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.

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.

Click **Customize** to show, hide, and sort your notes.

If drafts exist they are listed here.

5 Enter data in your note.

View Patient Header
Customize Body System items

Open NoteWriter in a Pop-Out window

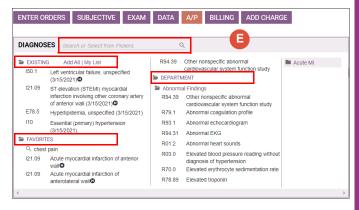**A** Select a tab to enter that section of the note.
Enter Orders opens the Orders module where you can open CPOE to add an order for the patient.
Add Charge opens the Charges module where you can add new charges for the patient.

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.

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.

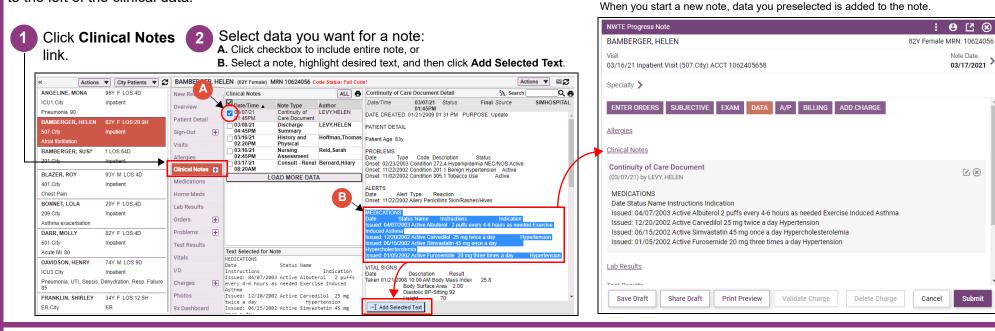**C** **Checkboxes** for multi-select.

D **Body Systems** checklists.
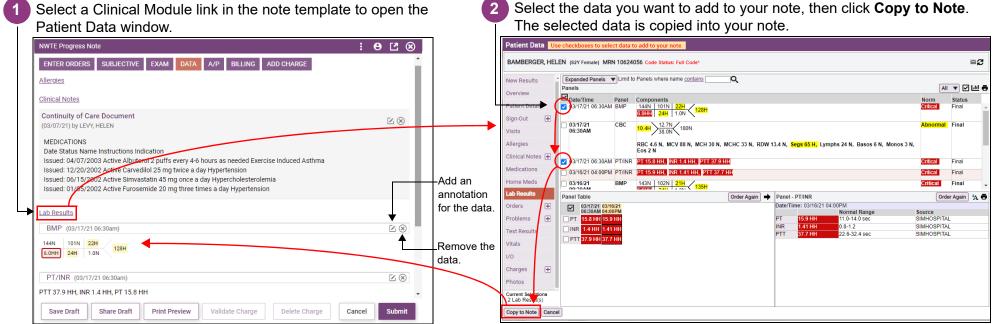
Preselecting Clinical Data for a Note

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**.

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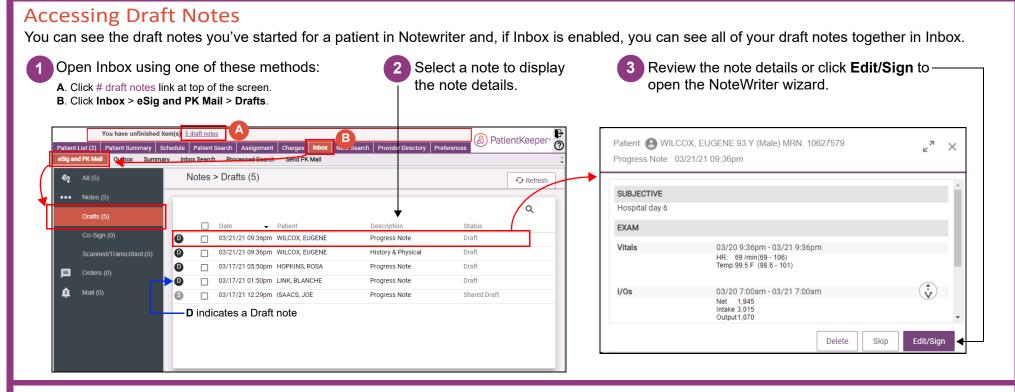

Including Clinical Data in a Note

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

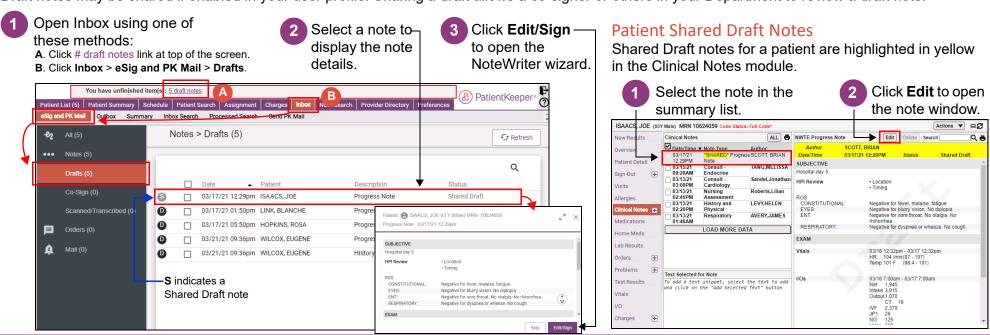**1** Select a Clinical Module link in the note template to open the Patient Data window.

2 Select the data you want to add to your note, then click **Copy to Note**. The selected data is copied into your note.

Add an annotation for the data.

Remove the data.

Accessing Draft Notes

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.

1 Open Inbox using one of these methods:

A. Click # draft notes link at top of the screen.
B. Click **Inbox** > **eSig and PK Mail** > **Drafts**.

2 Select a note to display the note details.

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

D indicates a Draft note

Accessing Shared Draft Notes

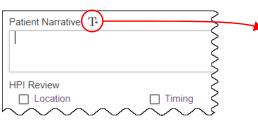Draft notes may be shared if enabled in your user profile. Sharing a draft allows a co-signer or others in your Department to review a draft note.

1 Open Inbox using one of these methods:

A. Click # draft notes link at top of the screen.
B. Click **Inbox** > **eSig and PK Mail** > **Drafts**.

2 Select a note to display the note details.

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

S indicates a Shared Draft note

Patient Shared Draft Notes

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

1 Select the note in the summary list.

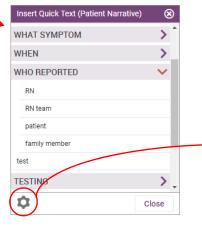**2** Click **Edit** to open the note window.

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.
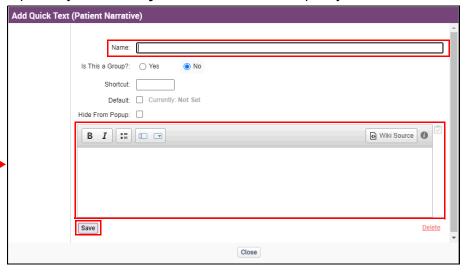
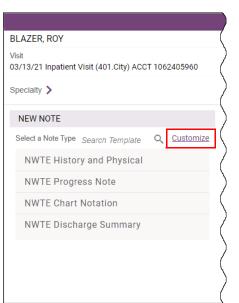**2** Click **Settings** in the Insert Quick Text pop-up window.

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**.

Patient Narrative

HPI Review
☐ Location   ☐ Timing

Insert Quick Text (Patient Narrative)   ⊗

WHAT SYMPTOM	›
WHEN	›
WHO REPORTED	⌄

RN
RN team
patient
family member
test

| TESTING | › |

⚙   Close

Add Quick Text (Patient Narrative)

Name: [   ]

Is This a Group?:   ○ Yes   ● No

Shortcut: [   ]

Default: ☐ Currently: Not Set

Hide From Popup: ☐

B *I* ☰ ⬚ ⬚   ⬚ Wiki Source ⓘ

Save   Delete

Close

Customizing your Notes List

1 In your note pickers list, click Customize.

BLAZER, ROY

Visit
03/13/21 Inpatient Visit (401.City) ACCT 1062405960

Specialty ›

NEW NOTE

Select a Note Type *Search Template* 🔍 Customize

NWTE History and Physical
NWTE Progress Note
NWTE Chart Notation
NWTE Discharge Summary

2 Select the notes you want to **Show** and **Hide**, and drag to **Sort** your note pickers list, and then click **Save**.

NEW NOTE

NOTE TYPE LIST CUSTOMIZATION   ⊗

NWTE History and Physical   👁

NWTE Progress Note   👁

Drag to sort → ⠿ NWTE Chart Notation   👁 ← Visible Note
notes in the list

NWTE Operative Report   🚫 ← Hidden Note

NWTE Discharge Summary   👁

Cancel   Save