

November 30, 2023

Schedule Notes contain specific information about a visit. If a note exists, the note should be viewed before the visit. Notes may be viewed on the Calendar, Today screen, and Time Entry screen.

Scheduling Notes

Schedule Notes are added on the Calendar. They may be viewed by tapping the visit before the visit is started or the **Day** or **Today** screen on the Calendar. Once **Start Visit** has been tapped, the Notes may also be viewed on the **Time Entry** screen. The note may only be edited before the visit is started.

Week

- Viewing Schedule Notes on the Calendar
- **<u>STEP 1</u>**: Open Calendar.
- **<u>STEP 2</u>**: Tap **Day**.
 - Any **Schedule Notes** will appear on this screen.
- > Adding Schedule Notes on the Calendar
- **<u>STEP 1</u>**: Open the patient **Calendar**.
- **<u>STEP 2</u>**: Tap the visit.

STEP 2:

- **<u>STEP 3</u>**: Scroll to the end of the page.
- **<u>STEP 4</u>**: Add or edit in the **NOTES** box.

View Scheduling Note on the Time Entry screen

- **<u>STEP 1</u>**: Tap the **Menu icon** in the top left, then tap **Time Entry**
- **<u>STEP 2</u>**: Tap the visit in the left column.
- **<u>STEP 3</u>**: Tap **Notes** in the top right.
- View Scheduling Note on the Today screen
- **<u>STEP 1</u>**: The word **Notes** will appear in the **Staff Information** box if there is a Schedule Note.
- VISIT NOTES Buxton Wound care Lab draw due today
- **STEP 3:** This is view only. The **Note** can only be edited on the Calendar.

Tap **Notes** to view the Schedule Note.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.

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TABLET CATEPILLAR, Butterfly	NURSING ASSESSMENT (TM120) (RN)
home V	Buston
	Lab draw due today



TEST ONLY, Putient

CHRONIC DIASTOLIC (CONGESTIVE) HEART

es LPN app

52500

FAILURE

OTES	
Buxton	
Wound care	
Lab draw due today	

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2:24 pm

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SECONDARY

EVAL VISIT (FIL