCHP	Uzelac MD, Giovanna L. (resident)	03/31/14 17:27	Uzelac MD, Giovanna L. (resident)	03/31/14 17:32
Progress Note	Progress Note Basic	MDPilot, Test	03/31/14 16:35	MDPilot, Test	03/31/14 16:37

> Click on Pane Selector to view the documents like a paper chart.

Pane View

Documents (3)   Selected visit: | Last 48 hours | Last 24 hours | Last 1 weeks | More ▼ |

☐ My notes only   ☐ Group by encounter | Display: Facility defined view ▼

Progress Note MDPilot5, Test	04/16/14 13:52
Progress Note MDPilot5, Test	04/16/14 13:26
Progress Note MDPilot3, Test	04/16/14 12:14

Progress Note   04/16/14 12:14

Progress Note

Subjective   **Lab Results**

Objective/Physical Exam   /

Vitals & Measurements

GENERAL: [awake], [well-developed, well-nourished], [comfortable]
HEAD/EYES: [normocephalic, atraumatic], [normal lids and conjunctiva], [pupils equal], [extraocular muscles intact
EARS/NOSE/THROAT: [normal external ears/nose], [normal tympanic membranes], [normal oropharynx]
NECK: [supple], [full range of motion], [no masses], [no thyromegaly]
CARDIOVASCULAR: [normal S1/S2], [regular rate and rhythm], [no murmur/gallop/rub]

1.0 \

_____ 300

Labs
HGB 9.4 G/DL 04/15/2014
13:30 EDT (Low)

Labs

> On the Pane view, use down arrow on keyboard or click the note name to move from note to note, to review like paper chart.

Patient Information

> Display of most recent patient information.

Patient Information   Selected visit

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Sections in SCCC Workflow

Pertinent Clinical Data

> Pertinent Clinical Data (0) ▾
>
> SCCC Clinical Information Form
>
> No results found

> This section provides a place to add discrete data that's required for your Progress Note which is not in PowerChart currently.

Click the down arrow next to **Pertinent Clinical Data**. Click on **SCCC Clinical Information Form**.
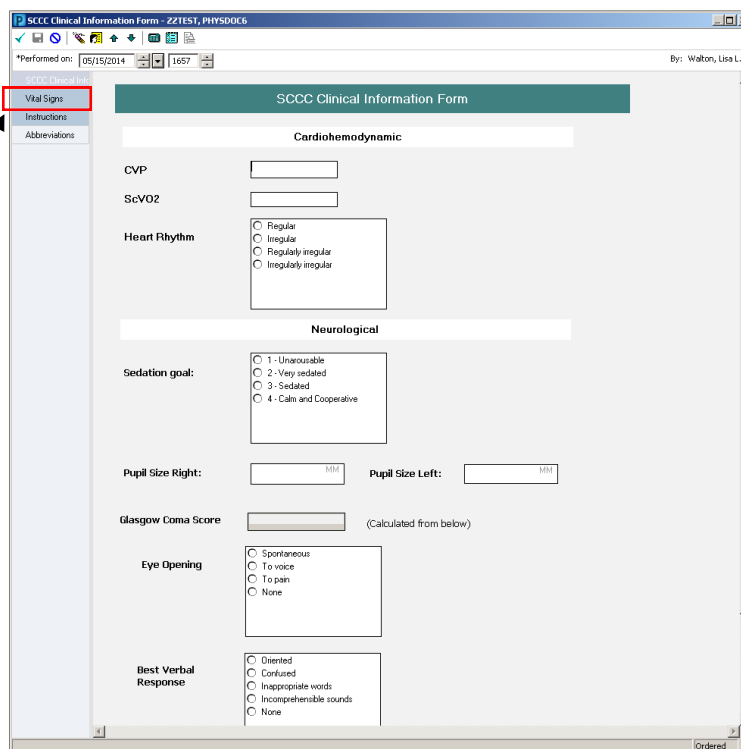
Populate the following sections:
- CVP
- ScVO2
- Heart Rhythm
- Sedation goal
- Pupil Size Right
- Pupil Size Left
- Glasgow Coma Score
- Eye opening
- Best Verbal Response
- Best Motor Response

There is also a tab on the left to populate Vital Signs if not done by nursing or if you need to update vitals at time of progress note/exam.

Sign the form by checking the **Green Check Mark**.

The information you added will populate in the Pertinent Clinical Data section.

Vent Settings

> Vent Settings (0)
>
> No results found
>
> Selected visit

> If the patient is on a ventilator, the settings are here.
> Check for accuracy and when settings were last documented.

Vital Signs

Vital signs are populated by nursing once per shift. If not updated, you can use the PowerForm to enter vitals.

> Vital Signs
>
> Selected visit: **Latest*** | Selected visit | Last 24 hours | More ▾

> Display of most recent vitals defaults, but the timeframe can be changed.

	Mar 24, 2014 09:28	Mar 11, 2014 11:36	11:21	07:00
Temp	37.6	--	37	38
BP	110 76	--	110	100 70
HR	80			76
Respiratory Rate	--			--
Pulse Ox	99			98
Body Mass Index	36.21			
Height	152.4			
Weight	84.09			

> Body Mass Index: 36.21
> Date/Time: 03/24/2014 09:28
> Status: Auth (Verified)
> Normal Low: --
> Normal High: --
> Critical Low: --
> Critical High: --

> Hover over a specific result to see more information.

* Displaying recent results up to 6 columns

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Sections in SCCC Workflow

Intake and Output (I&Os)

Intake and Output

Selected visit (24 hour periods starting at 00:00)

	04/04/14*	04/03/14	04/02/14	04/01/14	03/31/14	03/30/14	03/29/14	03/28/14	03/27/14	03/26/14
Total Summary										
Intake mL					350					
Output mL					330					
Fluid Balance					20					
▸ Intake (1)										
▸ Output (1)										
▸ Counts (0)										

* Indicates a day without a full 24 hour

> Expand the sections to view additional data by clicking on the triangle next to the section heading.

Labs

> Most recent resulted labs will display, but the timeframe can be changed.

Labs

Selected visit: **Latest*** | Selected visit | Last 24 hours | More ▾

	Mar 11, 2014 11:25
◢ Chemistry	
NA	⬇123
K	3.5
CL	112
TOTAL CO2	⬆33
BUN	⬇3
CRT	⬆3.00
GFR Group	See Below
eGFR African-American	⇄32
eGFR Non African-American	⇄26
ANION GAP	see c
CA	⬆11.0
◢ Hematology	
CBC wo Diff	See Below
WBC	4.0
HGB	⬇11.0

TOTAL CO2: 33 MMOL/L
Date/Time: 03/11/2014 11:25
Status: Auth (Verified)
Normal Low: 24
Normal High: 32
Critical Low: --
Critical High: --

> Hover over a result to see more information.

> Any additional lab results you wish to include in your note can be Tagged by **right clicking** on the result and clicking **Tag**. 🏷 Tag
>
> The tag icon at the top of the Documentation workflow page turns blue, indicating a tagged result. 📨 ▾ 🏷 📤 These results will then pull into your note.

Microbiology

Microbiology

Selected visit | Last 24 hours | Last 1 weeks | More ▾

Order	Susceptibility	Growth	Organism(s)	Source/Site	Collected	Last Updated	Status
Blood Cult	--	--		Blood, Peripheral	02/24/14 08:42	02/24/14 09:04	Auth (Verified)

> Click on the order name (in blue) to open the report.

Status	Meaning
Ordered	Order placed but not yet completed
In Progress	Order currently processing
Unauth	Order completed but not yet resulted
Auth (Verified)	Completed order with dictated report available

CHRISTIANA CARE
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Sections in SCCC Workflow

Diagnostics

The Diagnostic Tests and Imaging Orders for the selected visit will be displayed, but the timeframe can be changed.

Diagnostics (4)

Selected visit | Last 24 hours | Last 3 days | More ▾

Name	Reason For Exam	Resulted ▾	Last Updated	Status
⊿Diagnostic Tests (0)				
No results found				
⊿Imaging (4)				
Chest PA and Lat	--	03/04/14 08:58	--	Ordered
CT Abd,Pelvis w/wo Contrast	--	02/24/14 07:05	02/24/14 07:27	Auth (Verified)
Chest PA and Lat	--	02/24/14 07:05	02/24/14 07:29	Auth (Verified)
Chest PA and Lat	--	01/27/14 10:07	--	Unauth

Clicking an **Auth (Verified)** report opens the Final report.

Clicking an **Unauth** report opens the Result Details window with more information about the order.

Document Viewer - ZZTEST, PHYSDOC6 - 2800100056

* Final Report *

5400480
Name: ZZTEST, PHYSDOC6

DOB: 01-24-1986   Gender: F

Med Rec#: 2800100056

Financial#: 3800100074

Location: Christiana Hospital

Ordering Phys: SHIUH, TIMOTHY Y. MD

CC Physician:

Study: CHEST PA AND LATERAL VIEWS

Service Date: 02-24-2014 07:06:00
The heart is normal in size and configuration. Both lungs are expanded and are clear.

IMPRESSION: NORMAL CHEST.

🏷Tag 📄

ALAN EVANTASH, MD
(Electronically Signed)
Dict/trans: Ae/ Ae
TR: 02-24-2014 07:29:00
VE: 02-24-2014 07:29:00

Result type: Chest PA and Lat
Result date: 24 February 2014 07:05
Status: Auth (Verified)
Document Title: 5400480
Performed by: Evantash MD, Alan on 24 February 2014 07:29
Verified by: Evantash MD, Alan on 24 February 2014 07:29
Encounter info: 3800100074, CHR, Inpatient, 01/24/2014...

Result Details - ZZTEST, PHYSDOC6

Result History

Value	Valid From	Valid Until
Exam Completed	01/28/2014 11:01	Current
Ordered	01/28/2014 11:01	01/28/2014 11:01

Result | Action List

Chest PA and Lateral

Exam Completed

Date/Time **27 January 2014 10:07**
Contributor System **RIS**
Accession Number **22064263**
Status **Unauth**
Trend

2515475514

Forward... | Print... | Close

Highlight any specific section of the report and click Tag to insert this information into your Progress note.

Tagging can be used in:
- Documents
- Diagnostics
- Lab Results

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Sections in SCCC Workflow

Medications

Medications for the selected visit are displayed in the following categories:

- Scheduled
- Continuous
- PRN/Unscheduled Available
- Administered in last 24 hours
- Discontinued in last 24 hours

Click the Medications heading to view the MAR Summary screen.

Medication Reconciliation Status is easy to determine on the workflow.
- Meds History (Home Medications)
- Adm. Meds Rec
- Disch. Meds Rec

To complete reconciliation or view the med rec screens, click the status.

✔ = Completed

🔄 = In Progress

ⓘ = Not Started

When performing Med Rec, confirm that the information on the right side is correct and that the order includes:
- Name
- Dosage
- Route
- Frequency

www.christianacare.org/powerchart2014

Sections in SCCC Workflow

Last 24 Hour Events

Last 24 Hour Events

| Font ▾ | Size ▾ | ✂ ▤ ▣ | **B** *I* <u>U</u> | A▾ | ≡ ≡ ≡ ≡ | ▤ |

To add information about events in the last 24 hours, you can:
- Free text
- Auto text
- Dragon

Save

Resident Exam/Comments

Resident Exam/Comments

| Tahoma ▾ | 12 ▾ | ✂ ▤ ▣ | **B** *I* <u>U</u> | A▾ | ≡ ≡ ≡ ≡ | ▤ |

S Triple C MACRO
NEUROLOGIC: [ ]
PULMONARY: [ ]
HEMODYNAMIC: [ ]
RENAL: [ ]
GI/HEME: [ ]
ID: [ ]

Rich Text Editor, editor1

Last Saved: 05/15/14 21:01   Save

Residents can add documentation by using:
- Free text
- Auto text
- Dragon

1. Use Dragon commands or auto-text to add information:

   - for example, say " **S Triple C macro**" or type **=sccc_plan**

2. Use the Dragon **Tab Forward** key (or say "**Next field**") or the **F3** key to move to each bracketed field and dictate your findings.

3. If you have to complete a selection field in the template or auto-text (by adding an X to select a choice), be sure to use a **capital X**.

4. When complete, press the **Accept Defaults** key on the Dragon mic to remove the brackets.

I'm using Dragon to dictate and it's not working correctly. What's going on?

If commands are not working and the beginning of dictated sentences do not start with capital letters, check the **Full text indicator** in the Dragon Bar. It should be a green check mark.

Correction
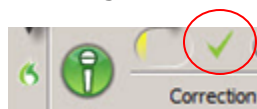
If it is a gray check mark, the VSync between Dragon and PowerChart is not working.
Contact the help desk to check your settings.

CHRISTIANA CARE
HEALTH SYSTEM

Sections in SCCC Workflow

Consolidated Problems

Consolidated Problems list is a combined list of problems and diagnoses.
This is where you'd enter this visit's problems. Active Problems carry forward from day to day.

Consolidated Problems

All Visits ☰▾

Classification: All

Add new as: This Visit

🔍

Add new problems or diagnosis by typing the name in the search field and selecting from the provided list.

Problems (2)   Show Historical (1)

1   Sys hypertension () Chronic   This Visit

2   CAD (coronary artery   This Visit
     disease) ()

If a problem is no longer applicable, it can be removed from this visit.
Select the menu option in the right corner of the Consolidated Problems section.
Then select **Remove from This Visit**.

All Visits   ☰▾
Remove from This Visit
Resolve
Inactivate
Cancel
Move to Chronic
Move to This Visit

Prioritize the problems.
These will pull into your note under the Assessment/Plan section.
1. Hover over the problem's number.
2. Click the dropdown arrow.
3. From the list, select the new priority.
4. The problem will move on the list to the new assigned priority.

▸ 2 ▾ CAD (coronary artery   🖉   This Visit
        disease) ()
  --
  1   Condition: CAD (coronary artery disease)
  2   Ir This Visit - IMO Term: CAD (coronary artery disease) (41108)
  3   Recent visits:
  4   03/11/2014 Classification: Medical

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Sections in SCCC Workflow

New Order Entry

New Order Entry allows you to quickly add an order from the workflow.

New Order Entry ✚

Inpatient ▾

| 🏠 | **Personal** | Shared | 🔍 *Search New Order* |

📁 Favorites

🟨	Gen General Admission w/modules MD5000 EKM	Order
🟨	Surg_Ortho Total Joint Replacement-LWR MD3140	Order
🟨	Pulm Pneumonia, Community Acquired Pneumonia MD5159	Order
	CBC with diff Once, Stat	Order
	CBC with diff Daily TIMED, Morning Rounds 0500-0800, for 5 DAY	Order

> Orders may be displayed by a list of your favorites. To order, simply click the Order button next to the order name. The button turns dark gray.

New Order Entry ✚

Inpatient ▾

| 🏠 | Personal | Public | Shared | 🔍 ambien |

Zolpidem (**Ambien**)
Zolpidem (**Ambien**) Dose of 5 MG, PO, QHS, PRN for: Insomnia
Zolpidem (**Ambien**) Dose of 2.5 MG, PO, QHS, PRN for: Insomnia
Zolpidem (**Ambien**) *The recommended dose of zolpidem for women is 5 mg.*
Zolpidem (**Ambien**) *Lower starting doses in the elderly are usually effective.*
Zolpidem (**Ambien**) ------------------------------
🔳 Zolpidem CR (**Ambien** CR)(P&T SUB)
P&T SUB Zolpidem CR (**Ambien** CR)
P&T SUB Zolpidem CR (**Ambien** CR) Click here for P&T Substitution Details

> You can also search for an order. Type the order details into the search field.

> **Use caution!!**
> Order sentences that begin with an * are not real orders. Do not select these orders on this screen.

> Being as specific as possible will return the most correct order:
> 1. Type the order, dosage, route and frequency.
> 2. Select the correct order from the list.

| 🏠 | **Personal** | Shared | 🔍 ambien 2.5 po | ⊗ |

Zolpidem (**Ambien**) Dose of 2.5 MG, PO, QHS, PRN for: Insomnia

> As you make your selections, the Order Inbox [📧 1] in the upper right of the Workflow page turns green and counts the number of orders.
> Click the **Order inbox.**
> The **Orders for Signature window** appears.

> Remove the order by hovering over the order and clicking the **X** that appears.

Orders for Signature (1)

Zolpidem (Ambien)
Dose of 2.5 MG, PO, QHS, PRN for: Insomnia   ⊗

☐ Show Diagnosis Table   [Sign] [Save] [Modify] [Cancel]

> Click **Sign** to complete the order.

> Change order information by clicking **Modify.**

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Sections in SCCC Workflow

Outstanding Studies & Consults

Outstanding Studies & Consults have a status of Ordered and have not been completed yet.

Outstanding Studies & Consults (13)   Last 1 months for the selected visit

	Status	Ordered
Ventriculostomy, Open	Ordered	04/30/14 20:36
Ventriculostomy, Level	Ordered	04/30/14 20:35
Ventriculostomy, Dressing	Ordered	04/30/14 20:34
Ventriculostomy, Clamp	Ordered	04/30/14 1
TPN Solution 1500 ML + copper chloride 10 ML + ranitidine 150 MG	Ordered	04/30/14 1
Consult Physician	Ordered	04/29/14 0
Notify Nurse	Ordered	04/22/14 1
Mouth Care: Soft Toothbrush	Ordered	04/22/14 12:36
Shave: Electric Razor Only	Or	
Initiate CMG: Falls Prevention, Evaluation and Treatment	Or	
Initiate CPG: Bleeding Precautions (Adult)	Or	
Precautions: Bleeding	Or	
Urine Culture	In	

> Hover over a row to see more information, including who ordered the study or consult.

> Order: Notify Nurse
> Order Details:
> of nosebleeds, bleeding gums, headache; or visual signs of blood in urine, emesis or stool, 04/22/2014 12:36
> Order Comments: Created from abnormal anticoagulent lab results
> Order Date/Time: 04/22/2014 12:36
> Start Date/Time: 04/22/2014 12:36
> Status: Ordered
> Ordered by: SYSTEM, SYSTEM

Attending/Fellow   Selected visit

Create Note

Consolidated Problems ...
Outstanding Studies & Consults ...
New Order Entry ...
_____
Create Note

> Now that your review and documentation are complete, click **Create Note**.

Progress Note

To create your Progress Note, complete the following:

> 1. From the **Type** dropdown list, select **Progress Note**.

Hide Note Details

*Type: Progress Note   Position Note Type List
Title: Progress Note SCCC
*Date: 5/15/2014   2045
*Author: MDPilot AMA, Test

> 2. Under **Note Templates**, select **Progress Note SCCC**. The Title field will update with this name.

*Note Templates

Name	Description
Progress Note Newborn Discharge	Newborn Discharge Progress Note
Progress Note Ortho	Ortho Progress Note
Progress Note Pediatrics	Pediatrics Progress Note
Progress Note Post Surgical	Post Surgical Progress Note
Progress Note Postpartum	OB Postpartum Progress Note
Progress Note RRT	RRT Progress Note
Progress Note SCCC	SCCC Progress Note
Progress Note Transplant Kidney Donor	Transplant Progress Note Living Kidney Donor
Progress Note Transplant Kidney Recipient	Transplant Progress Note Kidney Recipient
Progress Note TSU	TSU Progress Note

> 3. Click **OK**.

OK   Cancel

> There are many Note Template types for you to choose depending on what you want to document. See page 15 for more types you will use.

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Progress Note

The Progress Note displays. This note is unique to SCCC. 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.

SCCC Progress Note

Basic Information
Hospital Day # 549

|

Last 24 Hr Events

Basic Information includes hospital day #, surgical procedures and code status if there was one.

Last 24 hr Events from workflow pull into note.

Resident Exam/Comments
S Triple C MACRO
NEUROLOGIC: [ ]
PULMONARY: [ ]
HEMODYNAMIC: [ ]
RENAL: [ ]
GI/HEME: [ ]
ID: [ ]

Resident Exam/ Comments is populated from workflow.

Assessment & Plan
NEUROLOGIC

Under **Assessment & Plan,** address each of the applicable sections by free texting at the bottom of each system section. Type any additional comments and plan under sections.

PULMONARY

CARDIOHEMODYNAMIC

HCT	HGB	DATE
22.7 %	5.8 G/DL	11/14/06 23:57
	7.0 G/DL	10/11/06 13:33
	11.8 G/DL	10/11/06 12:53

ABD/ GI/ NUTRITION
AMON	Cancelled	05/08/06 10:41
LIPASE	Cancelled	10/30/06 12:12
AMY	Cancelled	10/30/06 12:12
ALB	Cancelled	10/30/06 12:12
ALP	Cancelled	10/30/06 12:12
ALT	Cancelled	10/30/06 12:12
AST	Cancelled	10/30/06 12:12
BILT	Cancelled	10/30/06 12:12
BILD	Cancelled	10/30/06 12:12
TP	Cancelled	10/30/06 12:12

RENAL/ELECTROLYTES
Weight: kg Previous Weight: kg Weight Change: kg

Urine Output 8 hour total ml

HEMATOLOGY

WOUND CARE

INFECTIOUS DISEASE

Fellow Comments and Plan

Attending Comments and Plan

Time for Critical Care Services: [_] Min   Transfer to: [_] TSU [_] Monitor
STAR

Active/This Visit Diagnosis

I&O

Medication List
Inpatient
No active inpatient medication

Clinical Protocol in Use
[_] Agitation sedation
[_] Alcohol Withdrawal
[_] CVP
[_] Foley removal
[_] Electrolyte
[_] Glycemic Control SSI
[_] PSV Weaning
[_] Restraints
[_] TBI

The following information will pull into each system from the workflow:

Active/ This Visit Diagnosis: List of problems and diagnosis prioritized in the workflow

I&O: Input/Output details

Medication List: active medications

Clinical Protocol in Use: use F3 or Dragon forward key to move from field to field.
Place X under the Protocols that are in use.

The following information will pull into each system from the workflow:

Neurologic: GCS, pupils, sedation level, ventriculostomy, c-spine precautions

Pulmonary: RR/SpO2, Vent settings, ABG/VBG, chest tubes

Cardiohemodynamic: HR/BP, CVP, SCV02, cardiac enzymes, H&H trend, pressor orders

Abdomen/ GI/ Nutrition: GI labs, stress ulcer prophylaxis, diet order

Renal/ Electrolytes: weight/weight change, last 8 hr urine output, Foley orders/indication

Hematology: Coags, VTE prophylaxis

Wound Care: Free text box for comment

Infectious Disease: Temperature, WBC count, active antibiotic order # of days on antibiotics, list of central line and #days those lines have been present.

At this point, if the resident is the one completing, click **Save & Close**.
On rounds, this note can be reopened by Attending/Fellow from the workflow.

At that time, any elements which may have been resulted in the interim may be updated by refreshing; there is space for Fellow/Attending attestation statement and plan of care.

For example, use Dragon command "**Attending Agree Macro**".

Then click **Sign/Submit** to finalize the note.

[Sign/Submit] [Save] [Save & Close] [Cancel]

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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.

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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.

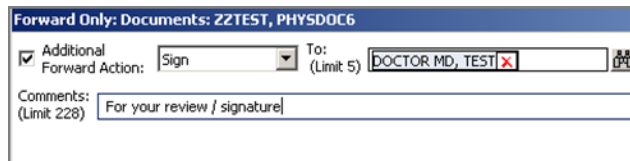| Sign/Submit | Save | Save & Close | Cancel |

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 <u>Documents</u>, 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.

   Forward Only: Documents: ZZTEST, PHYSDOC6
   ☑ Additional Forward Action: Sign To: (Limit 5) DOCTOR MD, TEST ✗
   Comments: (Limit 228) For your review / signature

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.

Progress Notes Job Aid
SCCC

CHRISTIANA CARE
HEALTH SYSTEM

Version: 01
Effective Date: 05.18.14
IT Training

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

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

CHRISTIANA CARE
HEALTH SYSTEM

Note Templates

Type	In addition to Resident/ Exam Attending/Fellow Exam, Assessment Plan, also pulls in:
Progress Notes SCCC	Vital Signs, CBC/BMP (Fishbone Labs)
Procedure Note	None; blank text field for free text
Procedure Note Bedside	None; blank text field for free text
Brief Consult Note	None; templated sections
Progress Note Post Surgical	Vital Signs, CBC/BMP (Fishbone Labs), Post-op day, I&O *Does not pull in Subjective, Objective, Assessment Plan.

Content Macros

Description	Dragon Command	Auto-text
SCCC Plan for systems	S Triple C Macro	=sccc_plan

Procedures

Description	Dragon Command	Auto-text
Procedure Note CV Cath Internal Jugular Right	Right internal jugular macro	/cv_internal_jugular_right
Procedure Note CV Cath Internal Jugular Left	Left internal jugular macro	/cv_internal_jugular_left
Procedure Note CV Cath Subclavian Right	Right subclavian macro	/cv_subclavian_right
Procedure Note CV Cath Subclavian Left	Left subclavian macro	/cv_subclavian_left
Procedure Note CV Cath Femoral Right	Right femoral macro	/cv_femoral_right
Procedure Note CV Cath Femoral Left	Left femoral macro	/cv_femoral_left
Procedure Note Chest Tube Placement	Chest Tube macro	/chest_tube_placement
Procedure Note Foley Catheter	Foley Catheter macro	/foley_catheter
Procedure Note Gastric Lavage	Gastric Lavage macro	/gastric_lavage
Procedure Note OG Placement	OG Placement macro	/og_placement
Procedure Note NG Placement	NG Placement macro	/ng_placement
Procedure Note Endotracheal Intubation	Endotracheal Intubation macro	/endotracheal_intubation
Procedure Note Cricothyroidotomy	Cricothyroidotomy macro	/cricothyroidotomy
Procedure Note Arterial Line Placement	Arterial Line macro	/arterial_line_placement
Procedure Note IO Placement	IO Placement macro	/IO_placement
Procedure Note IV Placement with Ultrasound Guidance	IV with Ultrasound macro	/IV_placement_with_US
Procedure Note Ortho Joint Reduction	Joint Reduction macro	/ortho_joint_reduction
Procedure Note Ortho Fracture Reduction	Fracture Reduction macro	/ortho_fracture reduction
Procedure Note Ortho Splinting	Splinting macro	/ortho_splinting
Procedure Note Ortho Arthrocentesis	Arthrocentesis macro	/ortho_arthrocentesis
Procedure Note Anesthesia Sedation/Conscious Sedation	Conscious Sedation macro	/anesthesia_ sedation_conscious_ sedation
Procedure Note Incision and Drainage	I and D macro	/incision_and_drainage
Procedure Note Wound Repair	Wound Repair macro	/wound_repair
Procedure Note Simple Wound Repair	Simple Wound Repair macro	/wound_repair_simple
Procedure Note Complex Wound Repair	Complex Wound Repair macro	/wound_repair_complex
Procedure Note Multiple Wounds	Multiple Wound Repair macro	/wound_repair_multiple
Procedure Note Nasal Packing	Nasal Packing macro	/nasal_packing

CHRISTIANA CARE
HEALTH SYSTEM

Smart Templates

Description	Dragon Command	Auto-text
Post-op Day# and procedures	Insert Post-op Day	.post_op_day
VTE Risk, Medications ordered, contraindications to Px	Insert VTE Prophylaxis	.vte_prophylaxis
Stress ulcer prophylaxis medication orders	Insert Stress Ulcer prophylaxis	.stress_ulcer_prophylaxis
Most recent vent settings charted by resp	Insert Vent Settings	.vent_settings
ABGs in the last 12 hrs (one set)	Insert ABG	.abg_last_12hrs
ABGs in the last 24 hrs (one set)	Insert ABG Last	.abg_last_24hrs
ABGs last 3 results (3 sets)	Insert ABG Last Three	.abg_last_3_results
VBGs in the last 12 hrs (one set)	Insert VBG	.VBG_last_12hrs
VBGs in the last 24 hrs (one set)	Insert VBG Last	.VBG_last_24hrs
VBGs last 3 results (3 sets)	Insert VBG Last Three	.VBG_last_3_results
Post void residual volume	Insert Post Void Residual	.post_void_residual
Intake and Output	Insert I and O	.io
Urine output last 8 hours	Insert Urine Output 8 hours	.urine_output_last_8hrs
Last 3 Hemoglobin & Hematocrit results	Insert H and H trend	.hh_trend
Serum lactate level	Insert Lactate	.lactate_labs
Cardiac enzymes + BNP within last 12 hours	Insert Cardiac Labs	.cardiac_labs_12hrs
Cardiac enzymes + BNP last this encounter	Insert Cardiac Labs Last	.cardiac_labs_last
List of active inotrope or pressor orders	Insert Pressors	.pressors
For each antibiotic, # of hrs,days for admin	Insert Antibiotic Orders	.antibiotic orders
PT, INR, PTT, DIC, Fibrinogen, Thrombin Time within last 12 hrs	Insert Coags	.coags_12hrs
PT, INR, PTT, DIC, Fibrinogen, Thrombin Time last this encounter	Insert Coags Last	.coags_last
WBC only	Insert WBC	.wbc_only
WBC Differential in last 24hrs	Insert Differential	.differential_24hrs
WBC Differential most recent for this encounter	Insert Differential Last	.differential_last
Number of days a central line has been present	Insert Central Line Days	.central_line_day
Weight change from previous charted weight	Insert Weight Change	.weight_change

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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**.