

Medical Office System

Chapter 14: Medical Notes

This chapter discusses

- adding medical notes to a patients records.
- medical notes options and functions.
- selecting existing notes.

Introduction

The Medical Office System lets you store medical notes for each patient record in the MOS. Medical Notes are organized by day, with each day consisting of up to 30 lines of text per patient.

In order to use the Medical Notes option, you must find an existing patient record or add the patient record first. Use any of the techniques covered previously in this manual to find or add a patient record. On the bottom of the patient screen, you will see the choice "N - Medical Notes". Press **N**, then press **ENTER**. If you assigned a MEDICAL HISTORY password, you will be asked to supply it at this time.

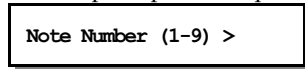
How To Add Notes (first time)

If the patient does not have any existing notes for that day, the system will assume you want to add a new note. You will be prompted for a date.



Press **/** then **ENTER** to specify today's date or type a date using the MM/DD/YY date format. To return to the patient screen, press **ENTER**.

Then a prompt will request:



Then the blank screen is displayed to begin your note.

Next, you are presented with the data entry area. See Figure 14.1. Text is entered in a straight forward manner. Upper and lower case letters are not changed when the text is saved, so be sure to capitalize correctly.

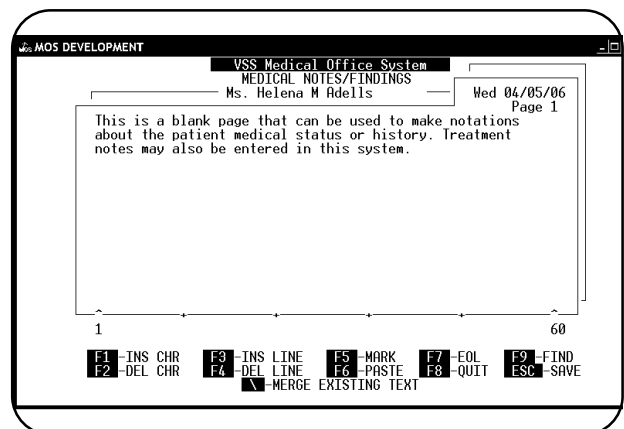


Figure 14-1 : Notes Text Screen

Most of the special keys are documented at the bottom of the screen. In addition, a number of other special keys are used. New Merge Text options allow lists and branching choices to be used to collect a medical note.

Special Option Keys

← (BKSP)

The **BACKSPACE** key erases the character to the left of the cursor and moves the cursor left one character space.

ENTER

Press **ENTER** to move the cursor to the beginning of the next line. If the cursor was to the right of all the text, pressing the **ENTER** key would insert an "End-of-Paragraph" marker (a small graphic box) at the position where **ENTER** was pressed.

HOME

Pressing the **HOME** key moves the cursor to the top of the current page. If the cursor is already at the top of the page, pressing **HOME** moves the cursor to the beginning of the document.

PG UP **PG DN**

Moves the cursor up or down in half page increments.

⇨, **SHIFT** + **⇨**

Pressing the **⇨** (**TAB**) key moves the cursor 12 characters right. To move the cursor 12 characters to the left, press **SHIFT** + **⇨**.

Note: *TAB will work until an End-Of-Paragraph Marker is encountered.*

↑ **→** **↓** **←**

The arrow keys move the cursor up one line, down one line, one space to the left, one space to the right, respectively.

Note: *The arrow keys will not allow you to position the cursor to the right of an "End-Of-Paragraph" marker or below the last line of text.*

Menu Option Keys:

F1

Toggles INSERT character mode on or off. Normally, the note writing routine is in Overstrike mode. To insert new text into the middle of existing text, press **F1**. The word "INSERT" will be shown at the lower left of the screen.

Note: *Insert mode allows you to insert a paragraph marker in the middle of existing text. To insert a paragraph marker, turn INSERT mode on, position the cursor, then press **ENTER**. When inserting a large amount of text, the word-wrapping function will be activated when INSERT is turned off, the cursor moves to the last character on a line, or when the data is saved. Any data scrolled off the right edge of the screen will be recovered when word-wrapping is invoked.*

F2

Deletes the character under the cursor. All characters to the right of the cursor shift one character space to the left. Word-wrapping is performed when the next (non-delete) character is pressed.

F3

Inserts a blank line at the cursor position.

Note: *Inserting a line will cause any text on the thirtieth line to be lost.*

F4

Deletes the line at the cursor.

F5

Selects or Marks a block of text so it can be copied or moved. When **F5** is pressed the prompts at the bottom of the screen change and the word MARKING appears at the bottom of the screen. "RIGHT," "LEFT," "UP" and "DOWN" refer to the arrow keys which are used to define the marked text boundaries. Also, option "S" allows you to mark the current sentence. Option "P" marks the current paragraph and option "W" marks the current word. In addition, the **ENTER** and **F7** keys also work to mark text. Marked text is displayed in reverse video. Once the text is marked it can be M-MOVED (cut) or C-COPIED. Text that is moved or copied is placed into the "paste buffer". The length of the current text in the paste buffer is displayed on the bottom right of the screen. To CANCEL a MARK operation press **F5** a second time.

Note: *When **F5** is pressed, word-wrapping is canceled for all text to the right and below the cursor. Word-wrapping is restored when **F5**, **M**, or **C** is pressed. The position of the cursor when **F5** is pressed, marks the starting point of the marking operation. After **F5** is pressed, the arrow keys work only to the right and below the cursor.*

F6

The **F6** key pastes text at the current cursor position. Once text has been blocked, pressing the **F6**, pastes the blocked text. First, position the cursor at the point where you wish to insert the text, then **F6**.

Note: *If you press **F6** and when the paste buffer is empty, the system sounds a beep.*

F7

The **F7** key moves the cursor to the end of the current line.

F8

The **F8** key is used to quit the current session without saving any changes. You will be prompted to confirm before exiting.

F9

The **F9** key is used to FIND or FIND/REPLACE text strings. When **F9** is pressed you are asked for the text to find with the prompt:

Look For:

Then, the system prompts:

Replace With:

Leave "Replace With" blank to find the text only. (Just press **ENTER**). To find the next occurrence of the text press **F9** then **ENTER** and **ENTER** again. When the bell sounds, no more matches were found. To replace text fill in the "Replace With" prompt with the new text. All occurrences of the found text are replaced with the new text.

Note: *The case of the letters (upper or lower) will be ignored during the FIND operation. The REPLACE operation, however, replaces exactly as entered. When replace has been specified the count of the number replaced will be shown at the end of the operation.*

When done press **ENTER** to continue.

F10

This will undo the last change made. A history of the copies, deletes and moves done are stored and will allow them to be undone until the end of the medical notes function.

ESC

Saves any changes made to the current text and returns to the select notes screen.

N

Allows you to MERGE PRE-CODED TEXT into the current notes at the current position of the cursor. You will be presented with a browse window of merge text choices. It is even possible to store a standard questionnaire where the user is prompted for particular values during the merge operation. To see how this works, try merging the file "TEST RESULTS" with any patient medical note. Full logical flow is now available in pre-coded text.

New fields are available to insert referring physician name and address, patient name/address or providing physician name and address.

To experiment with the new features available in medical notes, IMPORT

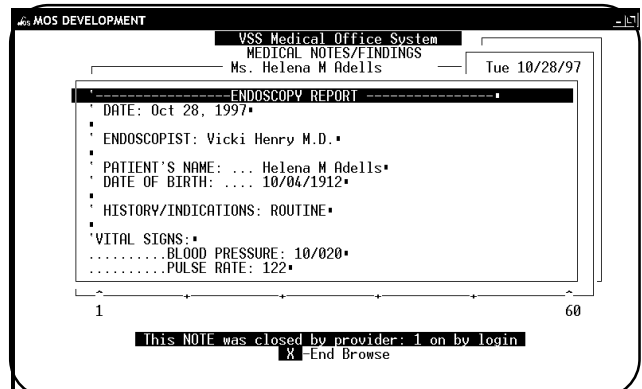


Figure 14-2 : Medical Notes Sample Screen

the sample pre-coded text called: ice cream example, vanilla, chocolate, endice. Then select the ice cream example here, and try the different options that appear. This will help in your understanding of the interaction of the pre-coded text file setup and the resulting questions and prompts that appear.

For details on how to set up such a questionnaire and for any additional information see chapter 12, "Support File Maintenance Menu", section "Pre-Coded Text".

Selecting Existing Notes

When the patient already has notes on file, the note browse screen is displayed as shown in figure 14.1.

Note: *The daily note records are displayed in reverse chronological order, that is, the most recent note is shown on top.*

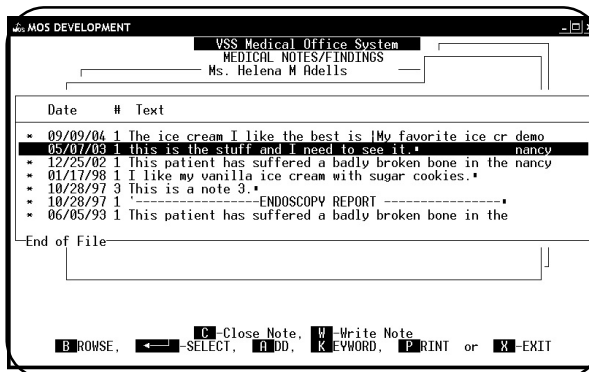


Figure 14-3: Notes Browse Screen

Browse Screen Options

Position the reverse video bar (using the arrow keys) to the correct entry and press **ENTER**.

Add New Notes

Press **A** to add new notes to the patient history. A prompt will ask for a date.

Enter Date >

Type "/" for today's date or enter a date. Then the note screen is displayed. Enter the note.

Note Number

Enter the Note Number. This will allow up to 10 notes for each date. The default is zero.

Search a

Patient's Notes

Press **K** and then you will be prompted for a string to match. If a match is found, that note file will be opened and the cursor positioned to the matching text. If no match is found the browse screen (Figure 14.1) is redisplayed.

Printing A Note

To print a note, position the reverse video bar to the note file you wish to print and press **P**.

Exit

To exit and return to the main patient record, press **X**.

Note: *When medical notes exist for a particular patient the main patient screen will have the word NOTES near the middle of the screen above the list of choices at the bottom of the screen.*

Closing a Note

One of the things that are required to properly manage medical charting information is to make sure it is not changed over time. The provider needs to review the note and give it his seal of approval by closing the note from further changes. In order to do this, the provider must establish a Medical Notes Password in his provider information. It is stored on the page with the scheduling information and this page can be secured with a scheduling password. Once Medical Notes Passwords have been established, the provider would display the note, review the contents.

Then from the browse screen, highlight the note, press **C** to start the close. The following prompt is displayed:

Enter Provider Code to Close this Note:

Supply the correct provider code for the provider that is responsible for this note. Then a prompt will appear asking for the password:

Enter Medical Records Close Password:

This will then return to the display and the closed note will have an asterisk displayed in front of the date.

Selecting this note to display will no longer allow any changes. It will only be displayed. It can still be Searched or Printed.

Write Note

This prompt will offer an opportunity to write the note to a permanent media for long term storage. The full features and functioning was not finished as of this release.

Notes: