

Physician Hot Sheet

All Regions 2/10/15



Auto Save for ED Physician Documentation Templates

WHAT: When documenting on any ED PDoc template, the template will now **automatically save as “In Process” status after 5 minutes.**

NOTE: The Auto Save feature impacts all PDoc users, including those who access the system to troubleshoot issues.

WHY: This is to accommodate ED workflow with Scribes who are not set up to e-sign notes.

WHEN: February 10, 2015

<p>When documenting any ED PDoc template, the template will now automatically save in an “In Process” status after 5 minutes.</p> <p>Note: Once the template has been saved in a Draft status, the template cannot be saved as In Process (only Draft, Signed, and Cancelled).</p>	
<p>When a document is saved via the Auto Save feature, it is saved in an In Process status with an asterisk.</p> <p>Note: Documents that are saved as In Process will not be viewable in the EMR. The asterisk provides a visual flag that the document has been saved via the Auto Save feature.</p>	
<p>The Save as Draft button will now display as “Save as In Process”.</p>	
<p>If you want to Save as a Draft document, click on the Save button and Draft will be the default selection. Then click on Save.</p>	
<p>When you are ready to finish documenting the note, open the document using the Edit/Amend button. You will be prompted with the following message.</p>	

Once the template has been saved in a Draft status, the option to save the template as "In Process" will be low-lit. The template will not be eligible to be saved as "In Process" once it has been saved in a Draft or Signed status.

ED Bite

Patient Name: Icdten, Testfourteen
Date of Birth: 11/01/1984
Attending Doctor: Saam,Shida

Unit Number: MM00022054
Patient Status: Pre-registered Emergency Room
Account Number: AA0000127507

<HPI -ED Bite>
[History of Present Illness](#)
HPI

Service date
2/2/15
Chief complaint: animal bite
2/2/15
Where: home
Severity/Pain Scale: mild
Animal: family pet

<ED Past Medical History>

Co-Signers	Status
	<input checked="" type="radio"/> In Process
	<input type="radio"/> Draft
	<input type="radio"/> Signed
	<input type="radio"/> Cancelled

When the document is saved as Signed and you have entered your PIN, the status will display as Signed and the asterisk will no longer display.

SJM Emergency Dept MD

[My Documents](#) [All Documents](#)

Date	Time	Type	Author	Status
- ER Physician Documentation				
2/2/15	1552	ED Bite	Emergency Dept Scribe	Signed

If a Template is Unintentionally Saved

If a template is unintentionally saved, it can be cancelled.

1. Select the "In Process" template
2. Click on the Edit/Amend button
3. Save the template in a Cancelled status.
4. Give a reason for cancellation.

SJM Emergency Dept Scribe

[My Documents](#) [All Documents](#)

Date	Time	Type	Author	Status
- ER Physician Documentation				
2/2/15	1543	ED Bite	Emergency Dept Scribe	*In Process

ED Bite

Patient Name: Icdten, Testfourteen
Date of Birth: 11/01/1984
Attending Doctor: Saam,Shida

Unit Number: MM00022054
Patient Status: Pre-registered Emergency Room
Account Number: AA0000127507

<HPI -ED Bite>
[History of Present Illness](#)
HPI

Service date
2/2/15
Chief complaint: animal bite
2/2/15
Where: home
Severity/Pain Scale: mild
Animal: family pet

<ED Past Medical History>
[Past Medical History](#)
Travel History
Travel and/or hospitalization outside the US in the last 30 days?

Assigned Providers

Status
<input type="radio"/> In Process
<input type="radio"/> Draft
<input type="radio"/> Signed
<input checked="" type="radio"/> Cancelled

The template will display in Documentation and the EMR Other Reports as Cancelled.

Important:

- A Cancelled note cannot be removed, it is a permanent part of the medical record.
- The cancelled note will display only as a date/timestamp in the EMR, however the report itself will not display in the EMR.

SJM Emergency Dept MD

[My Documents](#) [All Documents](#)

Date	Time	Type	Author	Status
- ER Physician Documentation				
2/2/15	1604	ED Bite	Sjm Emergency Dept MD	Cancelled

Other Reports - All Reports

[Selected Visit](#) [Lifetime Summary](#) [View Converted Charts](#)

[All Reports](#) [Surgery](#) [HEENT](#) [Nervous System](#)
[Cardiovascular System](#) [Respiratory System](#) [GI/GU](#) [Nutrition](#)
[Psychosocial](#) [Rehabilitation](#) [General](#) [Emergency](#)

Date	Report	Dictated By	Dictated Date/Time	Status	Report	Hx
12/17/14 14:19	Cardiology Progress Note	Physician MD	12/17/14 14:19	Cancelled		
12/17/14 13:44	Cardiology Progress Note	Physician MD	12/17/14 13:44	Signed		
12/10/14 14:27	Durable Medical Equipment Request	Case Management	12/10/14 14:27	ISigned		
12/10/14 14:17	Durable Medical Equipment Request	Case Management	12/10/14 14:17	Signed		

CONTACT INFORMATION: Please call your Clinical Informatics Dept. with any questions.

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