CIS PowerNote ED
Quick Reference Guide
for Physicians

For help, contact the Help Desk at

620-3600

Health PEI

Using PowerNote ED

1. Open a Patient Chart.
2. Click PowerNote ED tab.
3. Create a PowerNote.
4. Save or Sign the new PowerNote.

Document on a Note

1. Your mouse pointer is the main tool for data entry. Simply move the mouse over a term or sent**<u>ence and:</u>**

   a. **<u>Click the le</u>**ft mouse button once to select a term

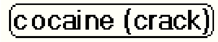
   b. Click twice to chart a pertinent negative.

   c. The third click will clear the section.

   d. Right-clicking on a term will give you several options, including: adding a comment, clearing the section, and negating a term.

2. Use any of the 'WHAT' or 'OTHER' boxes to enter free-text information.

3. You can also add comments at any point in the document by right-clicking on the term that you wish to include a comment



   e. Right-click on the specific term and select 'Comment' or use the toolbar icon.

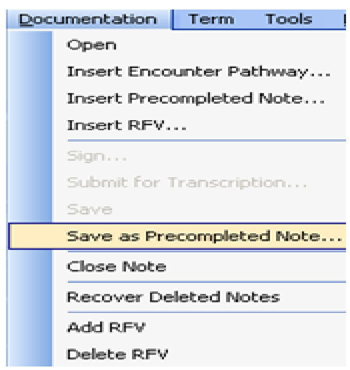
   f. Enter the comment using the keyboard and click 'OK'.

   g. The comment will be displayed in parentheses within the note.

Creating a Pre-Completed Note

If certain encounter pathways are routinely created with similar details (e.g. Physical Exam or ROS), it may be more efficient to create a Pre-Completed Note:

1. Create a PowerNote the way you want it saved.
2. Click under the Documentation item "Save as Pre-Completed Note."



<u>Pre-completed Note – Continued</u>

3. Give the new Note a title.
4. Notice that you may select the option to "Save as a shared Pre-Completed Note." This allows all other users to access your Pre-Completed Note.
5. Click "Save as New" to save the Pre-Completed Note.

Creating a Macro

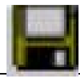
A Macro can be created for any term, sentence or paragraph in a PowerNote:

1. Create part of a new PowerNote, as you would normally complete it.
2. Right-Click on the section header that is to be saved as a Macro, and select "Save Macro As …"
3. Specify a name for the Macro.
4. Click "OK" to save the Macro.

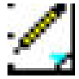
Viewing PowerNotes

1. Open a Patient Chart.
2. Click on Documents tab.
3. Double-Click the "ED Documents" folder from the navigation pane (on the left).
4. When the correct Note appears in the navigation pane, double-click to open it.
5. The note header will indicate whether the note is signed ("authenticated") or saved ("pending").

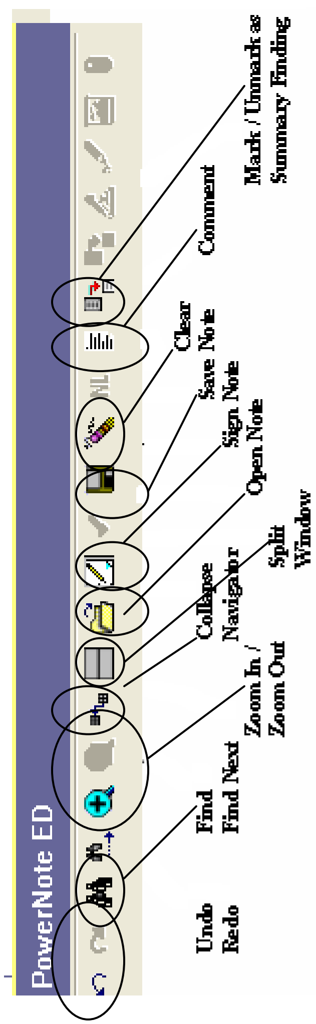
Icon for Saving a Note



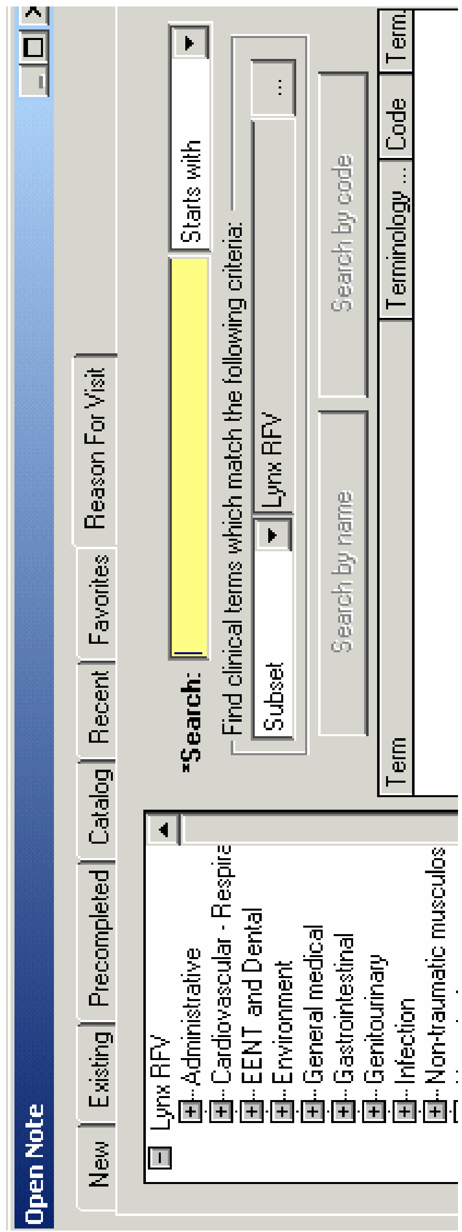
Icon for Signing a Note



PowerNote Toolbar



"Open Note" Window



Tip – Make use of the "Split Window" Feature – it allows you to easily see what you are entering into the Note.

Deleting a Note

1. Ensure the Note is in Closed status.
2. Select the Open Note window from the PNED toolbar.
3. Select the "Existing" tab.
4. Select the Note to be deleted.
5. Click the "Delete" button.
6. Click the "OK" button.

Remember:

1. Always logout completely when you are finished.
2. Never share your passwords.
3. Keep your Inbox clean and empty.
4. Help is always readily available:
   a. Under the Help menu
   b. From another PowerChart user
   c. From a CIS superuser
   d. ITSS Help Desk 620-3600
   e. ITSS Help Desk email is "servicecentre@gov.pe.ca"