

# Hands-On Activity

## Writing Notes:

1. Log in to the Train domain using the training user ID provided.
2. Open your patient's chart.
3. Select Hospitalist Workflow on the Menu.
4. Click the Manage workflow tab.
  - a. Let's write a progress note.
  - b. Review the patient's labs by scrolling to the Labs section of the Manage tab. Click on a lab value you would like included in your note.
  - c. Click the button that says Tag.
  - d. Review the diagnostic exams by clicking on the name of the exam. Close the diagnostic report window when finished reading the report.
  - e. At the bottom of the workflow page, click the blue **Hospitalist Progress Note** link.
  - f. Click into the note in the Physical Exam section. Use the .PEShort auto-text to insert a short physical exam template into the note. Edit this as needed for the patient.
  - g. The lab value that you tagged should be in the Lab Results section of the note.
  - h. You want to include some other labs. Click into the Lab Results section. Type .L (period, capital L). Look for the dot-phrase for .LabsforHosp-Global. Select this dot-phrase by double-clicking on it. Additional lab values will be added to your note. Note: There are many other dot-phrases available in Production that do not function in our Train Domain.
  - i. When finished editing your note, click Sign/Submit.
  - j. Verify that the Note Type, Note Title, and date of service are correct.
  - k. Click Sign.
5. Let's look in the chart to see if you can find your note.
  - a. Go back to the workflow page and select the Manage tab.
  - b. Click the refresh button.
  - c. Do you see your note in the Documents section?
  - d. Click Documentation on the Menu Bar.

Do you see your note in the list of documents?