

## Cerner - Saving Favorites

If using Power Notes (as opposed to Dynamic Documentation) you may pre-complete problem-specific notes. This method allows you to prepare for all of your common visit scenarios, pre-completing normal physical exam findings, treatment, and plan as applicable. Used in conjunction with Autotext shortcuts this will significantly speed up your daily work flow.

- Go to “Documentation”, then “add”, “Powernote”.
- Choose your “note type”
- Under “Encounter pathway” tab search for a note type (ex. hypertension, SOAP)

**TEST, BABY** - 0000910513 Opened by Steffy, Daniel

Task Edit View Patient Chart Links Notifications Documentation Term Tools Help

Home Message Center Ambulatory Organizer Patient List Multi-Patient Task List Tracking Shell PACS Orders: 3 DocSig: 0 DocDic: 0

Tear Off Attach Change Suspend Charges Exit Calculator Ad-Hoc Communicate Patient Education Result Copy Related Records Patient PH

**TEST, BABY** | **TEST, BABY** | DOB: 5/25/2005 | Age: 8 years | Sex: Male  
Allergies: Allergies Not Recorded | Code Status: N/A | Isolation: N/A | Attending

**Menu**

- Dashboard
- Since Last Time || This Visit
- Results Review
- Diagnoses and Problems
- Orders + Add
- Medication List + Add
- Health Maintenance
- Notes
- Documentation + Add**
- Form Browser
- Task List
- Allergies + Add
- Advanced Growth Chart
- Histories
- Immunization Schedule
- MAR Summary
- Patient Information
- Generic View
- Pregnancy Summary
- Neonate Summary
- Pregnancy Report
- Neonate Report

**Documentation**

+ Add [Icons] Forward [Icons] Dictate [Icons] Find Term [Icons] Required [Icons]

**New Note** X List

Hide Note Details

\*Type: Urgent Care Clinic Note

\*Date: 06/29/2013 | 1452 | PDT

Title: SOAP Note: General \*

Encounter Pathway Existing Precompleted Catalog Recent Favorites

Search: soap [Icons] Contains [Dropdown] Add to Favorites

Restrict display by:  Associated Diagnosis  Note Type

Name	Description
SOAP Note: Bilateral Vasectomy *	*2G SOAP Note: Bilateral Vasectomy
SOAP Note: General *	*2G Admission SOAP Note: General
<b>SOAP Note: General *</b>	<b>*2G SOAP Note: General</b>
SOAP Note: Orthopedic *	*2G SOAP Note Orthopedic
SOAP Note: Simple *	*2G SOAP Note: Simple



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Make all of the changes and text updates necessary for your particular note. All text entered as free text, and any sections selected (there will be a check box on the left column) will be saved on this note template. When finished, go to the top bar, and under “Documentation” choose “save as precompleted note”. (see below)

[Advanced feature: this area also allows you to make a note template composed of multiple note types (ie SOAP, and Physical, and Hypertension). This may be helpful if you have a note section only available in one particular template or pathway and you need it added in another. To do this you would select “insert encounter pathway” and search for another note type to add.]

The screenshot displays the Cerner EHR interface for a patient named TEST, BABY (ID: 0000910513). The 'Documentation' menu is open, showing options such as 'Add', 'Insert Encounter Pathway...', 'Insert Precompleted Note...', 'Sign/Submit...', 'Submit for Transcription...', 'Save', 'Save as Precompleted Note...', 'Close Note', and 'Recover Deleted Notes'. The 'Save as Precompleted Note...' option is highlighted. The main window shows a SOAP note template with sections for 'Results Review', 'Health Status', 'Subjective', 'Objective', 'Assessment', 'Plan', and 'Professional Services'. The 'Health Status' section is currently selected. The right-hand side of the screen displays a summary of patient information, including 'Allergies', 'Current medications', 'Problem list', 'Subjective', 'Objective', 'Intake and Output', 'VS/Measurements', 'POC testing', and 'General'.

Section	Value
Allergies	(Include all) No allergie / (Allergi) No qualify / OTHER
Current medications	None / In
Problem list	Include pro
Subjective	<Hide Structure> <U se Di Problem =
Objective	<Hide Structure> <Use Dic
Intake and Output >>	I&O results
VS/Measurements >>	Vital signs
POC testing >>	Capillary b
General >>	Alert and o

Name your new note template to easily recognize the visit type you created it for (ie Hypertension, Generic SOAP, Procedure note, etc). Select “save as new” if this is a new template; choose “update existing” if you are just tweaking some details of a previous template.

TEST, BABY      MRN: 0000910513  
3 years    Sex: Male    DOB: 5/25/2005  
ated Diagnoses: None  
Steffy, Daniel

Active <Sho

:

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gical Histo

Status <

lergies: ,

No allergies have been recorded.

qualifying data available

urrent medications:

**Save As Precompleted Note** [X]

**\*Note title:**

Encounter pathway(s):

Save as shared precompleted note.

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After choosing either “save as new” or “update existing” you can cancel out of the note and discard changes (if you are just making templates). No note will be saved to the patient’s chart, but the note template will be saved and accessible under your “precompleted notes” list.

The screenshot displays a software interface with a blue header bar containing navigation icons (a folder, an up arrow, and a down arrow). Below the header, a menu bar includes [Health Status](#), [<Hide Structure>](#), [<Use Dictate>](#), and [<Use Free Text>](#). The main content area shows a section titled **Allergies** with a sub-section [Include allergy profile](#). The text below reads: "No allergies have been recorded. / [\(Allergies \(ST\)\)](#) No qualifying data available".

An **Unsaved Changes** dialog box is overlaid on the screen. It contains the text: "The document "SOAP Note: General "" contains unsaved changes. How do you want to proceed?". At the bottom of the dialog are four buttons: **Save**, **Sign/Submit**, **Discard Changes**, and **Cancel**.

Below the dialog, the interface shows a list of sections with expandable arrows:

- [Intake and Output >>](#) I&O results from flowsheet / 24 hour intake+ / 24 hour output+ / OTHER
- [VS/Measurements >>](#) Vital signs from flowsheet / Measurements from flowsheet / Hemodynamics from flowsheet / I
- [POC testing >>](#) Capillary blood glucose === mg/dl / Oxygen saturation === % / Urine dipstick+ / OTHER

## Cerner - Saving Favorites

Now go back to add a new “Powernote”. Look under the “Precompleted” tab, and your new note will be there. Highlight this note and select “Add to favorites” for easy access in the future.

The screenshot shows the Cerner Documentation interface. At the top, there's a navigation bar with 'Documentation' and various icons. Below that, there's a 'New Note' tab and a 'List' tab. The 'New Note' form is active, showing fields for \*Type (Urgent Care Clinic Note), \*Date (06/29/2013 1503 PDT), and Title (Urgent care SOAP). Below the form, there are tabs for Encounter Pathway, Existing, Precompleted, Catalog, Recent, and Favorites. The 'Precompleted' tab is selected, and a search bar is visible. Below the search bar, there are checkboxes for 'Restricted display by:' including 'My notes only', 'Note Type', 'Associated Diagnosis', 'Recent', and 'Favorites'. There are also 'Add to Favorites' and 'Delete' buttons. At the bottom, a table lists several notes, with the last one, 'Urgent care SOAP', highlighted in blue.

Title	Encounter pathway	Shared	Last changed by	Perform/Service Date/Time	Sentences
Urgent care - Ankle pain	SOAP Note: Simple *		Steffy, Daniel	6/29/2013 11:44:52 AM	
Urgent care - Back pain	SOAP Note: Simple *		Steffy, Daniel	6/29/2013 10:42:06 AM	
Urgent care - Bronchitis	Pneumonia *		Steffy, Daniel	6/29/2013 9:50:34 AM	
Urgent care - HTN	Hypertension *		Steffy, Daniel	6/29/2013 1:31:00 PM	
Urgent care - Otitis media	SOAP Note: Simple *		Steffy, Daniel	6/29/2013 11:39:53 AM	
Urgent Care - UTI	Dysuria *		Steffy, Daniel	6/29/2013 9:33:46 AM	
Urgent care SOAP	SOAP Note: Simple *		Steffy, Daniel	6/29/2013 10:16:58 AM	

When looking at the favorites tab make sure to select “my precompleted notes only”

This close-up shows the 'Favorites' tab selected in the interface. Below the tabs, there are radio button options for 'Restricted display by:'. The option 'My Precompleted notes only' is selected with a radio button. Below this, a portion of the table from the previous screenshot is visible, showing columns for 'pathway', 'Shared', 'Last changed by', and 'F'.

pathway	Shared	Last changed by	F
e: Simple *		Steffy, Daniel	6
e: Simple *		Steffy, Daniel	6