# **Emergency Medicine**



# **One Note Documentation - PAs**

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.

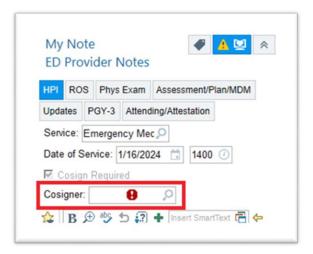
## Workflow



## **Instructions**

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

When writing a Provider Note, make sure to specify the attending's name in the Cosigner field:



This will automatically route the note to that attending's In Basket.

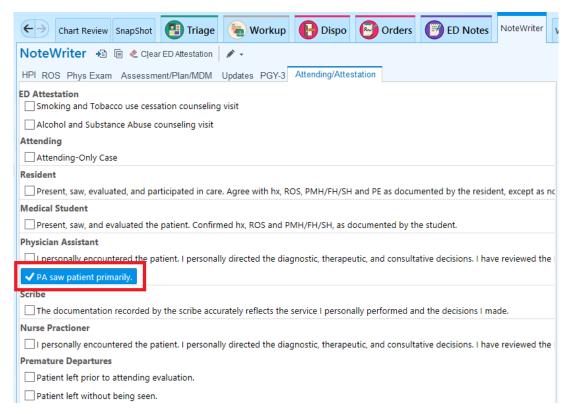
NOTE: To save time, to pull in the name of the last attending you entered, you can simply type "=" (equal sign) into the Cosigner field:

**For MSQ PAs only:** in the MSQ ED, where PAs can see patients independently, the "Cosigner" field is optional.

• If an Attending was involved in the case, make sure to enter their name in the "Cosigner" field. This will help the Attending efficiently complete their portion of the chart.

OR

- If you saw the patient independently without Attending involvement, you can leave the "Cosigner" field blank.
  - When you have finished writing the note, open the "Attending/Attestation" section, click "PA saw patient primarily," and sign. This will send the chart for billing after the patient has left the ED.



[END OF PA INSTRUCTIONS]