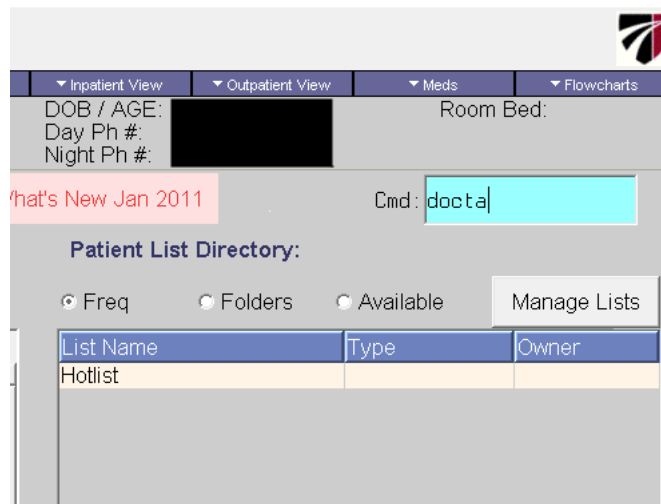


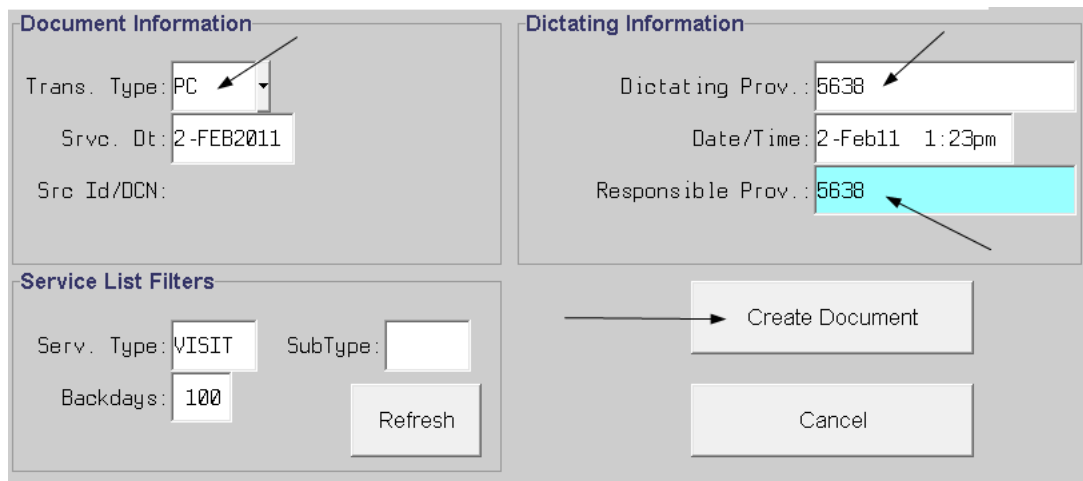
DIRECTIONS FOR COPYING A PROGRESS NOTE INTO CARECAST

1. Open the patient's record.
2. In the command box (upper right corner "Cmd:") type "DOCTA".



The screenshot shows a patient record interface. At the top, there are tabs for 'Inpatient View', 'Outpatient View', 'Meds', and 'Flowcharts'. Below these are fields for 'DOB / AGE:', 'Day Ph #:', and 'Night Ph #:'. To the right is a 'Room Bed:' field. A red notification bar says 'What's New Jan 2011'. Below that is a 'Cmd:' field with 'docta' entered. Underneath is a 'Patient List Directory' section with radio buttons for 'Freq', 'Folders', and 'Available', and a 'Manage Lists' button. A table below shows a single entry: 'Hotlist' under 'List Name', with empty 'Type' and 'Owner' columns.

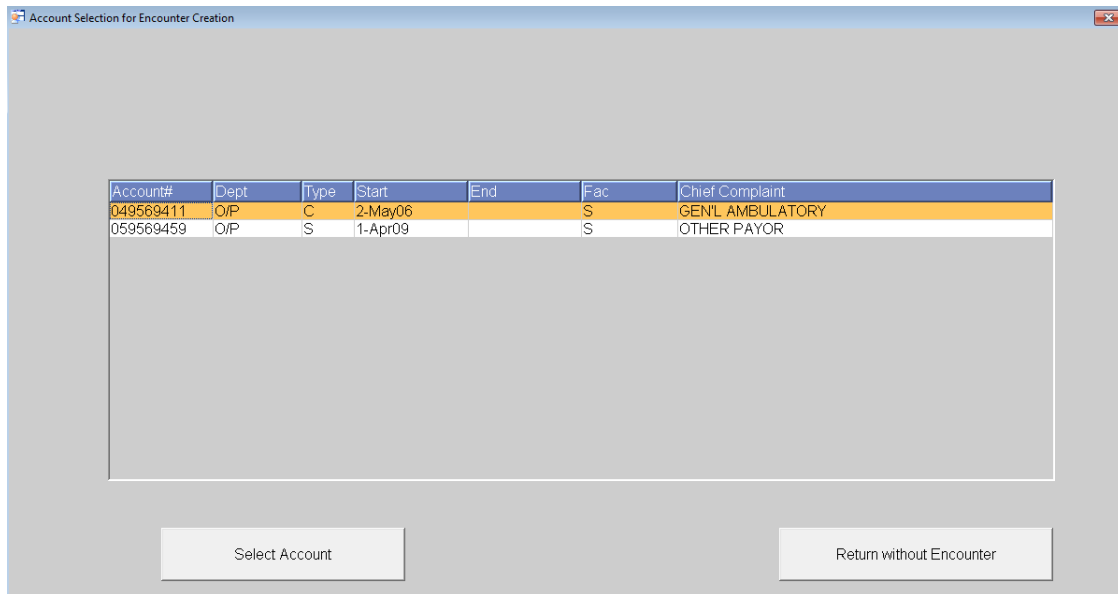
3. On the next page you will see " Document Information" in the middle of the page; under "Trans. Type", type in "PC" ("PC-PROGRESS NOTE, CLINICAL").



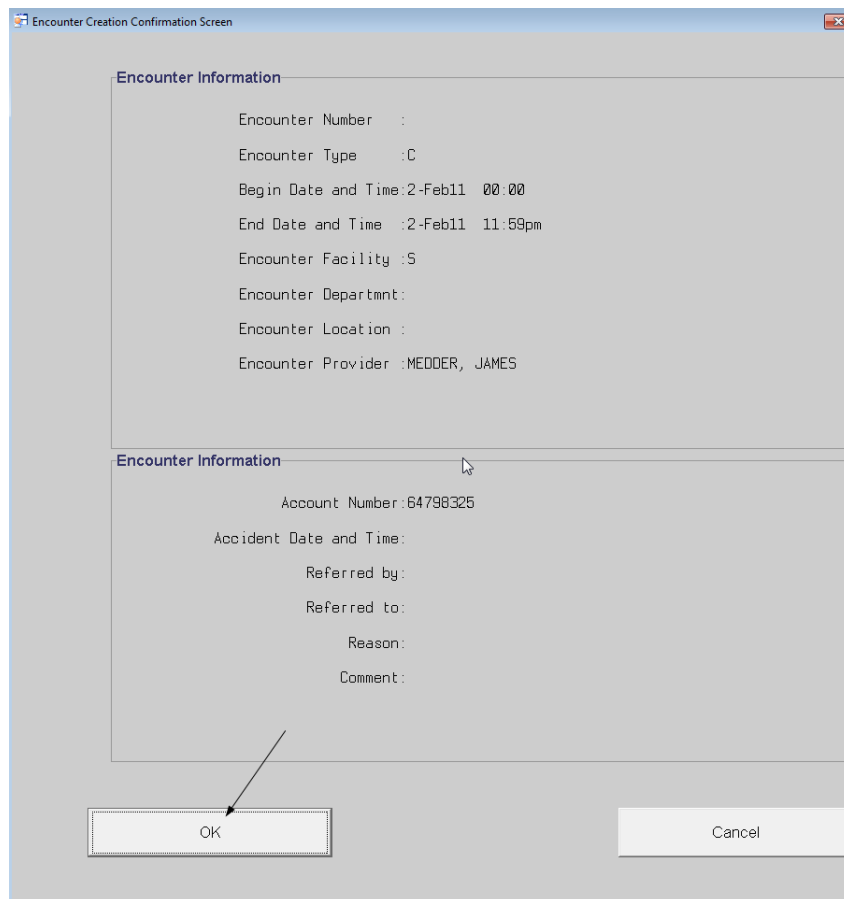
The screenshot shows a document creation interface. It is divided into four main sections: 'Document Information', 'Dictating Information', 'Service List Filters', and a 'Create Document' button. In the 'Document Information' section, 'Trans. Type' is set to 'PC', 'Srvc. Dt.' is '2-FEB2011', and 'Src Id/DCN:' is empty. In the 'Dictating Information' section, 'Dictating Prov.' is '5638', 'Date/Time' is '2-Feb11 1:23pm', and 'Responsible Prov.' is '5638'. In the 'Service List Filters' section, 'Serv. Type' is 'VISIT', 'SubType' is empty, and 'Backdays' is '100'. There is a 'Refresh' button. The 'Create Document' button is highlighted with a red arrow.

4. Under "Dictating Information" on right side, enter provider # in "Dictating Prov." and "Responsible Prov." For SHARING, enter Dr. Medder (5638) for all dictations unless specifically directed to enter note under another clinician.
5. Choose "Create a document".

6. If you are asked to "Select Account", select an appropriate account.



7. On "Encounter Creation Confirmation Screen" click "OK".



8. At this point you can copy and paste (right click, select "Paste" or select "Edit", "Paste" from menu) your previously created note.

Transcription Word Processing

File Edit Format

Service Information

Type: Subtype:

Status: Service Date:

Document Updates/Displays

TRX Type: PNC

Dictating Provider: MEDDER, JAMES

Dictated DtTm: 2-Feb11 1:32pm

PreSign/Dt: MEDDER, JAMES

Responsible Provider: MEDDER, JAMES

Confidential: 0

Vers: Ino Id/DCN:

Ent. User/Dt: MEDDER, JAME 2-Feb11 1:35pm

Alt User/Dt: MEDDER, JAME 2-Feb11 1:35pm

Status: Enc No: 21248821

Save/Sign Options

Update Only

Update & Sign

Print prior to signing

Press F12 to EXIT the word processing window

9. Choose "F12" to save or "File", "Save" from menu.

10. Choose "Update Only".

11. Choose "OK".

12. At this point the progress note should be in the patient's electronic record; double check by looking under "Notes" to see if the note is present.