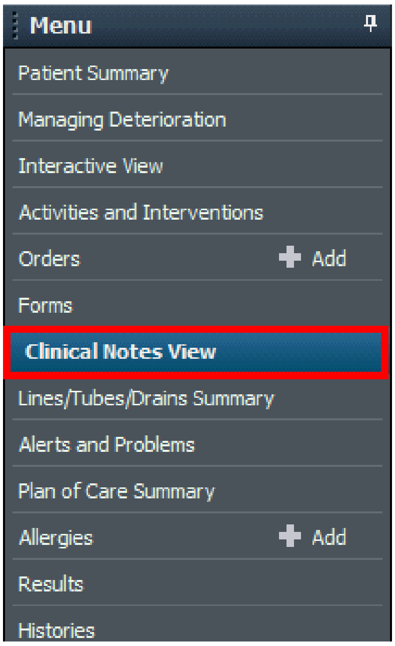
PowerTrials: research notes

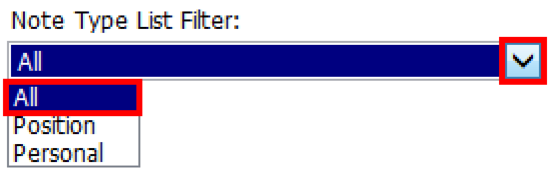
Quick reference guide

Any documentation made by the Research team will need to follow the below steps to ensure the documentation is saved in the appropriate Research folder within the patient's EMR.

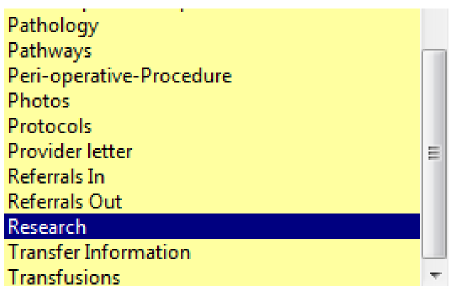
1. Click on *Documentation* in the menu.



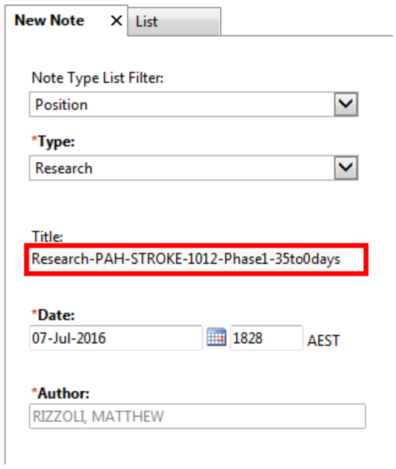
2. Click the *Add+* [Add] button.
3. Select *All* from the *Note Type List Filter* dropdown menu.



4. Select *Research* the *Type* dropdown menu.

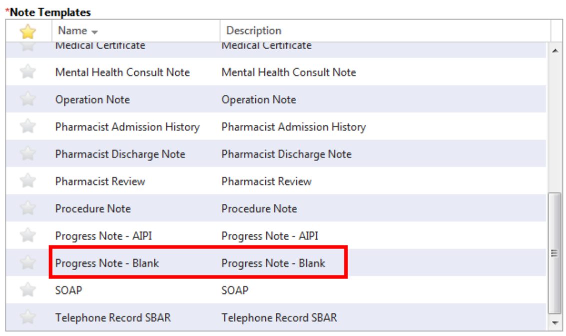


5. Update the *Title*.



Note: Remember to use the naming convention:
Reason – Team – Role
(e.g. Research – Protocol Mnemonic – Role)

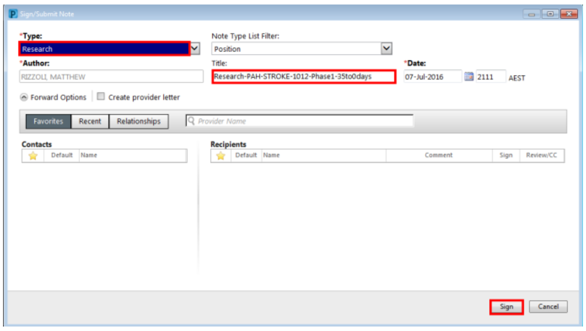
6. Select the appropriate *Note Template* from the list, e.g. Progress Note – Blank.



7. Click *OK*.

   The blank research note will display.
8. Type the information to be recorded in the note.
9. Click *Sign/Submit*.

   The *Sign/Submit Note* window will open.
10. Confirm *Type* and *Title* - update if necessary.
11. Click *Sign*.



12. The screen will return to the *Documentation* tab.
13. Click the *Refresh button* to see the newly added finalised *Research* note.

    The note will display on the right view pane.