Patient Signed Behavioral Health Note Management for Clerical and Clinical Staff

Cerner PowerChart Ambulatory **Education**

Depending on the facility, when a new Behavioral Health Office Treatment Plan note is created, it may need to be signed by the patient. The signed note will then need to be scanned into their electronic health record.

Scanning into the Chart

Behavioral Health Therapists will obtain the patient's handwritten signature and date on their treatment plan note. The signed document will then be scanned into the patient's chart.

Follow the normal scanning procedure. For instructions on scanning see the Clinical EHR Education Website.

Enter the following scanning document details:

1. **Choose** the BH Office Treatment Plan Note document type.
2. **Update** the Date and Time to match the date and time noted on the document.
3. In the Subject field, **add "Patient Signed"**. This will help differentiate the document from the unsigned version.
   Note: Add the clinic initials before the subject to help separate from other clinics.
4. **Select** the Scan button to scan in the document or select **Import** to import the document from a saved file.
5. Review the document.
6. **Add** comments, if necessary.
7. **Click** the **Sign** button.