

Cerner FirstNet EDUCATION

Modifying/Revising a Document

From the Manage Workflow:

- 1. Go to the Documents component.
- 2. Single click to open an existing note.
- 3. Select Modify at the top of the document.
- 4. Select if you want to Addend Note or Revise Note. Then click OK.
 - Addend Note
 - You can only strike through the original document. This is done by selecting text and clicking the strikethrough button or clicking the X next to the documented text. This will put a line through the text and make it red.

	een signed. Would you like to	Addend or Revise it?	
O Addend Note	4		
Do not display this o	íalog box again	OK	Cancel

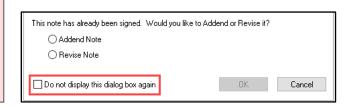
- Before the provider can sign a newly 0 modified document, a free text Addendum needs to be completed.
- **Revise Note**
 - You can edit any content within the note. 0
- 5. Once you have made all necessary modifications, Sign the note.

Note: If you select the Do not display this dialog box again option, this will preselect your original choice to Addend or Revise the note and will not prompt/pop up this question each time you modify a note.

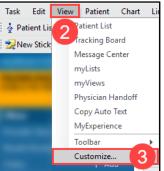
See steps below on how to restore the prompt.

To Restore Addend/Revise Prompt:

- 1. Click on the Documentation section in the Menu.
- 2. Click View in the toolbar.
- 3. Click Customize in the View drop-down.







anage - ED/Observation	\times	Emergency Orders \times	ED Discharge	×	UC Discharge	× +	
	¥	Documents (2)				3	Modify Print View Document
Triage Documentation	^					ĺ	ED Provider Note
Vital Signs		Time of Service	\sim	Subject		Note Type	Emergency Department Report (Aut
Allergies (0)		 In Progress (0) 					Last Updated: SEP 27, 2021 14:44
Problem List		Completed (2)					
Implant History		SEP 27, 2021 14:44 2		ED Provider Note		Emergency Departm	
Home Medications (2)		SEP 26, 2021 16:41		OP REPORT		Operative/Procedure	Chief Complaint MVA, multiple trauma
MAPS - MI Only							Physical Exam
Documents (2)		Ouick Visit					Vitals & Measurements
Quick Visit							T: 37 °C (Rectal) HR: 65 (Monitored) HT: 199 cm WT: 85 kg BMI: 21.5



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- 4. Click the Open signed note behavior drop-down and select Prompt.
- 5. Click OK.

P Note List Options								
Confirm forward of In Progress and empty anticipated documents.								
Open documents in full screen mode automatically.								
Display notification of opened attachments on note change.								
Display a message on opening attachment in a Provider Letter.								
Show combined author and co	ontributor names.							
Automatically scroll preview to								
Open signed note behavior	Prompt V Addend Revise Prompt	OK Cancel						

The next time you modify a note, the Addend/Revise prompt will appear.

Correcting a Wrong Note Type on a Document

From the Manage Workflow:

- 1. Single click on the note with the wrong note type.
 - 2. Click Modify.

Documents (3)		2	Modify Print View Document			
			ED Progress Note			
Time of Service	✓ Subject	Note Type	Emergency Department Progress Note (Auth (Verified))			
▼ In Progress (0)		Last Updated: SEP 27, 2021 14:49				
Completed (3)						
SEP 27, 2021 14:49	ED Progress Note	Emergency Departm	Assessment/Plan			
SEP 27, 2021 14:44	ED Provider Note	Emergency Departm				
SEP 26, 2021 16:41	OP REPORT	Operative/Procedure	1. Right supracondylar humerus fracture			

- 3. Select Addend Note.
- 4. Click OK.
- 5. In the addendum, free text what the new Note Type will be.
- 6. Click the blue hyperlink; Note Details.



	* Addendum Correcting note type to ED Provider Note
0	Note Details: Emergency Department Progress Note, Edueddoc , 1, 9/27/2021 14:49 EDT, Auth (Verified), ED Progress Note

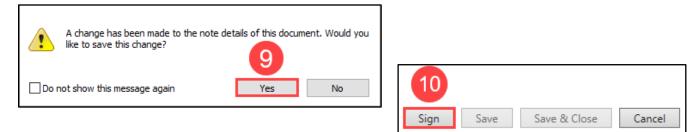


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- 7. The Notes Details window will pop up. In the Type drop down, select the correct Note Type and Title.
- 8. Click OK.

Туре:		Note Type List Filter:		
Emergency Department Report	~	Position	\sim	
Author: Edueddoc , 1	6	Title: ED Provider Note	×	*Date:

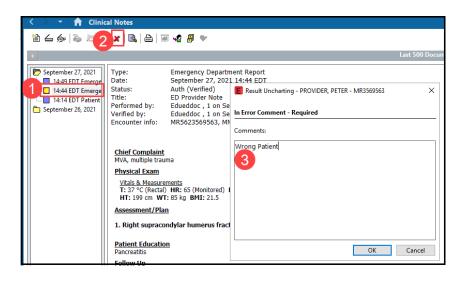
- 9. The Change in Note Details Detected question will pop up. Click Yes.
- 10. Click Sign to sign the addendum and save the Note Type change.



How to In Error a Note/Document

From Clinical Notes:

- 1. Double click to open note.
- 2. Click the In Error button.
- 3. Type the required In Error Comment.
- 4. Click OK.





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Removing Patient Education & Follow Up

From the Discharge Workflow:

- 1. Click the Patient Education component.
- 2. Under Added Education, click Remove.

Manage - ED/Observation $~~ imes~$	Emergency Orders × ED Discharge	imes UC Discharge $ imes$ +		🖴 o 💄 No Severity 🔖 🔍 😑
¥	Patient Education			+ \checkmark Selected Visit \bigcirc \equiv
Problem List		וט	owse more options above.	
Vital Signs				
Quick Visit	Education Language: English	\checkmark		Done
✓ Patient Educat				
Patient Instructions	Added Education			
✓ Follow Up	Education Name	Language	Actions	
Home Medications (2)	▼ Education (1)		2	
Prescriptions	Pancreatitis	English	Modify Print Remove	
MAPS - MI Only	 Medication Leaflets (0) 			
 Disposition Orders (6) 	No Added Medication Leaflets			
Documents (4)				
Disposition PowerForms (0)	Print All Education and Leaflets			
Assessment and Plan			Removing documentation from a requ	uired discharge

- 1. Click the Follow Up component.
- 2. Under Added Follow Ups, click Remove.

Removing documentation from a required discharge component will remove the green check mark and repopulate the red asterisk(s).

Manage - ED/Observation >	<	Emergency Orders × ED Dis	charge \times (JC Discharge × +			📾 💿 👗 No Severity 👒 🔍 💡					
Ŧ		Follow Up	How Up + Selected Visit O									
Problem List			Provider O Location Search all providers									
Vital Signs			C Printe C Locaria princip									
Quick Visit		✓ Add Follow Up	▼ Add Follow Up									
* Patient Education		Quick Picks		PCP - Cook RMD, Natalie E	Employee Health							
Patient Instructions		Saved Templates		Edueddoc , 1 Recheck in AM with your doctor or ER Call Find A Doctor at 231-935-5886 Return to Emergency Department								
 Follow Up Home Medications (2) 												
Prescriptions				Call for culture results	Return to ER for suture removal							
MAPS - MI Only				COVID Ask A Nurse 231-935-0951								
 Disposition Orders (5) Documents (3) 		Added Follow Ups										
Disposition PowerForms (0)		Time Frame	Provider or Location	Details About Visit	Address		Action					
Assessment and Plan		 Follow Up Instructions (1) 					2					
		Time frame determined by office	Return to Emergency Depart	nent			Modify Remove					

Canceling an Active Order

From the Discharge Workflow:

- 1. Click the Disposition Orders component.
- 2. Select View: All Active Orders.
- 3. Single click to open an existing order.
- 4. Select Cancel/DC at the top of the order.
- 5. Click the shopping cart to view the Canceled Order for Signature, Click Sign.

anage - ED/Observation ×	Emergency Orders X ED Discharg	e X UC Discharge X +					4
Ť	Disposition Orders (6)					+ Selected Visit	Cancel/DC Cancel and Reorder Clear
roblem List ital Signs		Show only pendir	ig (6) View All Active	Orders	Group	by Clinical Category 🗸	Discharge
uick Visit	Order	Details	Start	Status	Status Updated	Ordering Provider	Discharge NOW
tient Education	3 Patient Care (1)						Dose
tient Instructions	🗄 ED/UC Discharge	Discharge NOW	SEP 27, 2021 14:07	Ordered	SEP 27, 2021 14:07	Edueddoc , 1	Route
llow Up	✓ Medications (1)						
me Medications (2)	Grt cefepime (Cefepime IVPB)	1,000 mg, 10 mL, 220 mL/hr, IVPB, q12hSTD	SEP 26, 2021 22:00	Ordered	JUL 22, 2021 14:21	Hess MD, Rebecca A	Frequency
PS - MI Only	▼ System Auto-Generated (4)						 Type
position Orders	🕀 C-SSRS Screening Unable to Assess Task	G6/23/21 0:30:28 EDT, ONCE, 06/23/21 0:30:28 EDT	JUN 23, 2021 00:30	Ordered	JUN 22, 2021 12:30	SYSTEM	Inpatient
cuments (4)	🗇 CSSRS Interp. No Indication of Risk	07/13/21 14:47:41 EDT, ONCE, 07/13/21 14:47:41 EDT	JUL 13, 2021 14:47	Ordered	JUL 13, 2021 14:47	SYSTEM	Status Ordered
sposition PowerForms (0)	🚯 Triage - ED	06/24/21 13:42:00 EDT, ONCE, 06/24/21 13:42:00 EDT	JUN 24, 2021 13:42	Ordered	JUN 24, 2021 13:42	Chung MD, William B	Last Updated
sessment and Plan	H Yellow Bundle Interventions	06/22/21 12:30:28 EDT, ONCE, 06/22/21 12:30:28 EDT	JUN 22, 2021 12:30	Ordered	JUN 22, 2021 12:30	SYSTEM	SEP 27, 2021 14:07 Ordering Physician



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How to Remove a Problem from the Problem List Added in Error

These instructions are only for removing a Problem that a user has **added in error (NOT a RESOLVED problem)**.

• The resolved option should only be selected for those infrequent scenarios when a chronic condition has resolved or no longer exists. Resolving a chronic problem remains available in the patients Problem List, under Resolved Chronic Problems.

From the Manage or Discharge Workflow:

- 1. Click the Problem List component.
- 2. Carefully identify the problem for which you added in error.
- 3. Deselect the Actions box(es); This Visit and/or Chronic, ONLY for the Problem for which was added in error.

Manage - ED/Observation $~~ imes$	Emergency Orders	× ED Discharge × UC Discharge	× +				📾 o 👗 No Severity 🔖 🔍
Ŧ	Problem List						9
Triage Documentation Vital Signs		s documented. Document 'No Chronic Problems' or add a problem					Dismiss
Allergies (0) Problem L	Classification Medical a	and Patient Stated 🗸	Add as This Visit	~	Add problem		٩
Implant History							1 Unspecified Problem(s) No Chronic Problems
Home Medications (2) MAPS - MI Only	Priority	Problem Name	Code	Onset	Classification	Actions	
Documents (1)	1	Right supracondylar humerus fracture	S42.411A (ICD-10-CM)		Medical	🗸 This Visit	Chronic
Quick Visit	2 🗸 🔁	① Humerus fracture	S42.309A (ICD-10-CM)		Medical	3 🗸 This Visit	Chronic
Subjective	Resolved Chronic Proble	ems					
Histories Review of Systems	All previous This Visi	it problems					

Important Information for Managing the Problem List

- Do not cancel, resolve, or remove a problem from the Problem List unless it is yours to manage.
- If a problem is removed in error readd it to the Problem List.
- Providers do <u>not</u> need to prioritize all the problems contained on the Problem List, only the specific problems that they are managing this visit.
- Only the problems that are prioritized flow into the Assessment/Plan of the note. Any problem which is not prioritized will be left out.
- Providers, specifically consultants, should not resolve a problem from the Problem List unless it is a problem that they are managing. The Problem List is a single, shared list used by all providers care for the patient. When a problem is resolved that problem is then unavailable for other providers taking care of the patient, who may need it to be available for their notes.