PowerChart Progress Notes

Tip Sheet: Documenting Date and Time of Service

May 23, 2014

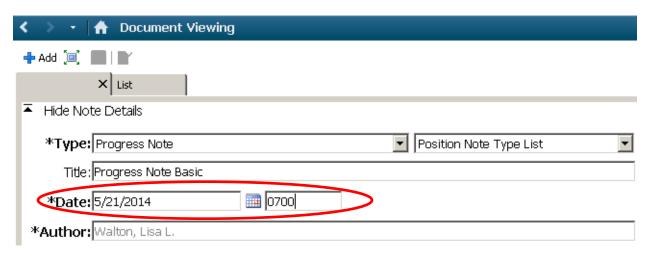
Issue:

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

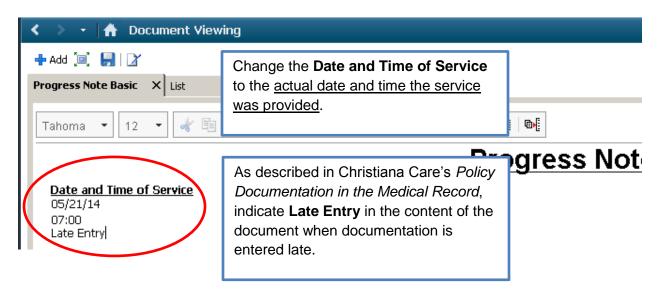
Resolution: Use the Date and Time of Service fields to supply the date and time that a service was truly rendered.

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 <u>Date and Time the service was provided to the patient.</u>



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**.

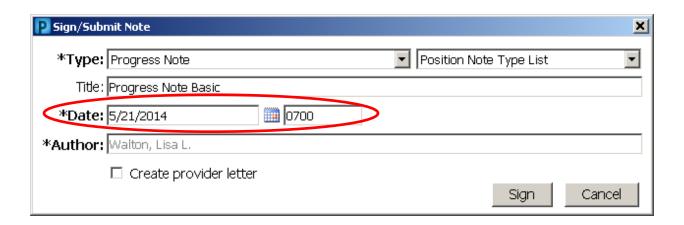


PowerChart Progress Notes

Tip Sheet: Documenting Date and Time of Service

May 23, 2014

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



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).

