From the Office of Clinical Informatics

Quick Reference Guide (QRG)
NetSmart – Document a Clinical Note

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This Quick Reference Guide (QRG) reviews how to document a clinical note in NetSmart.

Common Buttons & Icons

⊕	**Add** icon

Document a Clinical Note

➢ **From the Today screen:**

STEP 1: Tap **Main Menu.**

STEP 2: Tap **Open Charts.**

- The Open Charts screen displays.

STEP 3: Select the appropriate patient chart in the left column

STEP 4: Tap **Clinical Note.**

STEP 5: Tap the **Add** icon in the lower right corner of the screen.

- The Clinical Note screen displays.

STEP 6: Tap the **Use Code** drop-down arrow.

STEP 7: Select the appropriate use code for the clinical note.

NOTE: **The documentation fields and check boxes that appear in the bottom half of the Clinical Note screen are determined by the Use Code selected.**

STEP 8: Tap anywhere outside the **Use Code** list to collapse it.

STEP 9: Tap the **Note** field and enter any notes related to the visit.

STEP 10: Select the appropriate check boxes for the note.

STEP 11: Tap the **Ordering Physician** drop-down arrow.

STEP 12: Enter the name of the ordering physician in the **Search** field; then select the physician when their name appears.

STEP 13: Complete any other fields at the bottom of the screen as appropriate.

STEP 14: Tap the back arrow next to Clinical Note to save the note.

- The Open Charts screen displays the Clinical Note indicator, showing 100% completion.

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.