
To create a Survivorship and Treatment Summary using Dynamic Documentation, follow the steps in this flyer.

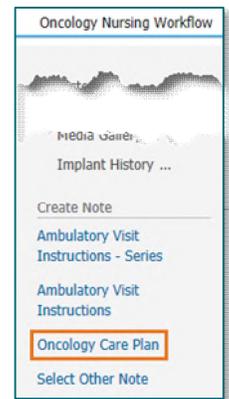
Creating a Survivorship Care Plan and Treatment Summary

STEP 1: Fill out the **Cancer Care Navigation** form and update through the course of the patient's treatment, as applicable.

STEP 2: When ready to create the Survivorship Care Plan, ensure the content in the **Cancer Care Navigation** PowerForm is complete and up to date.

STEP 3: Click the **Oncology Care Plan** in the **Create Note** section from the **Oncology Nursing Workflow** MPage to generate the note.

NOTE: Information from certain fields in the **Cancer Care Navigation** form will automatically populate to the note.



STEP 4: Fill out all the fields that did not automatically populate to the note.

- These fields have an underscore (_) to the items that will need to be filled out by the nurse navigator.
- Use the **F3** key on the keyboard to tab to the next field.

STEP 5: In the **Additional Cancer Specific Care Plan Information** section of the note, fire the applicable cancer specific auto text to fill in the fields.

- Four different **Cancer Specific Auto Texts** available to use:
 - /onc_breast_treatment_summary*
 - /onc_colon_treatment_summary*
 - /onc_lung_treatment_summary*
 - /onc_prostate_treatment_summary*

STEP 6: Review the note for completeness, accuracy, and remove any information not applicable to the patient.

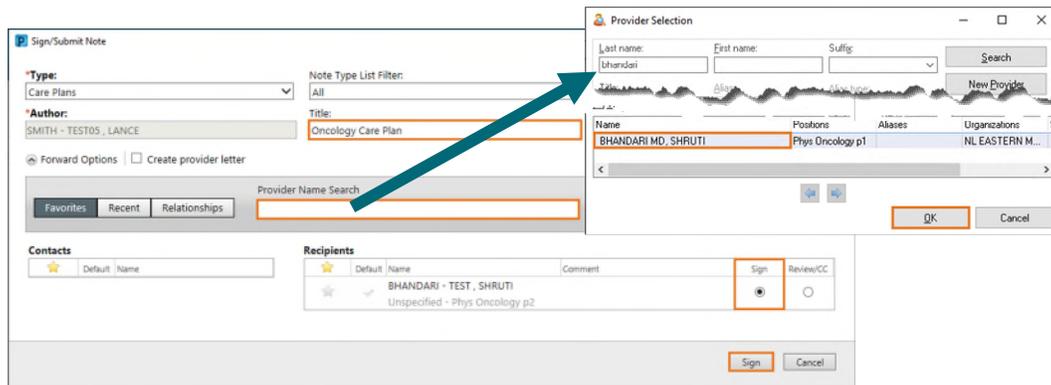
- Use the following buttons in the note to remove, refresh, or add an additional free-text field.



- Make edits/remove or add information to individual items manually.

STEP 7: Click **Sign/Submit**. 

STEP 8: In the **Sign/Submit Note** window, search for the provider to forward the note to for signature.



STEP 9: Select the appropriate provider from the **Provider Selection** window.

- The provider will populate under the **Recipients** section of the Sign/Submit Note window.

STEP 10: Select the **Sign** radial button in the row of the provider's name.

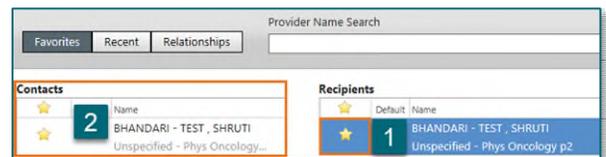
STEP 11: Click **Sign**.

- The provider will receive the note in Message Center to review the note, make any necessary updates, and then sign the note.
- Once complete and signed by the provider, the **Survivorship Care Plan** will be printed and given to the patient as well as sent to all applicable care team members.

Creating Favorite Contacts

- Recipients may be identified as a favorite for more efficient endorsement selection. Once recipient has been identified:

- Select the **star icon**  to create a favorite. This will add the recipient to the **Favorites** contacts list on the left.



Adding a Favorite Contact to Recipients

- From the **Contacts** list in the left column, hover over the intended recipient and click the **blue + sign** to the right of their name. This will move the contact to the **Recipients** column on the right.

