

# PatientKeeper® NoteWriter™ on the Web Portal

## Starting a New Note

- 1 Select a patient.
- 2 Click the Clinical Notes **Add** icon, OR select **Write Note** from the **Actions** menu.

The screenshot shows the PatientKeeper web portal interface. On the left, there is a 'Patient List (25)' with a table of patients. The patient 'BLAZER, ROY' is highlighted in red. On the right, the 'Patient Detail' for BLAZER, ROY is shown, including demographics, clinical notes, and medications. The 'Actions' menu is open, and the 'Write Note' option is highlighted in red.

- 3 Confirm the Patient, Visit, and Note Date. A Specialty may be added or required.
- 4 Select a template from the list, or search for a template.

The screenshot shows the 'NEW NOTE' dialog box. It displays the patient details for BLAZER, ROY, including the visit date (03/13/21) and location (Inpatient Visit (401.City) ACCT 1062405960). A list of note templates is shown, with 'NWTE Progress Note' selected. A 'DRAFT NOTES' section on the right shows a list of draft notes.

- 5 Enter data in your note.

View Patient Header  
Customize Body System items

The screenshot shows the 'NWTE Progress Note' form. The 'SUBJECTIVE' tab is selected. The form includes fields for 'Hospital Days 6', 'Patient Narrative', 'HPI Review' (with checkboxes for Location, Timing, Context, Duration, Past Family/Social History Taken), 'ROS' (with checkboxes for CONST, EYES, ENT/mouth), and various checkboxes for 'Associated Signs & Symptoms', 'Severity', 'Quality', and 'Modifying Factors'. The 'Save Draft' button is highlighted.

- A Select a tab to enter that section of the note.

**Enter Orders** opens the Orders module where you can open CPOE to add an order for the patient.

**Add Charge** opens the Charges module where you can add new charges for the patient.

- B Text fields to type data you want to enter, or use your devices, speech-to-text feature to dictate.

Select **Quick Text** to access ready-to-use text that is available to you.

Select **Insert Previous** to reuse text from an earlier note.

- C Checkboxes for multi-select.

- D Body Systems checklists.

- E Type a diagnosis code or description into the **Search** field to search for a problem.

Or select the diagnosis from the patient's **Existing** list, your list of **Favorite** codes, or **Department** categories of common codes below.

The screenshot shows the 'DIAGNOSES' section. It includes a 'Search or Select from Pickers' field. Below this, there are three sections: 'EXISTING' (a list of diagnoses with checkboxes), 'FAVORITES' (a list of favorite diagnoses with checkboxes), and 'DEPARTMENT' (a list of department categories with checkboxes). The 'Search or Select from Pickers' field is highlighted in red.

## Preselecting Clinical Data for a Note

Preselection is the process of selecting clinical data you want included in a note when you start it. Modules that support preselection include a checkbox to the left of the clinical data.

- 1 Click **Clinical Notes** link.
- 2 Select data you want for a note:
  - A. Click checkbox to include entire note, or
  - B. Select a note, highlight desired text, and then click **Add Selected Text**.

Actions City Patients BAMBERGER, HELEN (82Y Female) MRN 10624056 Code Status: Full Code

New Results Overview Patient Detail Sign-Out Visits Allergies Medications Home Meds Lab Results Orders Problems Test Results Vitals I/O Charges Photos 9x Dashboard

Clinical Notes

Text Selected for Note

ADD MORE DATA

ADD SELECTED TEXT

When you start a new note, data you preselected is added to the note.

NWTE Progress Note

BAMBERGER, HELEN 82Y Female MRN: 10624056

Visit 03/16/21 Inpatient Visit (507.City) ACCT 106240568 Note Date 03/17/2021

Specialty

ENTER ORDERS SUBJECTIVE EXAM DATA A/P BILLING ADD CHARGE

Allergies

Clinical Notes

Continuity of Care Document (03/07/21) by LEVY, HELEN

MEDICATIONS

Date Status Name Instructions Indication

Issued: 04/07/2003 Active Albuterol 2 puffs every 4-6 hours as needed Exercise Induced Asthma

Issued: 12/20/2002 Active Carvedilol 25 mg twice a day Hypertension

Issued: 06/15/2002 Active Simvastatin 45 mg once a day Hypercholesterolemia

Issued: 01/05/2002 Active Furosemide 20 mg three times a day Hypertension

Lab Results

Save Draft Share Draft Print Preview Validate Charge Delete Charge Cancel Submit

## Including Clinical Data in a Note

You can select clinical data from other modules that you want to include in a note.

- 1 Select a Clinical Module link in the note template to open the Patient Data window.
- 2 Select the data you want to add to your note, then click **Copy to Note**. The selected data is copied into your note.

NWTE Progress Note

ENTER ORDERS SUBJECTIVE EXAM DATA A/P BILLING ADD CHARGE

Allergies

Clinical Notes

Continuity of Care Document (03/07/21) by LEVY, HELEN

MEDICATIONS

Date Status Name Instructions Indication

Issued: 04/07/2003 Active Albuterol 2 puffs every 4-6 hours as needed Exercise Induced Asthma

Issued: 12/20/2002 Active Carvedilol 25 mg twice a day Hypertension

Issued: 06/15/2002 Active Simvastatin 45 mg once a day Hypercholesterolemia

Issued: 01/05/2002 Active Furosemide 20 mg three times a day Hypertension

Lab Results

BMP (03/17/21 06:30am)

144N 101N 22H 128H

6.0HR 24H 1.0N

PT/INR (03/17/21 06:30am)

PTT 37.9 HH, INR 1.4 HH, PT 15.8 HH

Save Draft Share Draft Print Preview Validate Charge Delete Charge Cancel Submit

Add an annotation for the data.

Remove the data.

Patient Data Use checkboxes to select data to add to your note.

BAMBERGER, HELEN (82Y Female) MRN 10624056 Code Status: Full Code

New Results Overview Patient Detail Sign-Out Visits Allergies Clinical Notes Medications Home Meds Lab Results Orders Problems Test Results Vitals I/O Charges Photos

Expanded Panels Limit to Panels where name contains

03/17/21 06:30AM BMP 144N 101N 22H 128H 6.0HR 24H 1.0N Norm Critical Final

03/17/21 06:30AM CBC 10.4H 12.7N 38.0N 128H 180N Abnormal Final

03/17/21 06:30AM PT/INR PT 15.8 HH, INR 1.4 HH, PTT 37.9 HH Critical Final

03/16/21 04:00PM PT/INR PT 15.9 HH, INR 1.41 HH, PTT 37.7 HH Critical Final

03/16/21 06:30AM BMP 143N 102N 21H 135H Critical Final

Panel - PT/INR

Date/Time: 03/16/21 04:00PM

PT 15.9 HH Normal Range 11.0-14.0 sec Source SIMHOSPITAL

INR 1.41 HH 0.8-1.2 SIMHOSPITAL


PTT 37.7 HH 22.6-32.4 sec SIMHOSPITAL

Current Selections 2 Lab Results

Copy to Note Cancel

You can see the draft notes you've started for a patient in Notewriter and, if Inbox is enabled, you can see all of your draft notes together in Inbox.

- 3 Review the note details or click **Edit/Sign** to open the NoteWriter wizard.

Patient:  WILCOX, EUGENE 93 Y (Male) MRN: 10627579

Progress Note 03/21/21 09:36pm

SUBJECTIVE

Hospital day 6

EXAM

Vitals03/20 9:36pm - 03/21 9:36pm  
HR: 69 /min(69 - 106)  
Temp:99.5 F (98.6 - 101)

I/Os03/20 7:00am - 03/21 7:00am  
Net 1,945  
Intake 3,015  
Output 1,070

Delete

Skip

Edit/Sign

Draft notes may be shared if enabled in your user profile. Sharing a draft allows a co-signer or others in your Department to review a draft note.

- 3 Click **Edit/Sign** — to open the NoteWriter wizard.

Shared Draft notes for a patient are highlighted in yellow in the Clinical Notes module.

- 1 Select the note in the summary list.
- 2 Click **Edit** to open the note window.

The screenshot displays the PatientKeeper software interface. At the top, a notification bar states "You have unfinished item(s): 5 draft notes". Below this is a navigation bar with tabs: Patient List (5), Patient Summary, Schedule, Patient Search, Assignment, Charges, Inbox, New Search, Provider Directory, and References. The left sidebar contains a menu with options: eSig and PK Mail, Outbox, Summary, Inbox Search, Processed Search, Send PK Mail, All (5), Notes (5), Drafts (5) (highlighted with a red box), Co-Sign (0), Scanned/Transcribed (0), Orders (0), and Mail (0). The main area shows "Notes > Drafts (5)" with a table listing drafts:

	Date	Patient	Description	Status
<b>S</b>	03/17/21 12:29pm	ISAACS, JOE	Progress Note	Shared Draft
D	03/17/21 01:50pm	LINK, BLANCHE	Progre	
D	03/17/21 05:50pm	HOPKINS, ROSA	Progre	
D	03/21/21 09:36pm	WILCOX, EUGENE	Progre	
D	03/21/21 09:36pm	WILCOX, EUGENE	History	

A red box highlights the first row of the table. A blue arrow points from the "S" icon to a text box stating "S indicates a Shared Draft note". An inset window on the right shows the patient record for ISAACS, JOE 93 Y (Male) MRN: 10624059, displaying details like Hospital day 5, HPI Review, ROS, CONSTITUTIONAL, EYES, ENT, RESPIRATORY, EXAM, and vital signs.

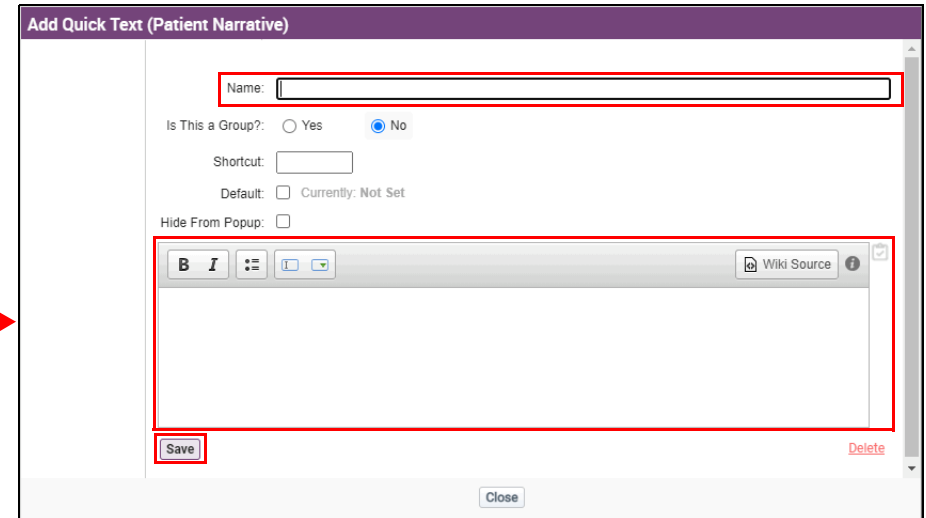
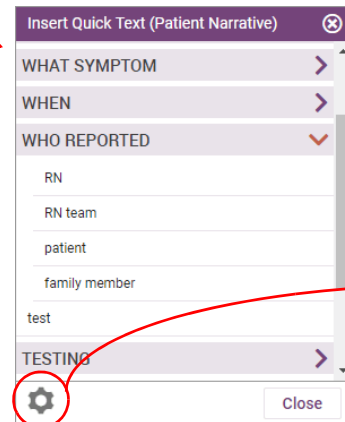
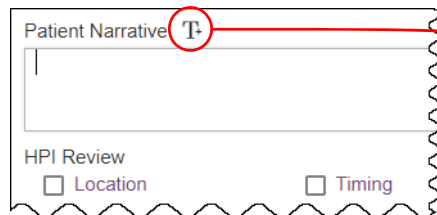
**ISACA**, JOE (93Y Male) MRN 10624059 **Code Status: Full Code\***

Clinical Notes		All		NWTE Progress Note		[Edit] [Delete]		Search [ ]	
Overview	<input checked="" type="checkbox"/> Date/Time 03/17/21 12:29PM <input type="checkbox"/> Note Type SHARED <input type="checkbox"/> Author SCOTT, BRIAN								
Patient Detail	<b>[SCOTT, BRIAN]</b>								
Sign-Out	<input type="checkbox"/> 03/15/21 Consult - IANG,MELISSA <input type="checkbox"/> 09:20AM Endocrine <input type="checkbox"/> 03/13/21 Cardiology - Sandel,Jonathan <input type="checkbox"/> 03:00PM Nursing - Roberts,Lilian <input type="checkbox"/> 03/13/21 Assessment - LEVY,HELEN <input type="checkbox"/> 02:45PM History and Physical <input type="checkbox"/> 03/13/21 Respiratory AVERY,JAMES								
Allergies	<b>Clinical Notes</b> +								
Medications	<b>LOAD MORE DATA</b>								
Home Meds	<b>Text Selected for Note</b> To add a text snippet, select the text to add and click on the "Add Selected Text" button								
Lab Results	<b>Author</b> SCOTT, BRIAN <b>Date/Time</b> 03/17/21 12:29PM <b>Status</b> Shared Draft								
Orders	<b>SUBJECTIVE</b> Hospital day 5 <b>HPI Review</b> Location Timing <b>ROS</b> CONSTITUTIONAL: Negative for fever, malaise, fatigue. EYES: Negative for blurry vision. No diplopia. ENT: Negative for sore throat. No otalgia. No rhinorrhea. <b>RESPIRATORY:</b> Negative for dyspnea or wheeze. No cough.								
Problems	<b>EXAM</b> <b>Vitals</b> 03/16 12:32pm - 03/17 12:32pm HR: 104/min(87 - 107) Temp:101 F (98.4 - 101)								
Test Results	<b>I/Os</b> 03/16 7:00am - 03/17 7:00am Net 1.945 Intake 3.015 Output1.070 CT 19 IVF 2.370 JP1 26 NG 125								
Vitals									
I/O									
Charges									

## Add Quick Text to a Note

Quick Text may be defined for your user or your department. You can also add your own Quick Text entries to make your documentation more efficient.

- 1 Click the **Quick Text** icon associated with a text field to see the available Quick Text.
- 2 Click **Settings** in the Insert Quick Text pop-up window.
- 3 Enter a **Name** and the **Entry Text** in the field, then click **Save**. Optionally, enter a **Keyboard Shortcut**, and specify the text as **Default**.



## Customizing your Notes List

- 1 In your note pickers list, click [Customize](#).
- 2 Select the notes you want to **Show** and **Hide**, and drag to **Sort** your note pickers list, and then click **Save**.

