PowerChart Progress Notes

Tip Sheet: Documenting Consults

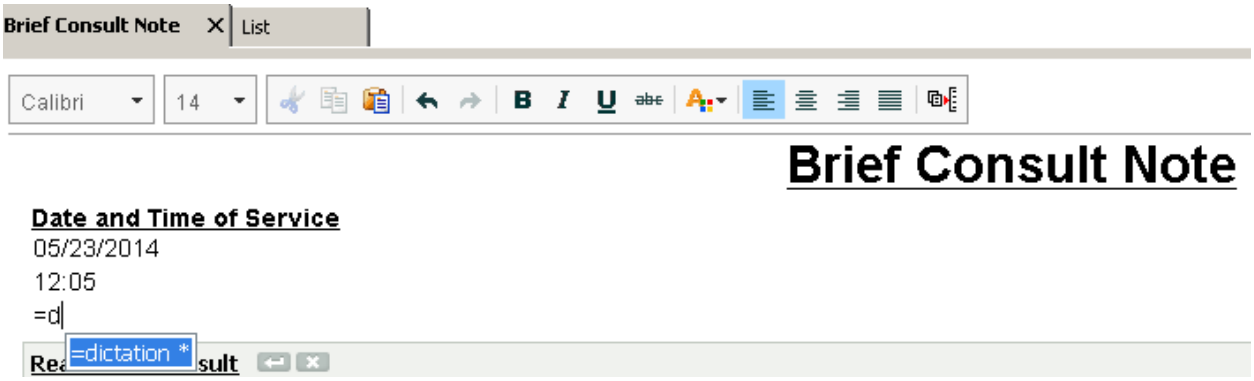
May 23, 2014

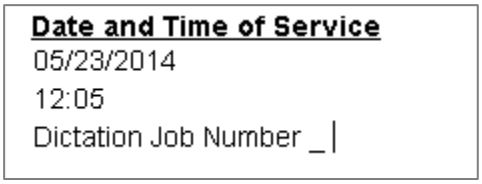
Issue: I need to document a consultation. How do I do that?
Resolution: Physicians may use Option 1 or 2 below. Mid-level providers should use Option 2 below.

Option #1: For Physicians (only)

Digitally dictate Full Consult using phone, then document Dictation Job number via Brief Consult Note.

1. Use the Dictation phone line to dictate your consult. You will be given a Dictation Job Number.
2. In PowerChart, open the workflow and click **Create Note**.
3. Select Type: **Consult**.
4. Select Note Template: **Brief Consult Note**.
5. Title the note with your specialty: Consult Note- <Specialty>
6. In the note, type auto-text **=dictation** and click Enter.





7. The Auto text **Dictation Job Number**_ displays**.**
8. Type or Dragon the dication job number provided on the phone.

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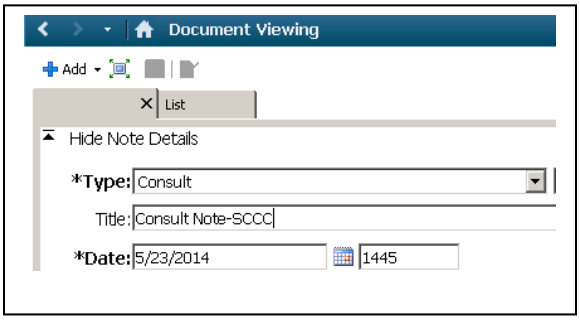
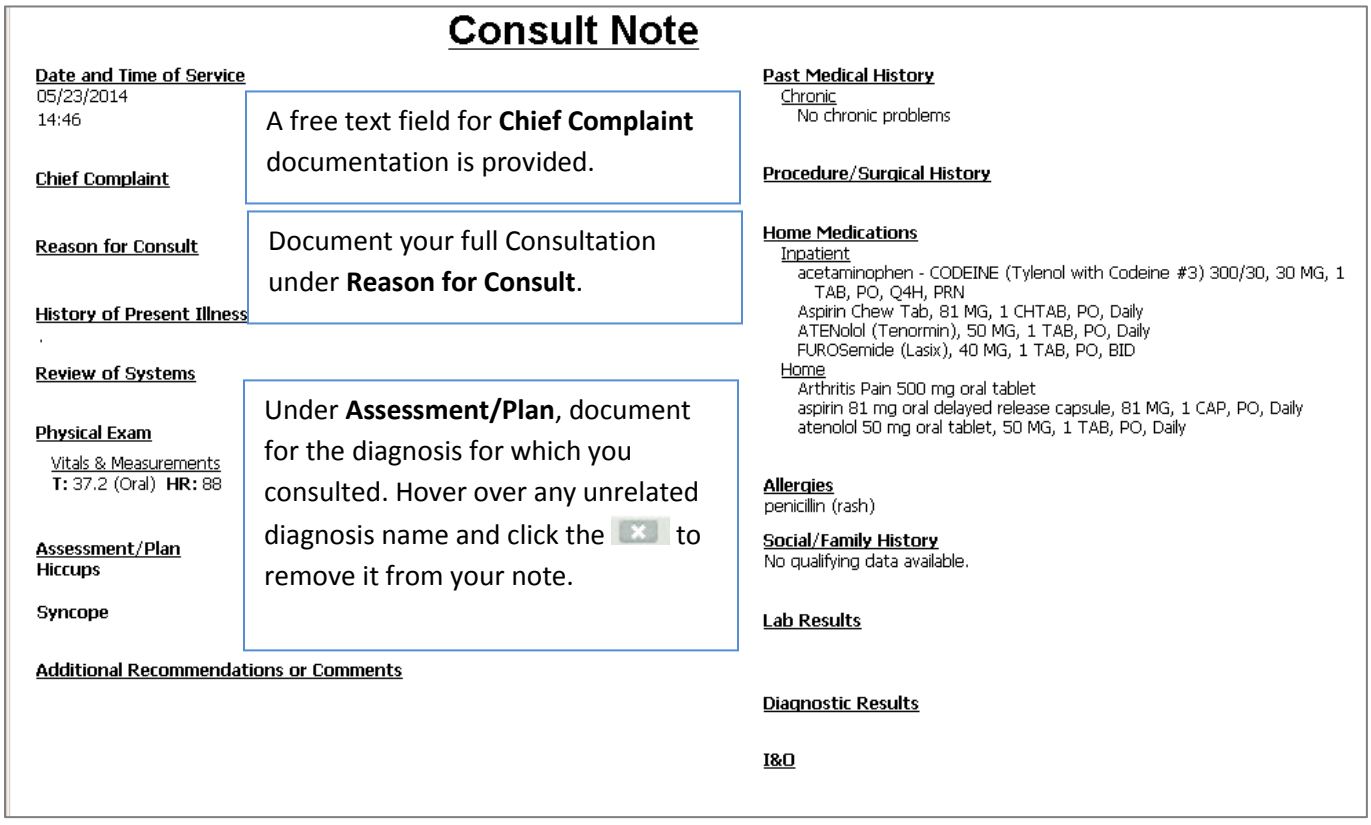
Option #2: For Physicians and Mid-level providers

Document Full Consult via Consult Note



1. In PowerChart, open the workflow and click **Create Note**.
2. Select Type: **Consult.**
3. Title the note with your specialty: Consult Note- <Specialty>
4. Select Note Template: **Consult Note.**
5. Click **OK**.

6. The Consult Note displays.



7. When finished documenting, select **Sign/Submit**.
8. Mid-level providers should then forward the note to the Attending Physician.