PowerNote is electronic provider documentation within PowerChart. Storing information electronically rather than on paper offers the following benefits:

• Documentation is completed during the encounter, eliminating the time delays that can result in inaccuracies and forgotten details.

• Documentation is completed by the Provider, eliminating the need for medical transcription.

• The notes are accessible electronically to all other Providers and Clinicians in your healthcare organization and without the time and effort required in transporting hard-copy medical records from one location to another.

• Activity data can be analyzed easily and quickly.
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CREATING A POWERNOTE

1. Open PowerNote from the Navigator.

2. Click Add.

3. The New Note box displays.

4. From the *Type list, select type of note you wish to create.

** (Setting type assures note will be delivered to correct electronic document folder) **
5. On Encounter Pathway tab, search for the desired PowerNote by entering either FH, diagnosis or procedure name in the Search box.

(Click Binoculars to run search)

6. Select desired PowerNote from the search results.

(It is recommended to use named notes with FH Suffix or Descriptions with FH Prefix)
The **Auto Populate** dialog box will appear based on data available from the patient record or when using the **Copy to New Note** function.

- Check the small box next to the items you wish to populate.
- Uncheck or leave boxes blank on items you wish to exclude.

Using Auto Populate can automatically add the following information.

- Chief Complaint
- Allergies
- Medication
- Problems
- Past Medical History
- Family History
- Procedure History
- Vital signs from the flow sheet
- Measurements from flow sheets etc.
Navigating PowerNote

There are two main areas within the PowerNote.

1. Navigation Pane
2. Viewing Pane

Navigation Pane

The **Navigation Pane** shows all of the available paragraphs and sentences for the specific note.

The **Navigation Pane** can also move you directly to a specific paragraph and sentence of a note.

(Click the plus sign to reveal the available sentences. Quickly navigate to a sentence by clicking the desired sentence in the Navigator.)
Viewing Pane

The **Viewing Pane** area is where your documentation is completed. Three main areas within the note are **paragraphs**, **sentences**, and **terms**.

Paragraph Structure

Hide Structure / Show Structure

1. Click **<Hide Structure>** to view the final format of the sentences.

2. Click **<Show Structure>** to view the selectable terms available.

(View of **Hide Structure** enabled)

(View of **Show Structure** enabled)
Documenting In PowerNote

Data Entry
Use your mouse pointer to navigate through PowerNote to select desired items.

- Click the left mouse button once to select a term so that term appears in your final signed note.

- Click twice to chart a pertinent negative so the negative appears in your final signed note.

- Click three times to clear the selection.

Note: If you decide that you do not want to document anything for a particular sentence, right click the sentence and clear the sentence. Doing this removes the heading from the text summary.

Adding a Comment
You can add comments to a term at any point in your note.

1. Right-click the term and select Comment.
2. Enter the comment, and click OK.
3. The comment displays in parentheses within the note.
Chevrons >> (Expand and Collapse)
You have the option of condensing what is visible in the PowerNote by using <<Chevrons>> to expand and collapse.

PowerNote automatically hides the terms that are least likely to be documented.

- The Chevrons (blue arrows) next to the sentence indicate that the sentence is either collapsed (>>) or expanded (<<). Click the blue arrows to see what is hidden.

<table>
<thead>
<tr>
<th>Review of Systems &lt;Hide Structure&gt; &lt;Use Free Text&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitution &gt;&gt;</td>
</tr>
<tr>
<td>Negative / Fever / Chills / Sweats / Weakness /</td>
</tr>
<tr>
<td>Fatigue / Night sweats / Weight gain / Weight loss/ OTHER</td>
</tr>
<tr>
<td>Eye &gt;&gt;</td>
</tr>
<tr>
<td>Negative / Recent visual problem / Icterus / Discharge / OTHER</td>
</tr>
<tr>
<td>ENMT &gt;&gt;</td>
</tr>
<tr>
<td>Negative / Decreased hearing / Ear pain / Nasal congestion</td>
</tr>
</tbody>
</table>

Note: Selecting Negative indicates that you have assessed the patient, but additional documentation is not necessary for that sentence.

Plus Terms (+)
Some terms will have a plus sign (+) at the end of the word. The plus indicates that there are additional details you can document for this term, but they will only be visible if you click the term with the plus sign.
Ellipsis Terms (…)
Content is displayed in the note for documentation. If there is additional content you will notice an ellipsis (…) after the entry.

Click any of the ellipses to bring up data addition option.

Data Entry Terms (===)
Some terms that have ===. This indicates that this is a term that requires data to be entered, such as a date or number.

1. Click the data entry term ===
   Ex. === days ago

2. Enter your data.
   Note: Date terms will default to today’s date.

3. Click OK when done.

OTHER Term
If a sentence contains an OTHER option, this allows you to enter additional free-text information about the patient.

• Under histories, click Other. An OTHER box opens.
**Repeat Sentence (**)**

Sentences with an asterisk after it will automatically repeat the sentence when documented in. The repeated sentence will appear below the original sentence. Document against each sentence as indicated.

Ex.

---

**Free-Text**

To add free-text under the paragraph structure:

1. If needed, select `<Hide Structure>`.

2. Click anywhere under the paragraph heading. A cursor displays allowing you to enter free text within the note.

3. Alternatively you can click `<Use Free Text>` and a cursor displays. You can free text in the structured or the unstructured view. Once you begin to free text into the note, a text editor toolbar displays.
Macros

Using Macros
When certain terms, sentences, or paragraphs of a note are routinely completed with the same information again and again, a macro can be created that automatically documents these in the note.

Creating a Macro
1. Complete the section of a note as you would normally do.

Note: (Each paragraph, sentence, or term that is selected can be saved as a macro.)

2. Example- within the Physical Examination paragraph select the appropriate choices to reflect your pattern of documentation for a normal physical examination.

3. After your documentation is entered, right-click the Physical Examination paragraph and select Save Macro As...
4. The **Save As...** box opens. Specify a name for your macro in the Title box.

![Image of the Save As... box]

5. Click “Create New” to save the Macro.

**Note:** A blue M displays next to the paragraph, or sentence, indicating that a Macro exists.

6. Click the M to apply the macro that was created. The macro will automatically populate the terms or sentences you saved.

**Inserting a Macro**

Macros can be created at the paragraph, sentence, or terms level. Macros are not note-specific.

**Note:** If a macro that was completed at the paragraph level is inserted in a different note than the one used to create it, only the sentences that the two notes have in common are updated by the macro.
To insert a macro;

1. Click the M next to the paragraph, sentence or term.

2. Either select the Macro from the box that displays, or click More... to see all macros associated with the paragraph or sentence.

3. Click the Macro name. This inserts the Macro and exactly reproduces whatever you placed in the term, sentence, or paragraph macro when you created it.

4. Macros can be saved for OTHER terms. They can also be saved for comments to individual findings within a sentence.

Note: When you catch yourself saying, “That is just too many keystrokes for something I document frequently,” consider using a macro or a pre-completed note. (More on pre-completed notes later.)
Modifying a Macro

You can make modifications to a macro that you already created.

To make modifications to an existing macro:

1. Click the M and select the macro inserting into the note.

2. Make changes to the paragraph, sentence, or term as needed.

3. Right-click the paragraph, sentence, or term you want to modify.

4. Select the Save As option.

5. The Save As window opens.

6. Click the Update button in order to save the changes that you made to the macro.
Deleting a Macro

You can delete a macro that you created by:

1. Right-click the paragraph, sentence, or term that the macro is based on.

2. Select Save Macro as from the menu

3. The Save As window opens. Select the macro to delete and click the Delete button.

4. The following message displays. Select Yes to delete the macro. The macro is deleted from the window.

5. Click Cancel to close the window.
**Auto Text**

**Using Auto Text**
Auto Text entries allow for free text to be saved and automatically inserted into a note. Like macros, this saves time when entering repetitive text again and again, or entering large amounts of the same text repetitively.

Auto Text is created, managed, and inserted in areas of the note that allow for free texting, most commonly the white space found after the note heading or before and after text within the textual rendering of the note.

**Creating an Auto Text Entry**
1. Click an area of the note that allows for free text. This will open the text editor toolbar at the top of the Document Viewer, including the Manage Auto Text button.

2. Click the Manage Auto Text button

3. The Manage Auto Text box opens. Select the New Phrase button.
4. In the Abbreviation field, add your free-text abbreviation.

**Note:** Carefully select your auto text abbreviation. Utilizing an uncommon character such as (., or *) in front of your auto text helps to eliminate your auto text popping up continuously as you type more common letters or letter combinations. To clarify, auto text automatically pops up any time you are typing in a free-text area (including Message Center, Clinical Notes, and so on). Entering a (.) or (*) in front of your auto text limits the multiple pop ups that could occur when typing in free-text information.

5. Enter the description below the abbreviation.

6. To enter formatted text, click the +A button.

7. The Formatted Text Entry box displays.

8. Enter your desired information, formatting it as desired.

9. Click Save.
Inserting an Auto Text Entry

When free texting in a note, entering the first few characters of a previously creates auto text abbreviations. A list of abbreviations displays. In the example below, free text was entered and then (.) was entered to display the Auto Text options available. Select the correct Auto Text from the Menu to automatically insert it into the document.
Precompleted Notes

Using Precompleted Notes

*PowerNote* allows for the creation of precompleted notes that can streamline the documentation process for common conditions. Precompleted notes allow you to customize a template by adding additional sentences or other templates using the standard templates supplied.

**Precompleted** notes are especially helpful when patients present with common problems or conditions are commonly documented together (for example, hypertension and coronary artery disease).

Creating a Precompleted Note

1. Complete the note that you want to use again when documenting on a like patient.
2. From the Documentation menu on the toolbar at the top of the screen, select **Save As Precompleted Note**.
3. This launches the **Save As Precompleted Note** box. In the Note Title box, enter a title for your Precompleted Note.

*It is highly recommended that you add your specialty to the end of your note title for easier note identification by other providers.*
4. Select Save as New to save the note. The Precompleted Note is now a note that can only be used and updated by the creator of the note – in this case, you.

Select a Precompleted Note

1. With your patient’s chart open and on the Powernote area on the Menu, you decide you want to use a precompleted note you have created. To find your precompleted note:

2. Click the Precompleted tab.

3. Select your desired precompleted note. Make any necessary changes to the Auto Populate Document in the Auto Populate, and then click OK.

4. Update the note as necessary to match the current patient, and then click Sign.
Delete a Precompleted Note

If a precompleted note becomes obsolete or rarely used, the note can be deleted. To delete a pre-completed note:

1. Locate the note on the Precompleted note tab of the Open Note box.

2. Select the desired precompleted note to delete.

3. Click the Delete button.

4. Click Yes to delete the precompleted note or No to keep the note.
Using PowerNote Favorites

Favorites are available for both Encounter Pathway and precompleted notes. Maintaining a list of favorite notes allows frequently-used notes to be located quickly.

Designating a pathway or note as a favorite displays the note on your Favorites tab. This eliminates searching through all the available note templates, especially if the note is difficult to locate.

Notes already added as favorites are located by selecting the Favorites tab from the Open Note box when adding a new note. Navigating the different filters on the tab displays the different favorites that have been saved. Below, All Precompleted Notes is selected, displaying all precompleted notes that you have saved as favorites.

Adding an Encounter Pathway to Favorites

1. From the New Note box, search for the name of the Encounter Pathway to add to your favorites list.

2. Select the Encounter Pathway to add and click the Add to Favorites button.
Adding a Precompleted Note to Favorites
1. From the Open Note box, click the Precompleted tab and search for the name of the Precompleted Note to add to your favorites list.

2. Select the Precompleted Note name to add and click the Add to Favorites button.

Remove a Favorite PowerNote
1. On the Favorites tab, select the note to remove.

2. Click Remove from Favorites.
Copy a Note Forward

To copy a note forward from one *PowerNote* to another new note:

1. With the patient’s chart open, on the Menu click Physician Documentation.
2. Click the +Add button to add a new *PowerNote*.
3. Select the Existing tab.
4. In the area at the bottom, select the signed *PowerNote* you want to copy.
5. Select the Copy to New Note option.
6. If needed, select a new Type and adjust note title appropriately.
7. Click OK.

8. Select the desired pre-populated data options.

9. The note displays with the information copied from the previous note.

10. Ensure that all copied data remains accurate for the patient. Review to ensure that the copied note fits the patient today.

**Save, Sign, Co-Sign / Request Co-Signature**

When documenting in PowerNote it is recommended to periodically save your work. Likewise, if you need to leave the computer for any amount of time you may save a PowerNote to continue later.

**Saving a PowerNote**

To save a PowerNote:

1. Left Click the **Save** or **Save & Close** button located at the bottom right hand corner of the PowerNote screen.

2. The **Save Note** pop-up window will appear. Verify that the correct note **Type** and **Title** are entered prior to saving the PowerNote. Left click the “OK” button to save.
**Signing a PowerNote**

When you have completed your note it is necessary to sign for it to be finalized. Once the note is signed it cannot be deleted only marked as in error.

To Sign a PowerNote:

1. Left Click the *Sign* button at the bottom right hand corner of the note. This will generate the Sign Note window.

2. If not already done select the correct PowerNote type from the drop down box.

3. If this note needs the title revised you may also do so in this window. (Remember adding your specialty will allow for easier note identification for other providers)*

4. Click the *Submit* button to sign the note.

*AHPs should add the name of the provider they are working with to the end of their note title. Ex. Progress Note Cardiology – A. Smith
Cosign/ Request Co-Signature

When your PowerNote needs to be co-signed by a supervising physician or attending:

1. After completing your PowerNote documentation, click the Sign/Submit button.

2. The Sign/Submit Note window opens.

3. Ensure the Request Endorsement option is checked.

4. On the left, click the yellow area under Endorser.

5. A field opens. Enter the endorser’s last name into the field and click the Binoculars button.

6. If Multiple Matches displays, select the desired physician to endorse from the list.

7. Click the area under Type.
8. From the drop-down list, select Sign.

9. If desired, click under Due By and enter a due date for signing or review.

10. If desired, click under Comment and add a comment.

11. Click Sign.

12. The note is sent to the selected physician’s Message Center Inbox to sign or review.

**Note:** It is very important to select the appropriate physician to sign or review your note. If the wrong physician is selected, the note will be routed to the wrong physician’s Inbox for signing or review.
Viewing Saved and Signed PowerNotes
When searching for previously saved and signed notes there are three locations within the patients chart to explore. PowerNote List View, Existing Tab and Physician Notes-Documents.

PowerNote List View
1. Left click on the word PowerNote in the menu bar

2. In the PowerNote List View select the note you wish to view from the Navigation Pane on the left.

Existing Tab (Located in new note tab)
1. Left Click the +Add button next to the word PowerNote in the menu bar

2. Left click on the Existing tab. All PowerNotes for the current encounter will automatically display.
3. Double left Click on the correct PowerNote to view documentation.

**Physician Notes - Documents**

1. Left click Physician Notes – Documents in the menu bar.

2. Double click on the document in the navigation pane to view.

- Clicking on the down arrow when first opening Physician Notes – Documents will open up the first document in the list for viewing.
- Hovering over a document will allow you to view more information. Ex. Name or note title.
- Sort category can be changed by selecting radio buttons next to Type, Status, Date, Performed by or By encounter.
Correcting Signed PowerNotes

Providers have the ability to correct, amend or “In Error” notes after they have been signed.

Correcting a Signed PowerNote (not an addendum)

1. Open PowerNote from the menu.

2. From the List tab, left-click once on the PowerNote you wish to correct. (The note content opens on the right.)

3. In the note space on the right, right-click and then select Modify from the menu.

4. Select Correct Note.

5. The selected PowerNote’s structure will open.

6. Make changes and Click Sign/Submit
Modify a Signed PowerNote (addendum)

1. Open PowerNote from the menu.

2. From the List tab, left-click once on the PowerNote you wish to add an addendum. (The note content opens on the right.)

3. In the note space on the right, right-click and then select Modify from the menu.

4. Select Modify Note.

5. Scroll all the way down to the bottom of the note using the scroll bar. A section, Insert Addendum Here, displays.

6. Click in the space under Insert Addendum Here, and then enter the additional desired information.

7. Click Sign.
“In Error” PowerNote

1. Open PowerNote from the menu.

2. From the List tab, left-click once on the *PowerNote* you wish to “in error” to select it. *(The note content opens on the right.)*

3. In the note space on the right, right-click and then select “In Error” from the menu.

4. An In Error Comment box will appear. Enter Reason for un-charting PowerNote.

5. Click Ok. Note will display as *In Error Report*.
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>“Auto Text” entries allow for free text to be saved and automatically inserted into a note.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td>“Chevrons” are used to indicate that a sentence can be expanded to show additional terms or collapsed to expose only the common terms.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td>“Contributor view” (above the scroll bar on the right) displays what your note will look like when others view it in the chart.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icon" /></td>
<td>Launches a date control that allows for a date or date range to be entered into the note.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Icon" /></td>
<td>An “ellipsis” (...) indicates there are additional terms to further describe terms that are not exposed. Results show only in contributor view. Re-clicking term will remove entered data.</td>
</tr>
<tr>
<td><img src="image6.png" alt="Icon" /></td>
<td>“Equals” (= = =) indicates a term where a number or free text needs to be entered.</td>
</tr>
<tr>
<td><strong>Allergies FH</strong></td>
<td>“FH” may open a chart, table or enter information into PowerNote automatically.</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>&lt;Hide Structure&gt;</strong></td>
<td>“&lt;Hide Structure&gt;” Hides the structure of a paragraph including the sentences and terms. If terms have already been documented, the text of the entered information in the paragraph displays.</td>
</tr>
<tr>
<td><strong>&lt;Hide Structure&gt;</strong></td>
<td>A “Macro” (M) auto populates previously saved set data to certain terms, sentences, and paragraphs in PowerNote. Useful for entering routine/repetitive information.</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td>“Other” allows for free text in a “Sentence” or “Term”. If a sentence contains an “OTHER” option, this allows you to enter additional free-text information about the patient.</td>
</tr>
<tr>
<td><strong>Chest pain+</strong></td>
<td>A “plus” (+) indicates there are additional terms that can be selected to further describe a term.</td>
</tr>
<tr>
<td><strong>&lt;Show Structure&gt;</strong></td>
<td>“&lt;Show Structure&gt;” Displays the structure of a “paragraph” including the “sentences” and “terms”.</td>
</tr>
<tr>
<td><strong>WHAT</strong></td>
<td>“What” allows for free text sentence.</td>
</tr>
<tr>
<td><strong>Template View</strong></td>
<td>“Template View” allows data entry utilizing point and-click features (above the scroll bar on the right).</td>
</tr>
</tbody>
</table>