

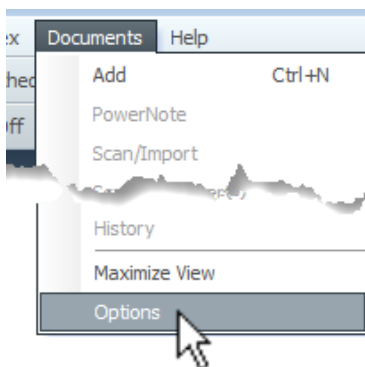
**ED Confidential Clinical Notes-
Update your personal note type lists**

ED Confidential Clinical Notes – Updating your personal note type lists

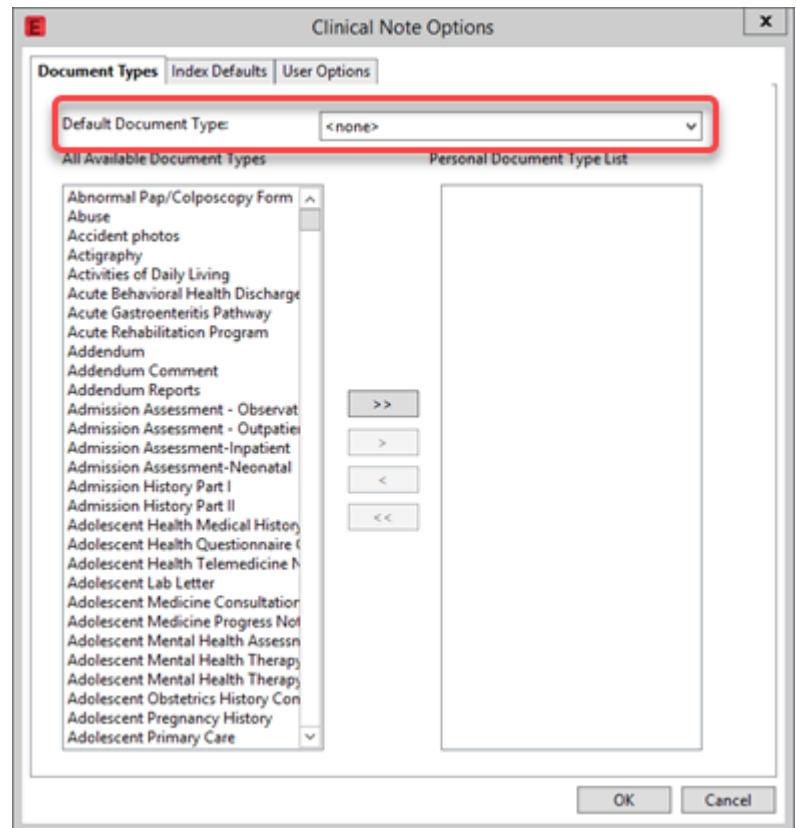
Add the **Confidential** note type and remove note types that may contain confidential information so that any release of non-confidential note types to the portal will not include confidential information.

1. Open a patient chart.
2. For Direct Charting, click **Notes** on the menu.

Click **Documents** on the top menu bar, then select **Options** from the drop-down list.



3. If necessary, select your Default Note from the dropdown list, or start typing the Note name.



4. Remove any unwanted or **Historical** Note Types from your Personal Note Type List. In the Personal Note Type List on the right-hand side, find each document that ends in **Historical** or **Hist**, select it and move it to the left-hand list using the left-arrow button.

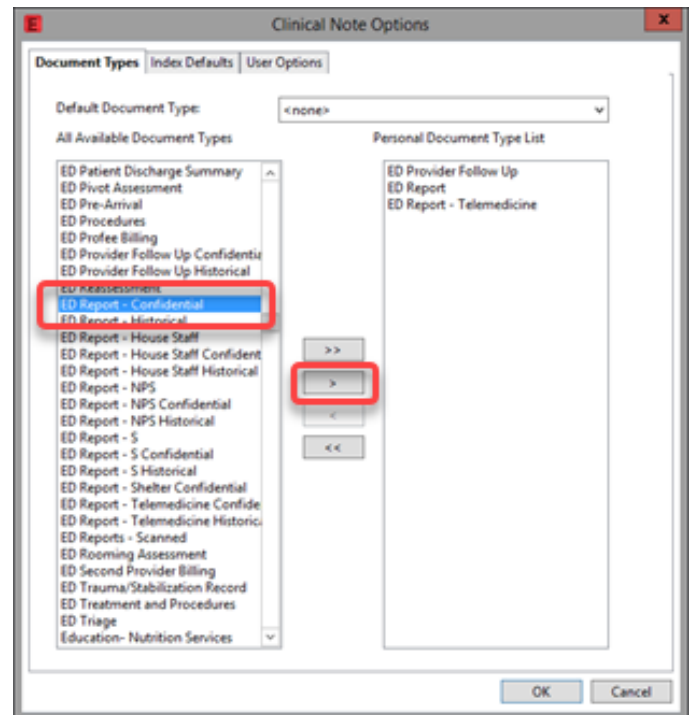
Examples of ED Historical Note Types:

- ED Report - Historical
- ED Report - House Staff Historical
- ED Report – NPS Historical
- ED Report – S Historical
- ED Report – Telemedicine Historical

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5. Add the Confidential Note Type that applies to your role

In the All Available Document Types list on the left-hand side, find the **Confidential** note type that applies to your role, select it and move it to the right using the right-arrow button.



Examples of ED Confidential Notes:

- ED Provider Follow UP Confidential
 - ED Report – Confidential
 - ED Report – House Staff Confidential
 - ED Report – NPS Confidential
 - ED Report – S Confidential
 - ED Report Telemedicine Confidential
6. Click **OK** to update the personal note type list and the default document type.
 7. Close the patient chart.

When you open a new chart, the defaults will be updated.