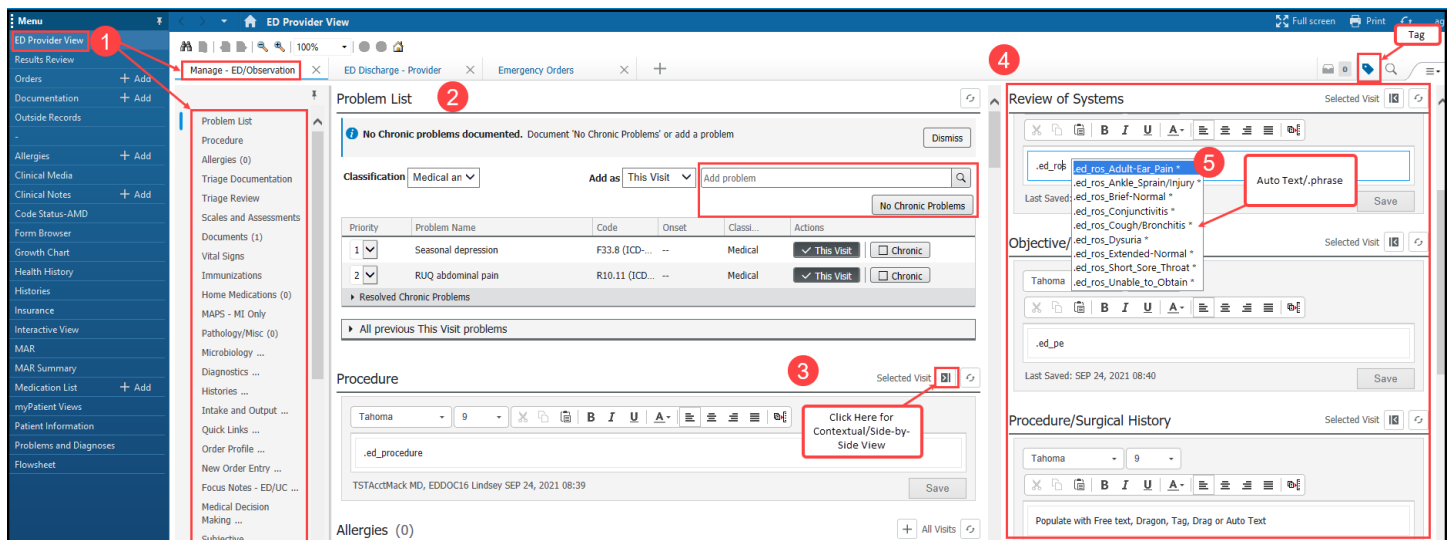


## How to Create an ED Provider Note

1. **On the Provider View, Manage-ED/Observation MPage** review the patients' clinical information in the necessary components, while creating your documentation.
2. **Problem List Component:** To satisfy the requirements for the Problem List, enter at least one "This Visit Problem(s)" and at least one Chronic Problem or select No Chronic Problems.
  - A. Add problems using the Add problem search field. To left of the search field use the drop-down to select this Visit, This Visit and Chronic, or Chronic.
  - B. Use the This Visit and Chronic buttons as appropriate on each diagnosis.
  - C. Providers can individually prioritize problems without affecting any other provider's order. This Visit active problems will automatically populate the Assessment and Plan part of your note.
  - D. Diagnosis Assistant is available by **clicking on the exclamation point**. This allows you to pick a more specific diagnosis that meets ICD-10 requirements.
  - E. Be careful when resolving problems because this is a shared list across the system. If the provider who is currently logged in resolves a problem, it resolves it for all other providers.
3. **Contextual View (optional but recommended step):** Click contextual view for text components, offering a side-by-side view of the patient information (left) and your note(right) while going through components.
4. **Populate Text Components:** Utilize free text, Dragon, Tag, Drag, or Auto Text/.Phrase.
5. The following components have standard auto text available:
  - A. Review of Systems: **.ed\_ros** auto text, use **F9** to move through drop down selections.
  - B. Objective/Physical Exam: **.ed\_pe** auto text.
  - C. Procedure: **.ed\_procedure**.




6. **Complete ED Discharge Workflow** (see *ED Discharge Workflow instructions below*) & then select **ED Provider Note** to populate and publish your note.
  - A. **Sections:** Review the sections of your note and make additions or modification as necessary before publishing. Providers can Refresh/Insert Free Text/Remove Text/Dragon/Tag/or Auto Text. Templates within a signed note (i.e., Vitals and Medications) will not update automatically. They will need to be refreshed individually.
  - B. **Complete your note:** Clicking Sign/Submit allows the provider to sign the note, once the note is complete.
    - I. Clicking Save or Save and Close allows the provider to save the note and come back to complete it later and places the note in an “In Progress” status within the Documents tab in Workflow.
    - II. Clicking Cancel allows the provider to discard the note.





The screenshot displays the 'ED Provider Note' interface. At the top, there is a toolbar with icons for adding content, saving, and printing. Below the toolbar, the note content is organized into sections:

- Chief Complaint:** Right Hip pain x2 days post fall
- History of Present Illness:** 53 y/o male with hip pain x 2 days, after falling from a ladder in the garage. |
- Review of Systems (highlighted with red box 'A'):**
  - Constitutional: no fever, no chills, no sweats, no weakness
  - Respiratory: no shortness of breath, no cough
  - Cardiovascular: no chest pain
  - Additional ROS info: Except as noted in the above Review of Systems and in the History of Present Illness all other systems have
- Physical Exam:**
  - Vitals & Measurements
  - T: 37 °C (Oral) HR: 78 (Monitored) RR: 22 BP: 156/66 SpO2: 99%
  - HT: 180 cm WT: 66 kg
  - General: alert, no acute distress.
  - Cardiovascular: regular rate and rhythm, normal peripheral perfusion.
  - Respiratory: Lungs CTA, respirations non labored.
  - Extremities: no deformity, no trauma.
  - Neurological: oriented 4+, LOC appropriate for age.
- Procedure:**
  - Procedure: Cardioversion
  - Performed by: Self
  - Indication: Atrial Fibrillation
  - Universal Protocol: Time out was performed. Patient, side, site and procedure was verified.
  - Consent: Consent was obtained prior to the procedure. Indications, risks, and benefits were explained at length.
  - Patient was placed on continuous cardiac monitoring and continuous pulse oximetry. Supplemental oxygen was administered via nasal cannula.
  - After appropriate level of sedation was achieved (please see separate sedation procedure note), synchronized cardioversion was performed.
  - Patient tolerated the procedure well with no apparent complications.

At the bottom right of the interface, a control panel (highlighted with red box 'B') contains four buttons: Sign/Submit, Save, Save & Close, and Cancel.

## ED Discharge Workflow

- On the Provider View, ED Discharge MPage** complete the required components indicated with a Red Asterisk: Problem List, Patient Education, Follow Up and Disposition Orders. Patient Education and Follow-up are not required for admitted patients.
- \*Problem List-** To satisfy the requirements for the Problem List, enter at least one “This Visit Problem(s)” and at least one Chronic Problem or select No Chronic Problems. *(see detailed Problem List instructions above)*
- \*Patient Education-** select a suggested item or click  and enter the name of education you want to add in Search box.
  - To modify education, click Modify. To remove education, click Remove.

Education Name	Language	Actions
Education (1)		
Abdominal Pain, Adult	English	   

- \*Follow Up**
  - Search for a Provider or Location in the upper right search field, enter follow-up details. Click Save.
  - Or select from Quick Pick or Saved Templates Follow Up.

Follow Up Selected Visit Save Cancel  Save as Template

**\* Required Action.** [More Details](#) Dismiss

Provider  Location

Quick Picks	PCP - Cook RMD, Natalie E	Employee Health
Saved Templates	Edueddoc , 2	Recheck in AM with your doctor or ER
	Call Find A Doctor at 231-935-5886	Return to Emergency Department
	Call for culture results	Return to ER for suture removal
	COVID Ask A Nurse 231-935-0951	

Added Follow Ups

Time Frame	Provider or Location	Details About Visit	Address	Actions
Follow Up Instructions (0)				
Time frame determined b...	Kuhn DO, Robert E	--	--	

**Time Frame**

Within

Only if needed

**Phone**

(231) 935-0614

**Address**

Northern Michigan Medicine & Pediatrics 3643 W Front St Suite

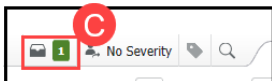
**City**  **State**

**Postal Code**

49684

**Comments**

- \*Disposition Order-Place DC order.**
  - Click +.
  - Click the Disposition Order. Click Close.
  - Click Check-out box, Sign.



- Address other components as necessary: i.e., Patient Instructions, Prescriptions and MAPS.
- Create Note: ED Provider Note.** Sign/Submit. Sign.
- Create Note: ED Discharge Instructions.** Sign/Submit. Sign & Print.

Disposition Orders (4) + Select Visit

**Add Orders**

Discharge Meds as Rx  Acute Care

ED/UC Discharge	Discharge NOW
ED/UC Discharge	Discharge after treatment completed
ED Decision to Admit	
ED/UC Decision to Transfer	to other facility <type facility name here>
ED/UC Decision to Transfer	

Close