

PowerChart Progress Notes

Tip Sheet: Documenting Date and Time of Service

May 23, 2014

Issue: The intention is that all documentation will be entered on the date and time the service is provided, but cannot be in some cases.

Resolution: Use the Date and Time of Service fields to supply the date and time that a service was truly rendered.

1. When you begin your note, it defaults to the date and time you started your note. Change the **Date** and **Time** fields to the Date and Time the service was provided to the patient.

The screenshot shows the 'Document Viewing' window in PowerChart. The 'Add' button is visible. The 'List' tab is selected. The 'Hide Note Details' section is expanded. The form fields are: *Type: Progress Note (dropdown), Position Note Type List (dropdown), Title: Progress Note Basic, *Date: 5/21/2014 (calendar icon), 0700 (time field), and *Author: Walton, Lisa L. The *Date and time fields are circled in red.

2. Additionally, at the top of every note template, there is a new field. It defaults to the date and time you started your note. If the note is late, change the date and time and type or Dragon **Late Entry**.

The screenshot shows the 'Document Viewing' window in PowerChart. The 'Add' button is visible. The 'List' tab is selected. The 'Progress Note Basic' template is open. The 'Date and Time of Service' field is circled in red, showing '05/21/14', '07:00', and 'Late Entry'. A blue box contains the text: 'Change the **Date and Time of Service** to the actual date and time the service was provided.' Another blue box contains the text: 'As described in Christiana Care's *Policy Documentation in the Medical Record*, indicate **Late Entry** in the content of the document when documentation is entered late.'

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- When you are signing your note, validate that the correct Date and Time of Service is indicated.

Sign/Submit Note

*Type: Progress Note Position Note Type List

Title: Progress Note Basic

*Date: 5/21/2014 0700

*Author: Walton, Lisa L.

☐ Create provider letter

Sign Cancel

The system stores the Date and Time of Service (blue box) you indicated, as well as the date and time that the document itself was created (green box).

Documents (32) +

Selected visit: Last 48 hours Last 24 hours Last 1 weeks 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	ED Teaching Physician Record	Bartell, Deborah	05/23/14 12:21	Bartell, Deborah	05/23/14 12:28
Progress Note	ED Physician Record and Teaching Note	Bartell, Deborah	05/23/14 12:19	Bartell, Deborah	05/23/14 12:20
Progress Note	ED Physician Record	Bartell, Deborah	05/23/14 12:10	Bartell, Deborah	05/23/14 12:19
Progress Note	Brief Consult Note	Bartell, Deborah	05/23/14 12:09	Bartell, Deborah	05/23/14 12:10
Progress Note	OB Progress Note Labor	Bartell, Deborah	05/21/14 16:28	Bartell, Deborah	05/21/14 16:29
Progress Note	Progress Note Basic	Walton, Lisa L.	05/21/14 07:00	Walton, Lisa L.	05/23/14 14:15