Our Digital Future
IMAGINE WHAT'S POSSIBLE...

ieMR Advanced

Creating statement of attendance

Quick reference guide

A Statement of Attendance (Discharge Letter) is part of the Depart or Discharge Process.

Via Launch Point:

1. Right Click on patient row and select from the menu Discharge Process.

Via ED Doctor workflow:

1. In LaunchPoint click on the patient's name. ED Doctor Workflow opens.

2. Click on the Discharge Process icon in the top right of the screen.

3. The Depart Process window opens.

Completing the Statement of Attendance:

1. Diagnosis will auto-populate from Problem List if one of the This Visit Problems has been converted to a Working Diagnosis.

2. If no Working Diagnosis has been created, Click on the pencil icon to the right of Working Diagnosis. The Working window will open.
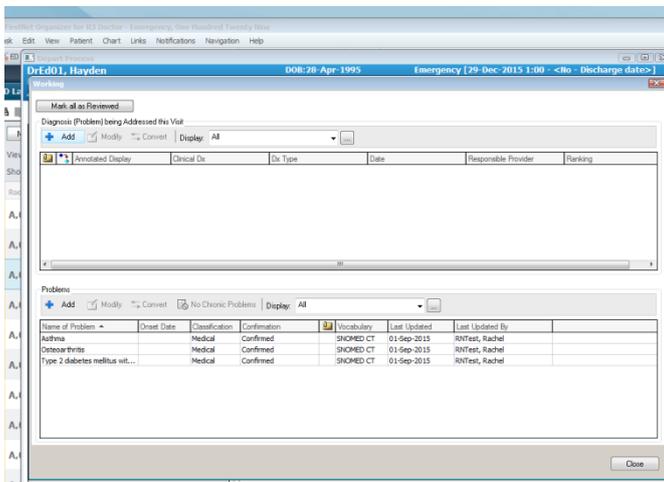
3. Select +Add and search for the diagnosis.

4. Click the binoculars and select the relevant diagnosis and click OK. The default type of diagnosis is Working.
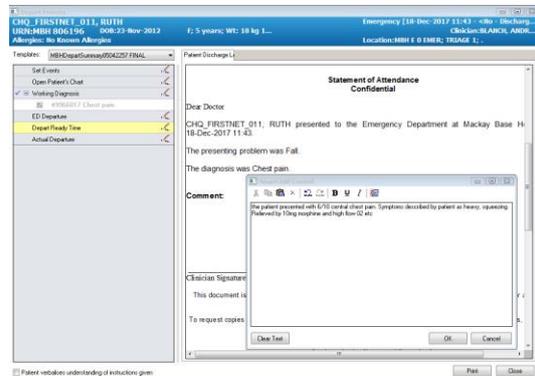
5. Click Close.
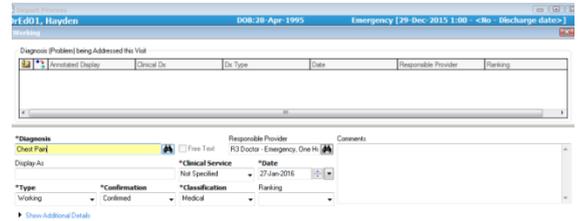
6. The Working Diagnosis will now appear with a tick and the disagnosis will appear under the Working Diagnosis heading.
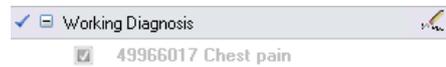
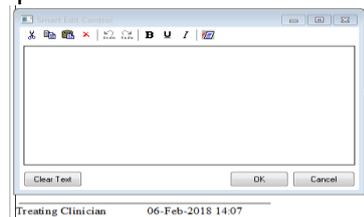## Statement of Attendance

1. In the Statement of Attendance click on the word Comment to enter information. To start a new paragraph, use Ctrl Enter. When complete click OK.

Clinician Signature and setting up Autotext

1. Within the Depart Process window, click on the words Treating Clinician, a free text box will open.
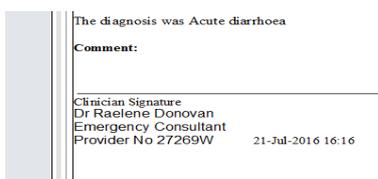
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2. This box will enable you to enter your name, role and provider number and it will print below

- your signature line

- Alternatively you can set up an autotext signature and use the autotext option to place pretyped details

Set up Autotext

1. To set up Autotext click the ctrl+enter keys (this will give a free line and allow for better positioning of you name when printing).

2. Type your details, remembering to hit Crtl+enter for each new line.

3. Highlight all the text and the empty line.
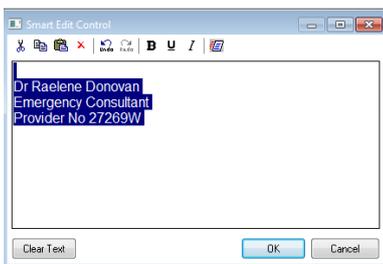
4. Right click the mouse and select Save as Autotext from the drop down menu.

5. The Manage Auto Text window opens. You can give your autotext a name. Enter the name in the Abbreviation field, remember to include a grave (`), e.g. `Signature. Click Save then Close.

6. Next time you open the Clinical signature box, right click within the box and select Insert Autotext. Choose your signature and select Enter. Alternatively, you can commence using the grave (`) and select the abbreviation and click Enter

7. Your signature will populate the box. Select OK and the Signature will display within the letter.

8. Click Print then click Close