

To create an Oncology Navigator Note using a Free Text Dyn Doc note and an AutoText, follow the steps in this flyer.

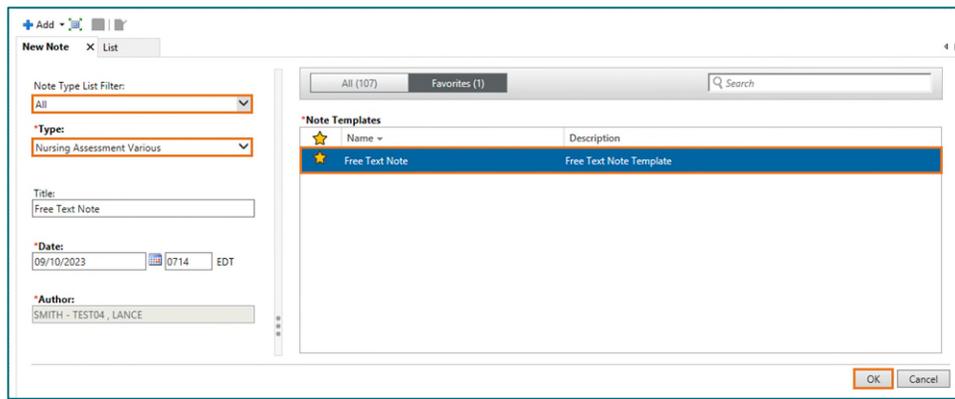
### Creating Oncology Navigator Note using Dyn Doc

**STEP 1:** From the **Oncology Nursing Workflow** MPAGE, scroll down to the **Create Note** section.

**STEP 2:** Click **Select Other Note**.

**STEP 3:** In the **Type** dropdown field, select **Nursing Assessment Various**.

- Make sure the Note Type List Filter is set to **All**.



**STEP 4:** Select the **Free Text Note** in the **Note Templates** section.

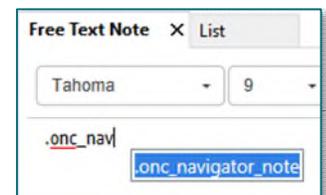
**NOTE:** This note template can be saved to favorites by selecting the star icon to the left of the note title. This will then appear in the Favorites filter for quicker access.

**STEP 5:** Click **OK**.

**STEP 6:** Place the cursor in the free text component of the note.

**STEP 7:** Begin typing the AutoText abbreviation created for the navigator note AutoText.

- Press enter or double click the AutoText abbreviation in the list to fire the AutoText.



**STEP 8:** Complete documentation by filling out the fields of the note and any additional information, as applicable.

**STEP 9:** When ready to sign the note, click **Sign/Submit**.



**STEP 10:** Update the **Title** of the note to reflect the nature of the note (e.g., Oncology Navigation Note)

- By default, it will display the name of the note template used. In this case, it is Free Text Note.
- Updating the **Title** will allow for notes to be quickly and easily found in the patient's chart.

**STEP 11:** Click **Sign**.

The screenshot shows a 'Sign/Submit Note' dialog box. The 'Type' dropdown is set to 'Nursing Assessment Various'. The 'Author' field contains 'SMITH - TEST04, LANCE'. The 'Title' field is 'Oncology Navigator Note' and is highlighted with an orange border. The 'Date' is '09/10/2023'. There are buttons for 'Forward Options' and 'Create provider letter'. Below these are buttons for 'Favorites', 'Recent', and 'Relationships', along with a search field for 'Provider Name'. At the bottom, there are sections for 'Contacts' and 'Recipients'. The 'Sign' button at the bottom right is highlighted with an orange box.

**NOTE:** Make sure to use the Exit  button when closing PowerChart to ensure the changes are saved. Otherwise, they may be discarded and not be saved when logging in the next time.