

Tagging text in ieMR

PowerChart

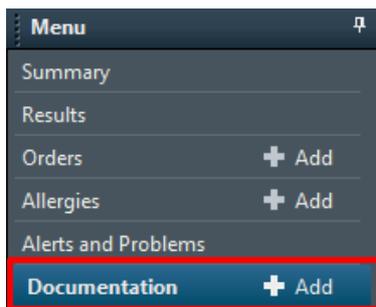
Quick reference guide

The Tag feature allows text within a document/clinical note in the ieMR to be copied and referenced. Tagging text is an alternative and safer option to cutting and pasting text within the ieMR.

How to Tag Text in a Document

With the patient's medical record open:

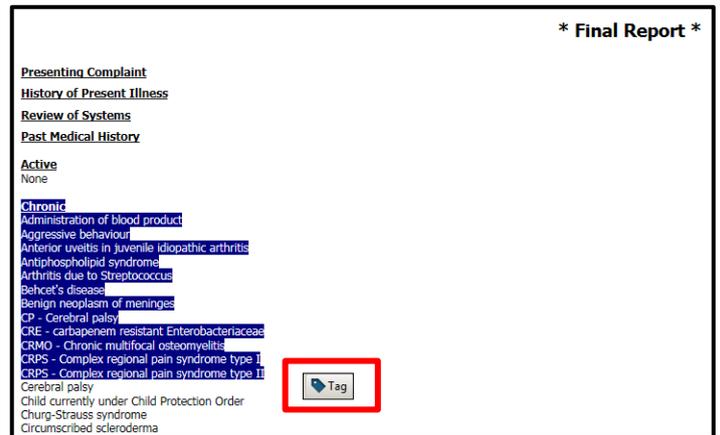
1. Select **Documentation** from the **Patient Menu**.



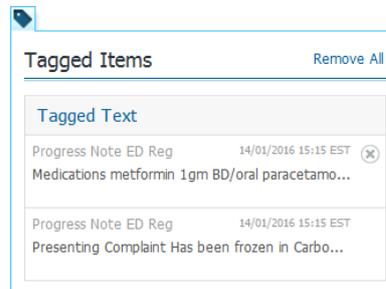
The **Documentation** component of PowerChart will open.

2. Open the progress note you want to tag, click and drag to highlight the text you would like to tag. Release the mouse after highlighting the text, a TAG button will appear immediately.

3. Click the **tag** button  to tag the text.



4. The **Tagged Items** button in the **Documentation Toolbar** will change colour to indicate there is text that has been tagged.



5. To remove any **Tagged** text, click the  next to that text or click **Remove All**.

Note: If you do not click Tag within a few seconds of selecting the text, the button is no longer displayed. You can right-click the selected text to display the Tag button again.

6. When you add a new **progress note**, you will see the **tagged text** in a column to the left of the progress note.

- To add the **tagged** text to your progress note, select the **tagged** text in the left column by clicking and drag into your opened progress note.



- The **tagged text** will appear with a reference number. At the bottom of the progress note, details of the reference will be displayed.
- If your progress note is complete, select **Sign/Submit**, review details and click **Sign**.
- If your progress note is incomplete, select **Save** or **Save & Close**. This will save the note in your **Message Centre: Saved Documents** to complete later. All notes must be signed once complete.

