

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.

Default Document Type:	<none> V</none>
All Available Document Types	Personal Document Type List
Abnormal Pap/Colposcopy Form / Abuse Accident photos Actigraphy Activities of Daily Living Acture Behavioral Health Discharge Acute Rehabilitation Program Addendum Addendum Reports Addendum Reports Addendum Reports Addension Assessment - Outpatie Addension Assessment - Outpatie Admission Assessment - Nobervat Admission History Part II Adolescent Health Medical History Adolescent Health Telemedicine N Adolescent Health Telemedicine N Adolescent Mental Health Assession Adolescent Mental Health Assession Adolescent Mental Health Therapy Adolescent Pregnancy History Con Adolescent Pregnancy History Adolescent Primary Care	

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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Questions or need assistance? Call Children's IT Service Desk 24/7 952-992-5000 (4-5000 internal)

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

In the All Available Document Types list on the lefthand 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.