Inpatient Progress Notes

Contents

Progress Notes

Progress Notes are used to document the interactions which take place between Health Care Professionals and their Patients.

Adding a Progress Note

- Display your ward in **Bed View**

- Locate the **Patient** you want to record a note for

- Click the **Progress Notes** link in the patient information displayed to the right of the bed icon

Progress Notes can also be recorded via the Patients Clinical Portal

- Access the **Clinical Portal – Client's View** and locate the **Navigation** Pane (right of the screen)

- Click **Case Record** folder

- Click **Progress Notes**
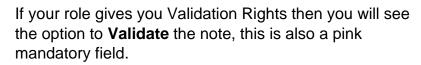

The Progress Notes screen will display

Progress Notes are displayed in date/time order, the most recent note will be at the top, it is **very important to make sure that the date/time of any note recorded accurately reflects the time of the interaction with the Patient**.

- Click **Add New Note** (bottom centre)

At the top of the progress note you will see four fields, **Originator** (your name), **Date** (defaults to today/now, **update** to time of interaction), **Specialty** (your speciality) and **Note Type** (will default to your role but may be amended).

- Type or paste your notes in the text box

If your role gives you Validation Rights then you will see the option to **Validate** the note, this is also a pink mandatory field.

Progress Notes can be saved without validating, allowing you to edit the note at a late time. Once the note is validated and saved it cannot be changed.

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You will see further check box options ☑ that can be applied to the note, the main one used is **This Note contains third party information** and is used, for example, when a Clinician has a conversation with a Patient's next of kin.

- When you have finished writing your note, click **Save Changes**

Your Progress Note will display on the Progress Notes screen

At the bottom left of the screen you will see the **Key**.

If the note has been validated, to the top right of the note you can see Detail, Amend and Lock.

Detail will display details of date & time of entry

Amend allow you to select any of the tick boxes that you may wish to include in the note or to mark the note as Entered in Error. However, it will not allow you to add any further details to the body text of the note as the validation closes this option.

Lock is not used by any service in BCHC.

Unvalidated Progress Notes display in light blue and display an **Update** link. Clicking the Update link will allow you to amend the body of the Progress Note.

Entered in Error Progress Notes

If a note has been added in error, it can't be removed or edited. The note can however be crossed through and re-written correctly.
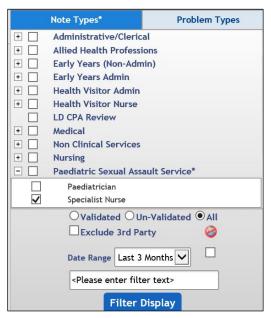
- Click **Amend**
- ☑ **Entered in Error**
- Click **Save Changes**

The body of the note will be appear crossed through in a red font colour.

Filtering Progress Notes

A Patient may have many Progress Notes recorded in their Rio record and sometimes it is difficult to find the information you are looking for. Progress notes can be filtered in a variety of ways.

The **Note Types*** check boxes allow you to filter by type of note e.g., Admin, Medical, Clinical etc.

Clicking the plus will expand the options to display specific services.

There is also a Note Type check box to filter by notes created by 'you'.

- Click the **Filter Display** button to apply the filter

- Remove the tick from the check box ☐ to remove the filter

- Click the **Filter Display** button to remove the filter

You can also filter for **Validated** and **Un-Validated** notes using the radio buttons.

Date ranges can be set using the Date Range drop-down list.

You can also type a specific keyword in the **filter text** box