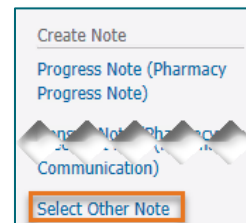Antimicrobial Stewardship Practitioners (ASPs) capture unique information when documenting in a patient's chart which can be reviewed in the new ASP Note. This note will be shared with the Primary Team for review.

ASP Note Creation

Access the note type from the patient's chart by selecting Other Note from the bottom of the MPage.

STEP 1: Select **Antimicrobial Stewardship Note** from the **Type** drop-down.

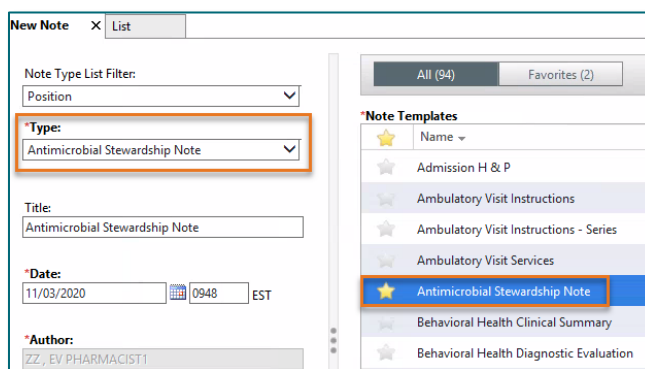- This will direct the note to the appropriate documentation section once signed.

STEP 2: Select **Antimicrobial Stewardship Note** from the **Note Template** list

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

STEP 3: Enter the details of the **Review**, **Summary** and **Recommendation**.

- There is a disclaimer at the top of the note regarding the recommendation.

STEP 4: Select **Sign/Submit**.

STEP 5:   Type in the provider's name or select from the Favorites list to forward the note to the Primary Team provider's Message Center Inbox for review.
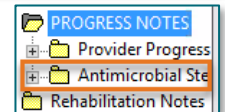
STEP 6:   Click **Sign**.

- Once received, providers will need to document in their own progress note any deviation from the recommendation.

NOTE: There is an autotext with drop-down selections being developed to simplify this process for receiving providers.

Reviewing Documentation

➢ Once signed, the note will appear in the **Documentation** tab with Antimicrobial Stewardship Note as the Subject.

- The note can also be found in the Progress Notes folder on the Notes tab.

➢ Once forwarded, the receiving provider will be able to locate in the **Documents to Review** section of their Message Center inbox.