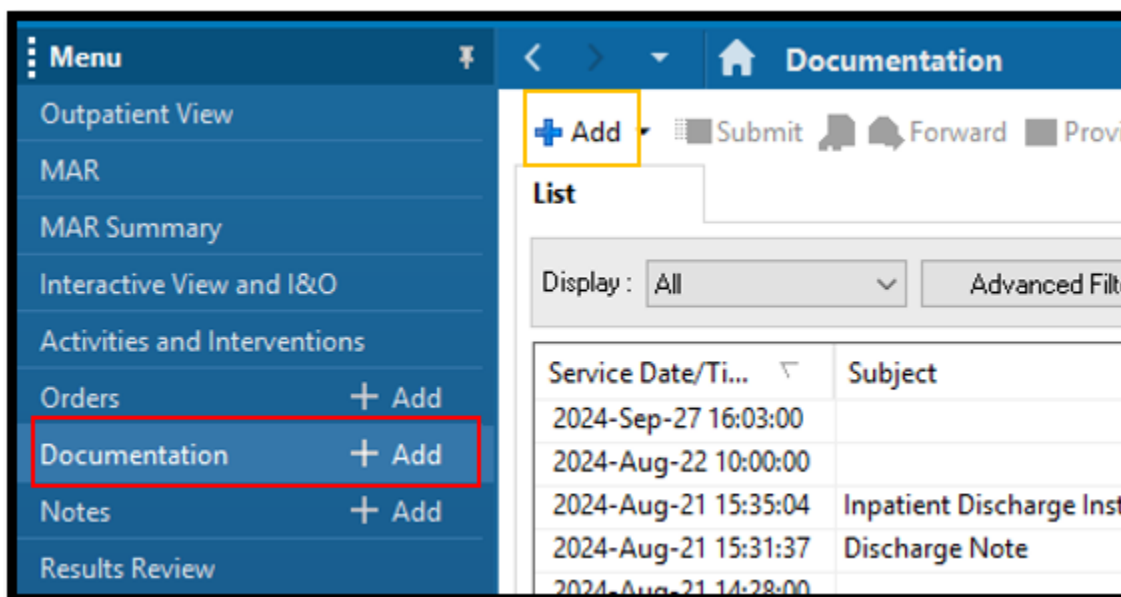




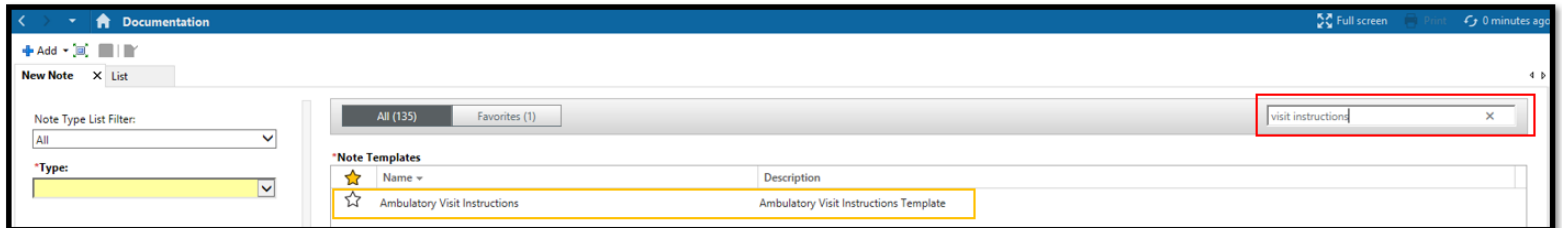
AMBULATORY VISIT INSTRUCTIONS

Creating a New Visit Instructions Note

1. From the patient's chart, navigate to "Documentation" and click +Add

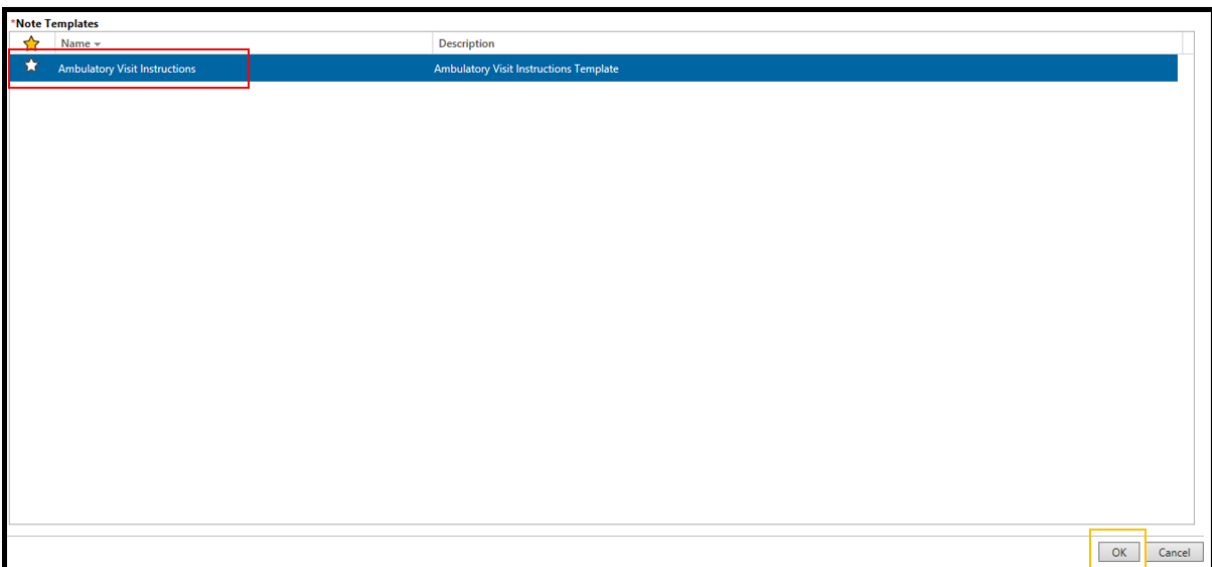


- After clicking the +Add button, you will see a list of available note templates. At the top right corner, search for “visit instructions”.

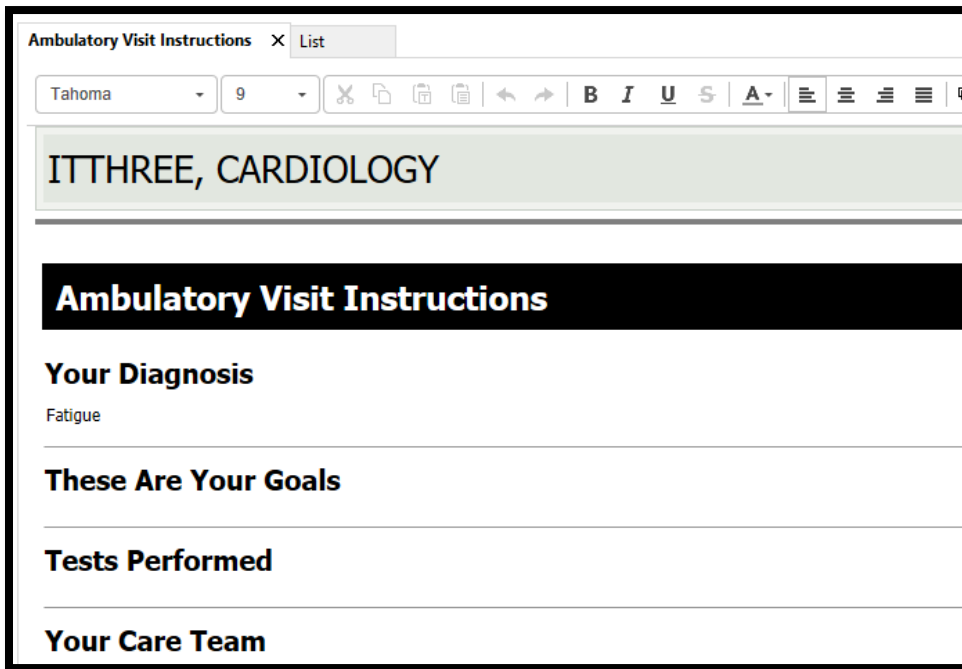


You are able to star (favourite) your most commonly used note types, and this will remain favoured at a user level. Remember that the *Note templates (where the yellow box is) is what affects the template of the note, and the *Type affects how the note is categorized on the patient’s chart. You can select the note *Type at the end, even though the field is yellow (required) at the moment.

- Click “Ambulatory Visit Instructions” so the row is highlighted in blue (selected) and then press OK at the bottom right to open the note template.



4. Now the Ambulatory Visit Instructions note will be open with the relevant information from the patient's chart on the specific encounter the note was opened on.



The screenshot shows a web browser window titled "Ambulatory Visit Instructions" with a "List" tab. The browser address bar shows "Tahoma" and "9". The page content includes a header "ITTHREE, CARDIOLOGY" and a main section titled "Ambulatory Visit Instructions". Below this, there are four sections: "Your Diagnosis" with the text "Fatigue", "These Are Your Goals", "Tests Performed", and "Your Care Team".

Editing the Visit Instructions Note

The three important points of editing the Ambulatory Visit Instructions note are:

1. Refreshing sections
2. Free text editing the note
3. Removing sections from the note
4. Tagging into the note (refer to "Nursing Narrative Note" tip sheet for instructions)



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Buttons to Remember



Refresh: Will refresh the section(s) to show most recent updates.



Insert Free Text: Will insert a free text line below the line where the “Insert Free Text” button is located.



Remove From Note: Will remove the section(s) from the note.

Refreshing the Note



Pressing the refresh button will update the section(s) to be as recent as possible.

For example, if you click the refresh button next to “Ambulatory Visit Instructions” (circled in red) this will refresh the entire section.

Clicking the refresh button next to “Your Diagnosis” will refresh the diagnoses.

Ambulatory Visit Instructions

Your Diagnosis

Fatigue  

Procedures Performed

Pacemaker Insertion Dual Chamber (21/08/2024).

These Are Your Goals

Discharge Vitals

Tests Performed

Your Care Team

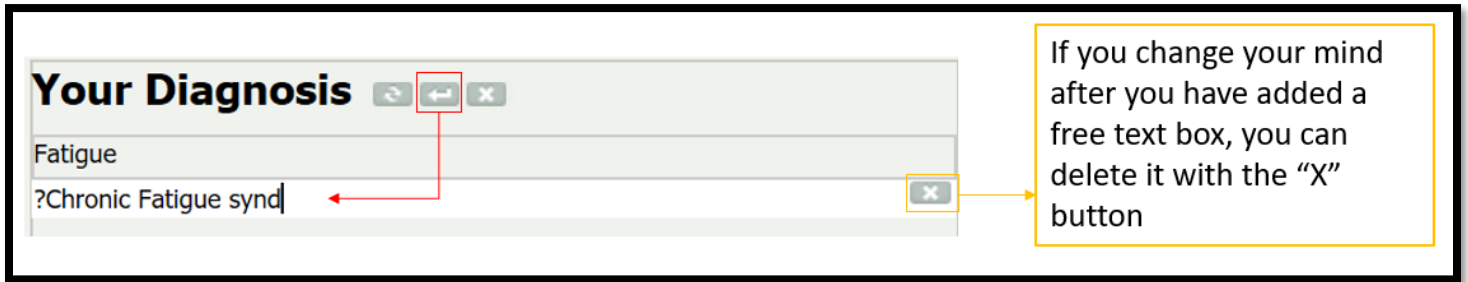
Attending Physician - Mazzetti, Gavin Joseph, FRCPC
Consulting Physician - NHS Test01, Physician - General Surgery
NHS Test01, Physician - Internal Medicine
Primary Care Physician - NONE, NO FAMILY DOCTOR
Nurse - NHS Test01, Nurse - Ambulatory
NHS Test01, Nurse - Ambulatory
NHS Test01, Nurse - Ambulatory

This Is Your Medications List

- acetylsalicylic acid (acetylsalicylic acid 81 mg oral delayed release tablet)
- metFORMIN (metFORMIN 500 mg oral tablet)
- ramipril (ramipril 5 mg oral capsule)

Free Text Editing the Note

1. To add free text to the note, click the enter arrow of the section you would like to add a free text box into.



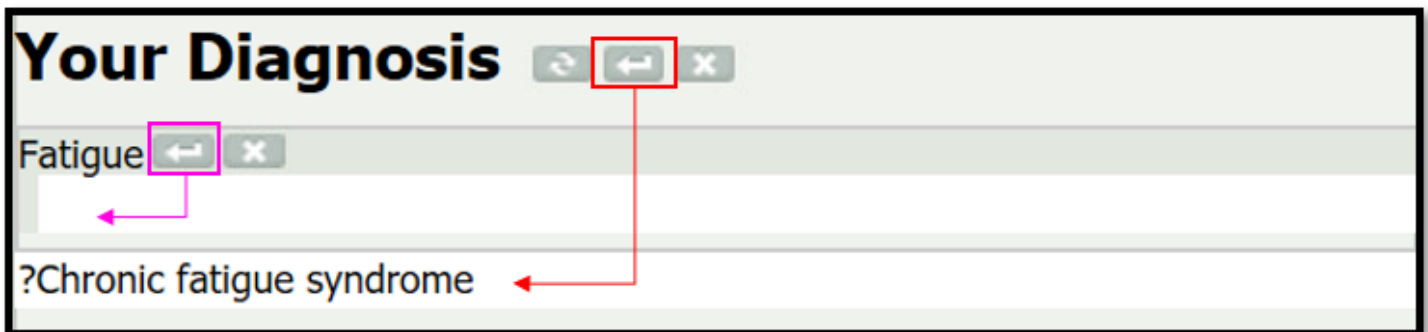
Your Diagnosis [refresh] [enter arrow] [X]

Fatigue

?Chronic Fatigue synd [X]

If you change your mind after you have added a free text box, you can delete it with the "X" button

Note that clicking the "Insert Free Text" button is available within a section (will add a new line below this section) or can be added as a sub-line underneath current text (see below for the difference in location depending on which "Insert Free Text" button is clicked).



Your Diagnosis [refresh] [enter arrow] [X]

Fatigue [enter arrow] [X]

?Chronic fatigue syndrome

**When adding free text into a note, this may be a good time to use Dragon Medical One for easy dictation for longer notes.



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Deleting Sections from the Note

Similar to how clicking different “Insert Free Text” buttons will add the free text box at different points; clicking “Remove From Note” at different places will remove different sections of the note.

See below to how each “x” will remove the coordinating colour.

Ambulatory Visit Instructions

Your Diagnosis

Fatigue

Procedures Performed

Pacemaker Insertion Dual Chamber (21/08/2024).

Discharge Vitals

These Are Your Goals

Tests Performed

Your Care Team

Attending Physician - Mazzetti, Gavin Joseph, FRCPC
Consulting Physician - NHS Test01, Physician - General Surgery
NHS Test01, Physician - Internal Medicine
Primary Care Physician - NONE, NO FAMILY DOCTOR
Nurse - NHS Test01, Nurse - Ambulatory
NHS Test01, Nurse - Ambulatory
NHS Test01, Nurse - Ambulatory

This Is Your Medications List

- acetylsalicylic acid (acetylsalicylic acid 81 mg oral delayed release tablet)
- metFORMIN (metFORMIN 500 mg oral tablet)
- ramipril (ramipril 5 mg oral capsule)



Clicking the red circled x will remove the entire “Ambulatory Visit Instructions” section.



Clicking the yellow x will remove the “Your Diagnosis” section



Clicking the purple x will remove “Fatigue”.



TIP SHEET

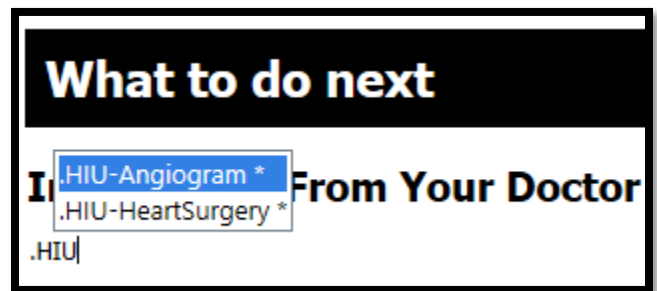
HOSPITAL INFORMATION SYSTEM (HIS)

Using Autotext Within the Note

Using autotext in the Ambulatory Visit Instructions is a great way to save time and customize the note according to your specific clinic's needs.

Example:

1. Under the "What to Do Next" section, enter a free text box under the "Instructions from your Doctor" title. Start typing ".HIU" and press enter on ".HIU Angiogram".



2. Once you have pressed enter, the note autotext will be entered. Review the autotext to ensure it is fully customized as needed. Delete unnecessary sections, and add to sections if required. See screenshot for example – this is where you would delete one of the prescription options and keep the other, depending on the patient's prescription.

See the Autotext tip sheets for list of available autotext options and how to create your own autotext.

