

## ieMR: Documentation

### Quick reference guide

#### View existing documentation

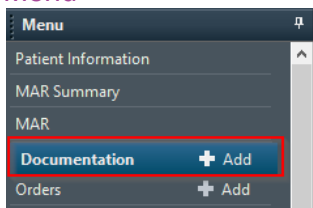
There are three (3) ways to view **Documentation** within the ieMR:

1. **Documentation tab** – this displays documentation in chronological date order.
2. **Clinical Notes View tab** – this displays documentation in order of filing.
3. **ContinuousDoc tab** – this displays direct entry documentation in chronological date order and allows the user to search key words within direct entry documentation.

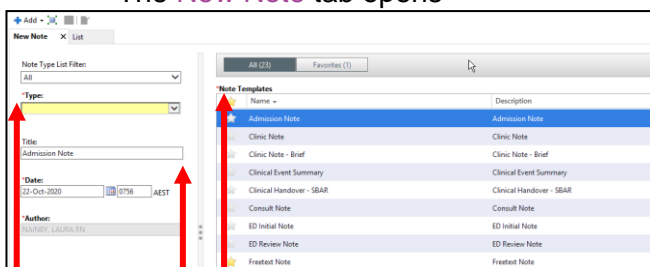
#### Add documentation

**Note:** Prior to documenting always confirm that you are in the correct patient chart and the relevant encounter (i.e. episode of care).

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



2. Click on the **+Add** icon  
The **New Note** tab opens



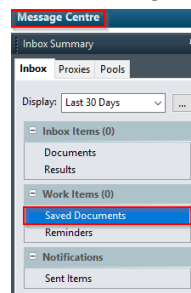
Note Type  
Note Title

3. Select the **Note Type** from the drop down list.
4. Complete the **Note Title: Team – Role – Reason** (e.g. Respiratory – CNC – Telephone Education)

5. Select a **Note Template** from the list (e.g. Freetext Note)
6. Click **OK**
7. Type your progress note into the selected template.

In line with Queensland Health's documentation style guide, please document all notes as per the following:

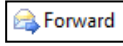
- Font: Tahoma
  - Size: 12
  - Colour: Black
  - Bold font may be used as necessary
  - Include a signature: Name, Designation, Location, Contact details (optional)
8. If your progress note is complete, select **Sign/Submit**, review details and click **Sign**
  9. If your progress note is incomplete, select **Save** or **Save & Close**. This will save your note in your **Message Centre: Saved Documents** to complete later. All notes must be signed once complete.

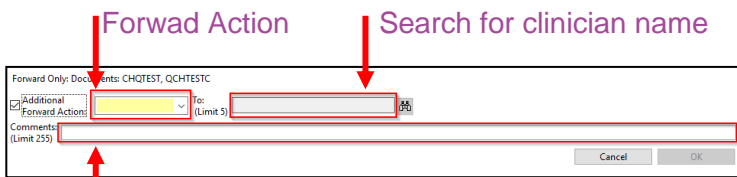


#### Forward a document

Documentation can be forwarded to other clinical staff for signature or review.

With the patient medical record open:

1. Select **Documentation** from the Patient Menu
2. From within the list display of documents, highlight the progress note/document to be forwarded.
3. Select the  **Forward** icon. The following will display:



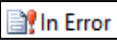
Enter Comment

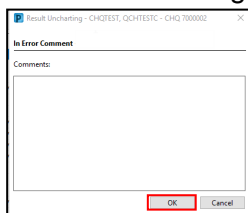
4. Select **Sign** or **Review** from the **Forward Action** drop down menu
5. Select the binoculars icon to search for the colleague you wish to forward the document to.
6. Enter the name in "Surname, Given Name" format, highlight their name, select **Add**, and select **OK**.
7. Enter any additional comments into the **Comments** field.
8. Select **OK**

The forwarded document should now appear in the recipients **Message Centre** for them to action.

### Mark a document as "In Error"

To mark a document you have written in error:

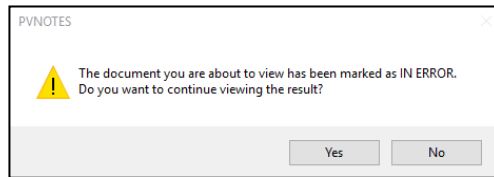
1. Select **Documentation** from menu
2. Select the document to be marked in error from the **List** tab
3. Click the  icon
4. Record a **comment** to explain why the document is being marked as in error.



5. Select **OK**

**Note:** To mark scanned documentation or documentation completed by another user as In Error please contact the Children's Health Queensland, Health Information Service.

If a user opens a document marked as **In Error** the following message window will display:

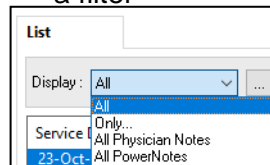


The note will also display as **\* In Error Report \*** when opened along with the comment entered to explain the reason for marking the document in error

### Filtering documentation

Open the patient's chart

1. Select **Documentation** from Menu
2. Use the dropdown **Display** menu to select a filter



3. If using the 'Only...' filter, continue to complete/select filters as prompted.

### Alternate options:

With the patient's chart open:

4. Select **Clinical Notes View** from the menu
  5. The default documentation filter is **By Type**
- By type
  - By status
  - By date
  - Performed by
  - By encounter

↓ ↑
6. The **By type** filter displays a range of folders depending on the individual patient record.
  7. Double click on a folder to view its contents. The original order is crossed out and a new order with blank details appears

