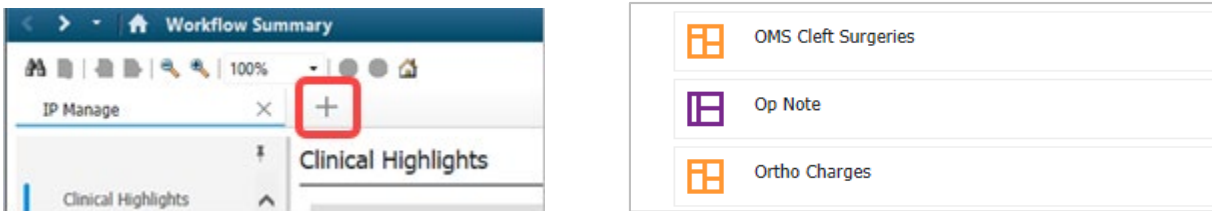


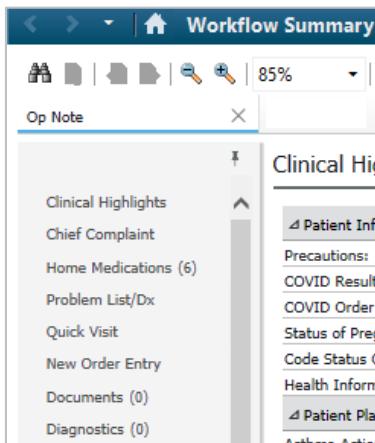
Op Note Workflow Summary Setup

The Operative Procedure Report is a post-surgery requirement. If this note is not completed after the surgery or is dictated, an Immediate Post Op Note or brief note needs to be completed before the patient transfer of care. The link to this note can be found below the Operative Procedure Report note link on the Workflow Summary.

1. Click + and select **Op Note** to add the Workflow Summary.

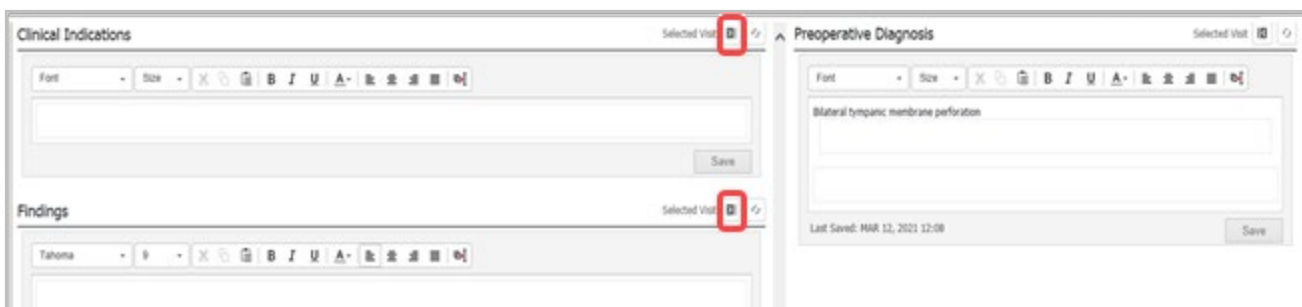


2. The **Op Note Workflow Summary** facilitates chart review and note creation. Rearrange the chart review components by dragging and dropping them into a preferred order. See suggested menu order below.



3. The **Op Note Workflow** offers a split screen view. To create the split screen, click the grey right arrow on the following scratchpads:

- Preoperative Diagnosis
- Indications (optional)
- Findings
- Description of Procedure
- Postoperative Plan (optional)



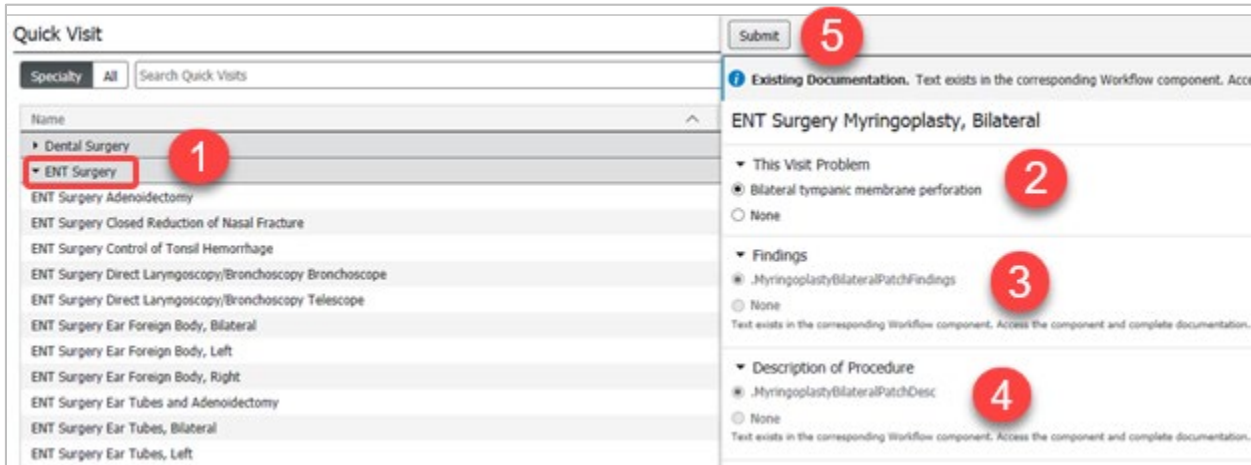
Op Note Documentation Workflow

1. Use the **Problem List/DX** component to view and manage multiple problems/diagnoses.
 1. Add a new problem/diagnosis by entering the diagnosis name into the search field. Select the appropriate diagnosis name to add it to the problem list.
 2. Each clinician can create their own priority list by adjusting the priority of the diagnoses. The prioritized problems will flow into the **Operative/Procedure Report**.
 3. Click the action buttons to check/uncheck the type of problem
 - **This Visit:** The diagnosis is relevant for this visit only
 - **Chronic:** An ongoing problem that is not managed during this visit. Click **Resolve** if no longer active.
 - **This Visit and Chronic:** The diagnosis for this visit and an ongoing problem managed at this visit.
 4. Click the down arrow on **Medical and Patient State** and select **All** to view confidential problems (optional).

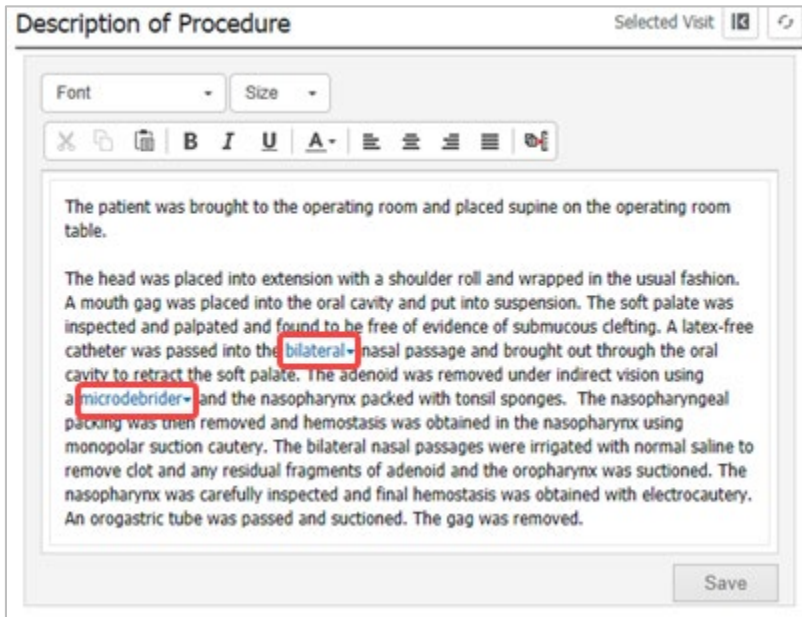
The screenshot shows the 'Problem List/Dx' interface. At the top, there is a 'Classification' dropdown menu set to 'Medical an' (callout 4), an 'Add as' dropdown set to 'This Visit', and an 'Add problem' search field (callout 1). Below this is a table with columns: Priority, Problem Name, Code, Onset, Classif..., and Actions. The table lists three problems: 'Chronic middle ear infection' (Priority 1, Code H66.90, Onset MAR 10, 2021, Medical), 'Chronic adenoiditis' (Priority --, Code J35.02, Onset --, Medical), and 'Diabetes type I' (Priority --, Code --, Onset MAR 10, 2021, Medical). The 'Actions' column for each row contains buttons for 'This Visit' and 'Chronic'. For 'Diabetes type I', there is also a 'Resolve' button. A callout 2 points to the priority dropdown for 'Chronic adenoiditis', and a callout 3 points to the 'This Visit' and 'Chronic' buttons for 'Chronic middle ear infection'. At the bottom, there are expandable sections for 'Resolved Chronic Problems' and 'All previous This Visit problems'.

Op Note Workflow Summary Setup

2. **Quick Visit** is a way to quickly add a diagnosis and documentation for your procedure.
 1. Locate your specialty and select the appropriate procedure.
 2. Select the appropriate This Visit Problem or select None to display only the prioritized problems on the problem list.
 3. Select the Findings.
 4. Select the Description of Procedure.
 5. Click Submit. The dot phrase templates will flow into their corresponding scratchpad.



Note: On a desktop, using the F9 key will reposition the cursor from dropdown to dropdown to quickly complete documentation. Using the F3 key will cursor from underscore to underscore.



Op Note Workflow Summary Setup

- Free text to complete the optional component fields: **Clinical Indications** and **Postoperative Plan**.
Note: Sections that are not required do not need to be removed. If there is no documentation, the header will not display on the signed note.

The image shows two side-by-side form sections. The left section is titled "Clinical Indications" and contains a dropdown menu with "Tahoma" selected, a small "9" icon, and a large text area with a vertical cursor. The right section is titled "Postoperative Plan (not required)" and contains a similar dropdown menu with "Tahoma" selected, a "9" icon, a trash icon, a copy icon, and a large text area with a vertical cursor.

- Select **Operative/Procedure Report** located on the bottom of the **Op Note Workflow**.

The image shows a vertical menu with several options. The options are "Description of Procedure", "Postoperative Plan (not required)", "Create Note", "Operative/Procedure Report", and "Select Other Note". The "Operative/Procedure Report" option is highlighted with a red rectangular box.

- Review the note and click **Sign/Submit** if you are the surgeon of record. If you are an assistant resident, fellow, or NP, click **Save** and **Close** then **Forward**.
- From the **Sign/Submit Note** window, the **Title** of the note can be changed to match the procedure name. Click **Sign**.

The image shows a window titled "Sign/Submit Note". At the top, there are two dropdown menus: "Type" (set to "Operative/Procedure Report") and "Note Type List Filter" (set to "Personal"). Below these is the "Author" field with the name "Dalkar, Andrew". A "Title" field is highlighted with a red box and contains the text "Operative/Procedure Report". To the right of the title field is a "Date" field showing "3/8/2021 1511 CST". Below the title and date fields are sections for "Forward Options" (Favorites, Recent, Relationships), "Contacts", and "Recipients". At the bottom right of the window, there are two buttons: "Sign" and "Cancel", with the "Sign" button highlighted by a red box.