

Update: Nursing Notes Workflow

When creating any type of Nursing Visit Note (**except for Nurses Telephone Note**), nurses will be prompted to have these co-signed by a provider. While this requires an extra step for the nurse in the workflow, the signature is required for compliance purposes.

Use the following step-by-step for creating a note from the Task List:

Step One

Highlight the Task that needs to be copied to a note. Click on **“Copy to Note.”**

The screenshot shows the 'Clinical Staff' interface with a 'Task List' for patient [R] Allscripts, Brad. The task list contains one task: 'Order Notification' assigned to Mullins, Jackie. The 'Copy To Note' button is circled in red. Other buttons include 'New...', 'Reply...', 'Reassign...', 'Remove...', 'Details...', 'Original...', 'Print List...', and 'Print Task...'. The 'Task About' section shows 'Provider: Mullins, Jackie' and 'Influenza (Nasal)'.

Step Two

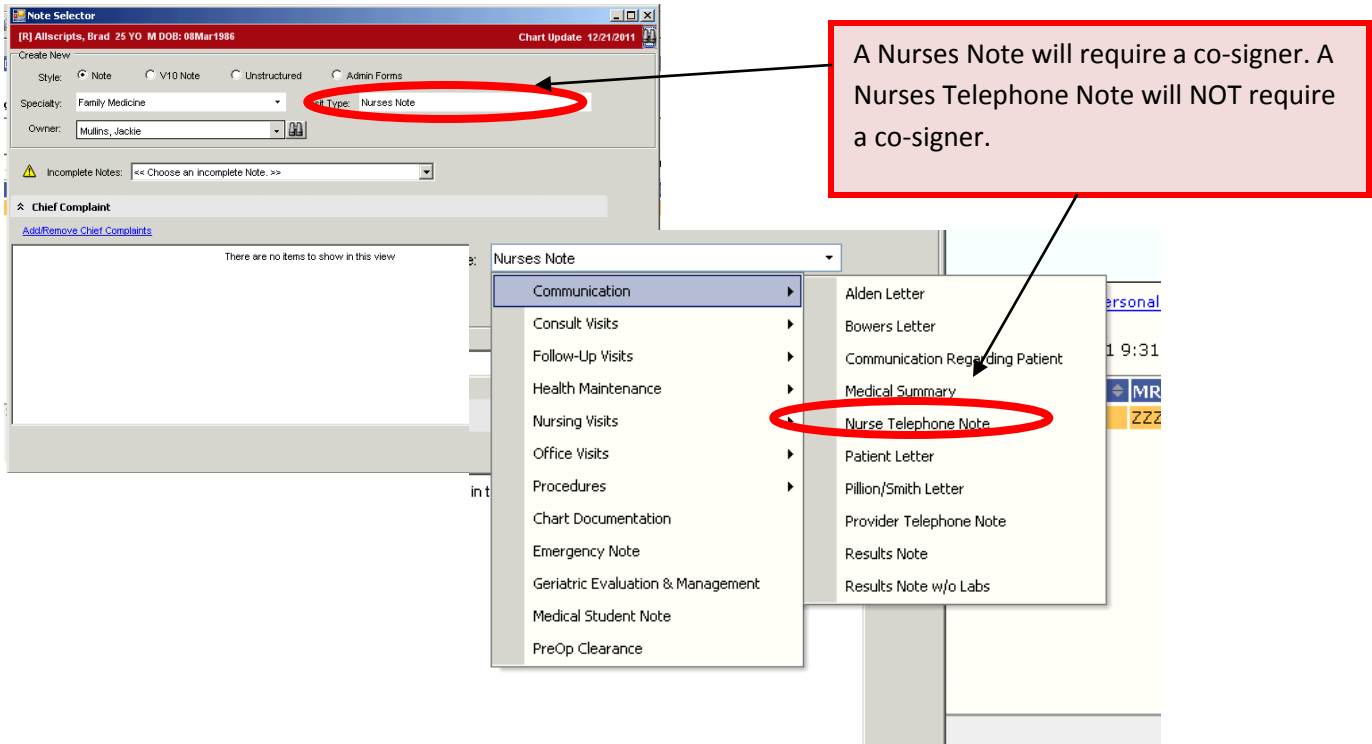
If an Encounter Selector pops up, choose **“New Encounter”** and **“Chart Update”** from the drop-down list.

The 'Encounter Selector' dialog box shows a list of 'Existing Encounters' and a 'New Encounter' section. The 'New Encounter' section is circled in red, showing 'Date: 21 Dec 2011' and 'Type: Chart Update'. The 'Existing Encounters' list includes dates from 19 Aug 2011 to 07 Dec 2011 with various provider and type information.



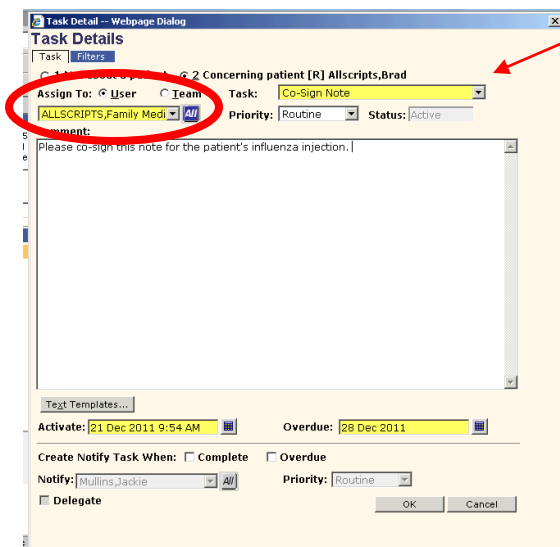
Step Three

A Note Selector should appear with the Specialty, Visit Type, and Owner automatically populated. If any of these are incorrect, they can be changed by clicking on the drop-down arrows. A **Nurses Note** WILL REQUIRE a co-signer. A **Nurses Telephone Note** will not require a co-signer.



Step Four

After composing the note and signing it, nurses will be prompted with a Task Details box. Make sure to choose the correct User (the provider who needs to co-sign) from the **Assign To:** field. Make sure the **User** radio button is highlighted before searching for the provider. You can write any pertinent information in the comments section if needed. Click on "OK" and the Co-Sign Note Task will be automatically sent.



****Important:** If you have previously personalized your default Task type, the Task type will need to be manually changed to Co-Sign note before being sent to the Provider.