

# Emergency Medicine



## One Note Documentation – Residents

Date Created: March 2024

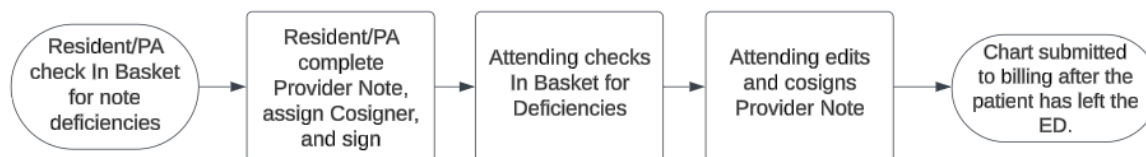
Date Reviewed: 3/19/2024

Reviewed By: B. Connell

### Overview:

The One Note initiative is intended to simplify provider documentation and streamline the process of attestation. This will reduce the number steps required to document care, eliminate the need for multiple attending notes, and allow providers to easily identify next steps in completing their documentation.

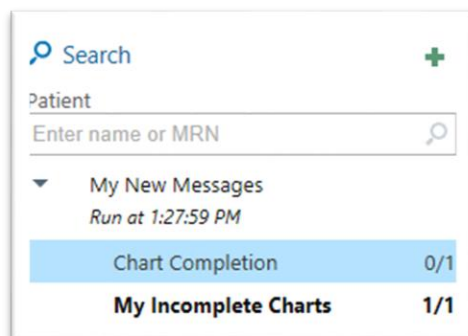
### Workflow



### Instructions

#### Using your In Basket to Identify Incomplete Notes

1. Check your In Basket for “Chart Completion” and “My Incomplete Charts” deficiencies, as shown below.
  - a. A deficiency will appear for any patient who does not have a signed Provider Note, or who has an incomplete (Pended) note:



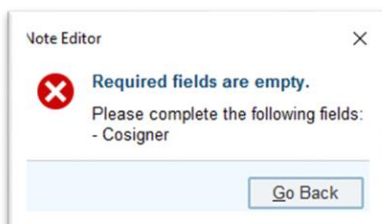
↑1 Arrival Date	Patient	↑2 Deficiency
12/01/2023	Airbrush, Missy	ED Provider Note
1st Attending: AIRPUNCH, A		

2. Open the chart and create a Provider Note. Make sure to specify the Attending's name in the **Cosigner** field. This will route the note to their In Basket.

**NOTE:** To save time, to pull in the name of the last attending you entered, you can simply type “=” (equal sign) into the Cosigner field

3. If you have completed your documentation, **Sign** the note. If not, **Pend** the note.
  - a. Pended Notes will appear as deficiencies in the Chart Completion Section of the In Basket. Once ready, return to the note and **Sign** the note.
4. Signing the note will remove the deficiency from your In Basket.

**Note:** If you forget to specify a cosigner, you will see this alert:



If you edit and re-sign a previously signed note, it will return to the Attending In Basket again for co-signature.

[END OF RESIDENT INSTRUCTIONS]