

How to specify a note “type”

This workflow explains how to write a new note and also specify the “type” of note based on your job role.



Try It Out

1. Go to the **Notes** activity
2. Click on **New Note**
3. Use the magnifying glass next to “Type” and look at the different note types available
4. Based on your job role, you would specify the type of note you are filing
 - For example, nurses would write a Nursing Note, and Respiratory Therapists would indicate their note type as “Respiratory Therapy”
 - Only providers should file a “Progress” note type

The screenshot shows the 'Category Select' dialog box in Epic. It has a search bar at the top. Below it is a table with two columns: 'Title' and 'Number'. The table lists 35 categories, including Consults, Dialysis, Dietary, Discharge Planning, Discharge Summaries, Downtime Event Note, ED Notes, ED Provider Notes, H&P, Infection Control, Lactation Note, Medical Student, Nursing Note, Occupational Therapy, Op Note, OR Nursing, Patient Care Conference, Physical Therapy, Plan of Care, Procedures, and Progress Notes. The 'Number' column shows the count for each category. At the bottom of the dialog are 'Accept' and 'Cancel' buttons. Below the dialog, there is a section for 'Order' with a calendar icon and a date field showing 'MAR'. At the very bottom, there are buttons for 'Pend', 'Sign', and 'Cancel'.

Title	Number
Consults	2
Dialysis	1000028
Dietary	1000027
Discharge Planning	1000018
Discharge Summaries	5
Downtime Event Note	1000005
ED Notes	6
ED Provider Notes	19
H&P	4
Infection Control	1000025
Lactation Note	42
Medical Student	1000009
Nursing Note	70
Occupational Therapy	1000031
Op Note	1000004
OR Nursing	10
Patient Care Conference	1000002
Physical Therapy	1000030
Plan of Care	1000001
Procedures	3
Progress Notes	1

35 categories loaded.

Accept Cancel

Order

MAR

Pend Sign Cancel