

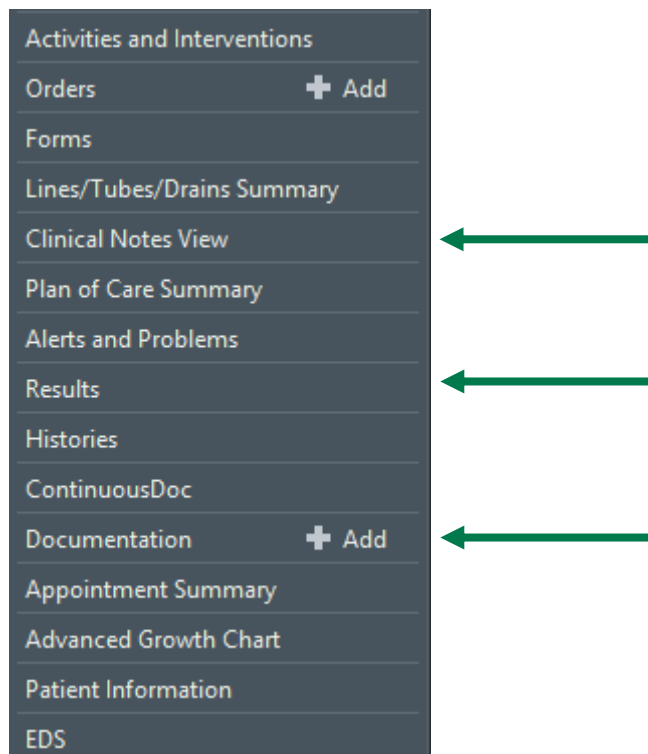


# Tagging Text in a Progress Note

*Tagging* within ieMR allows the end users to tag *Pathology* and *Radiology* results and text within a document. This aids the end user to save text or results to then be used within a new *Progress Note*. This feature is similar to “*Copy and Paste*” and allows for multiple items to be copied and saved for later use.

## Tagging Text in ieMR

1. *Open* the patient’s electronic medical record.
2. For *Progress Notes* and other documents, *click* on *Documentation* or *Clinic Notes View*.
3. For any *Radiology* or *Pathology* results, click on *Results*.



# Tagging Text in a Progress Note

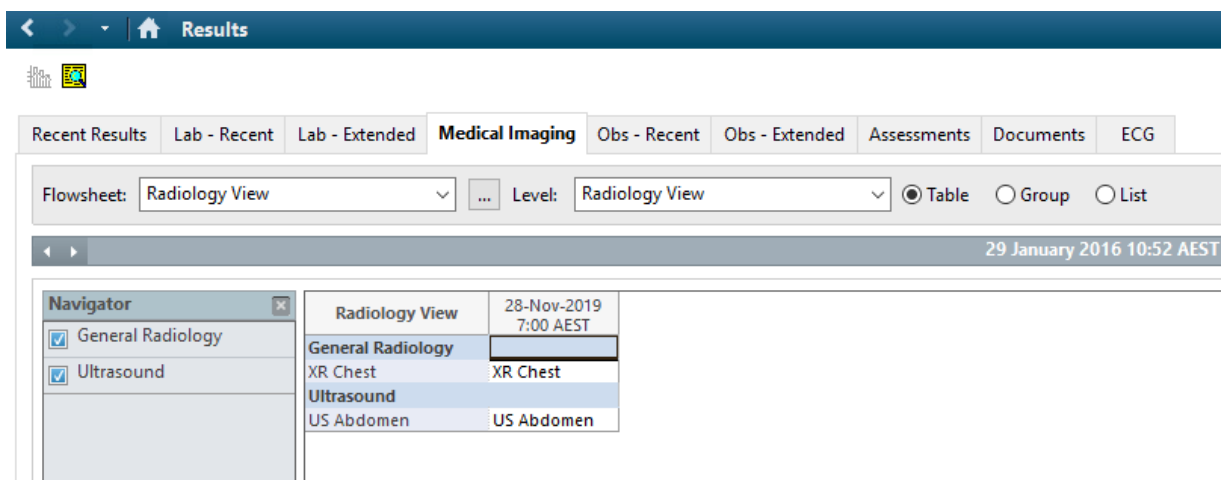
## Radiology Results

Written reports from *Radiology* can be tagged and saved as text to use within a *Progress Note*.

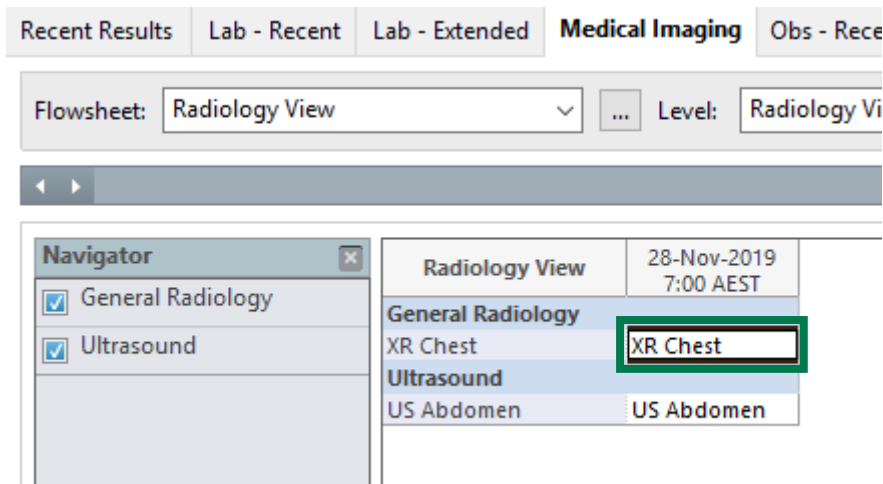
1. Click on *Results* from the menu.
2. Click on the required tab you wish to tag text from (e.g. *Medical Imaging*).



The Documents tab contains written Radiology reports as well as Clinical Notes and other Documents.



3. Double click on the *report* that contains the text to be tagged. This will open the written report.



4. Click and drag to highlight the text to be tagged from the selected *Note/Document*
5. Once highlighted the text you wish to tag, *release mouse*.

# Tagging Text in a Progress Note

6. Select  icon.


Document Viewer - TTHNURSEAD41, TIM - TTH 4069360

Result type: XR Chest  
 Result date: 28 November 2019 7:00 AEST  
 Result status: Auth (Verified)  
 Result title: XR Chest  
 Performed by: CONTRIBUTOR\_SYSTEM, SOLITON on 02 October 2019 21:19 AEST  
 Contributor system: SOLITON

**\* Final Report \***


**XR Chest**  
 Chest X-Ray 2 Views  
 Patient Name: TTHNURSEAD 21, Christopher  
 Account number: 60474069360  
 MR Number: 60474069360  
 Physician: 1010003401705  
 Date of Birth: 23//11/1963  
 Date of Admission: 30//09/2019  
 Sex: 1

THIS IS A SAMPLE TRANSCRIBED RADIOLOGY REPORT.  
 CHEST X-RAY, TWO VIEWS (11/14/2018):  
 FINDINGS: Heart size and pulmonary vasculature are within normal limits. Lungs are well aerated without active pulmonary disease. There is a marked S-shaped thoracolumbar scoliosis with a right convex thoracic component. Metallic rods and wires stay in the upper thoracic spine. There is a plate and screws overlying the lower cervical spine. Surgical clips are incidentally noted in the upper abdomen as well as posterior to the lower thoracic spinal canal.



Action	Performed By	Performed Date	Action Status	Comment	Draw Personnel	Requested By	Requested Date
<							>



The *Tagged* items icon  in the Documentation toolbar will change colour to indicate there is tagged text.

7. *Click* the  icon in the *Documentation Toolbar* to see tagged items.

Documentation

+ Add | Sign | Forward | Provider Letter | Modify | In Error | Preview

List

Display: All

Arranged By: Date	Oldest At Top
Admission Note 28-Nov-2019 07:00 AEST	
Admission Note 29-Jan-2021 04:00 AEST	
Progress Notes Inpatient 29-Jan-2021 04:00 AEST	
WARD - RN - Night Shift @ 0400 NURSE, NATHAN RN	
Progress Notes Inpatient 29-Jan-2021 07:00 AEST	

Result type: Admission Note  
 Result date: 28/11/2019 07:00 AEST  
 Result status: Auth  
 Result title: Presenting Complaint Burning on urination with ...  
 Performed by: AN  
 Contributor system: SOLITON

**Tagged Items** Remove All

Tagged Text

Admission Note 28/11/2019 07:00 AEST

Presenting Complaint Burning on urination with ...

8. To remove any *Tagged items*, click on  icon next to the tagged text you wish to remove. Or if you want to clear all tagged items, *click Remove All*.

# Tagging Text in a Progress Note

## Using Tagged Text in a Progress Note

Once you have *Tagged* all the information you wish to use, a new *Progress Note* can be created and populated with the saved *Tagged items*. Tagged text can be used in any of the *Progress Note Templates*.



When creating a new Progress Note, the Tagged text is displayed on the left of the note being created.

The screenshot shows the 'Documentation' interface. On the left, a 'Tagged Text' panel is highlighted with a green border. It contains two items: 'XR Chest' (dated 28/11/2019 07:00...) and 'WARD - RN - Night Shift' (dated 29/01/2021 04:00...). On the right, a 'Progress Note' template is visible, starting with 'WARD ROUND:' followed by sections for 'Present:', 'Hx:', 'O/E:', and 'Plan:'. A green arrow points from the 'Tagged Text' panel towards the 'Progress Note' template.

1. *Highlight* the desired *Tagged* text and “*Drag and Drop*” into the *Progress Note*.



The area around the heading or blank area will turn blue to indicate the text can be dropped into that area.

The screenshot shows the 'Documentation' interface. The 'Tagged Text' panel on the left now has a blue highlight around the 'XR Chest' item. The 'Progress Note' template on the right has a blue highlight around the 'WARD ROUND:' heading. A green arrow points from the 'Tagged Text' panel towards the 'Progress Note' template.

# Tagging Text in a Progress Note



The Tagged text will also display a small number next to it. This is a Reference Number and the source of the Tagged text can be found at the bottom of the note matched to the Reference Number.

(28/11/2019 07:00 AEST XR Chest)

## XR Chest

Chest X-Ray 2 Views

Patient Name: TTHNURSEAD\_21,Cristopher

Account number: 60474069360

MR Number: 60474069360

Physician: 1010003401705

Date of Birth: 23//11/1963

Date of Admission: 30//09/2019

Sex: 1

THIS IS A SAMPLE TRANSCRIBED RADIOLOGY REPORT.

CHEST X-RAY, TWO VIEWS (11/14/2018):

FINDINGS: Heart size and pulmonary vasculature are within normal limits. Lungs are well aerated without active pulmonary disease. There is a marked S-shaped thoracolumbar scoliosis with a right convex thoracic component. Metallic rods and wires stay in the upper thoracic spine. There is a plate and screws overlying the lower cervical spine. Surgical clips are incidentally noted in the upper abdomen as well as posterior to the lower thoracic spinal canal.

[1]

[1] XR Chest; CONTRIBUTOR\_SYSTEM, SOLITON 28/11/2019 07:00 AEST

2. Continue dragging and dropping any further required *Tagged* text into the *Note*.
3. Complete remainder of the *Progress Note*.
4. Click *Sign/Submit* to finalised *Progress Note* or *Save & Close* to return to the document at a later time to finalise.



## Tagging Pathology/Lab Results

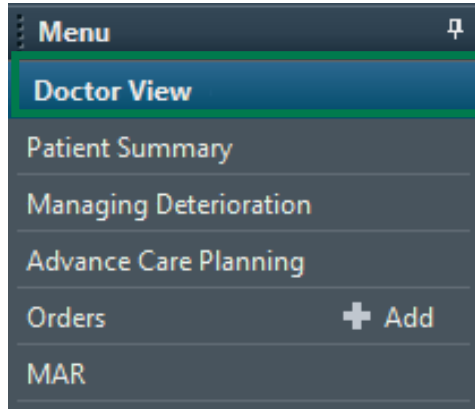
The Doctor views within PowerChart allow Clinicians to Tag Pathology/Lab results to include them in a Progress Note.



Only Clinicians will be able to Tag Pathology/Lab results.

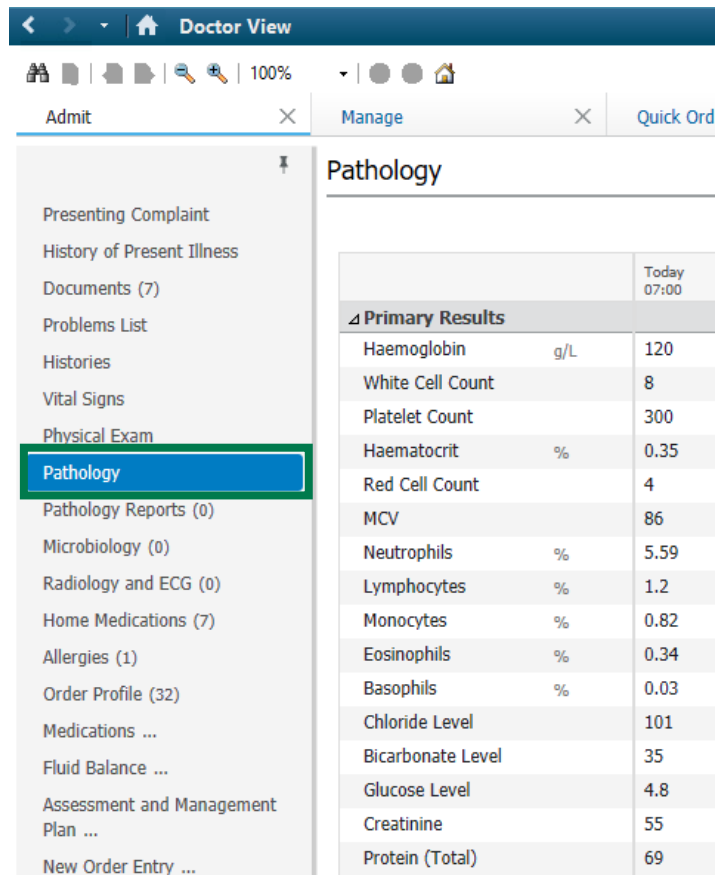
# Tagging Text in a Progress Note


1. Click on the *Doctor Views* from the *Menu*.



*ED Summary, Surgeon View, Gynaecology View, etc.* will allow you to access the patients *Pathology Results* to be *Tagged*.

2. Click on *Pathology* in the *Doctor Views*.



3. To *Tag* a result, right-click on the relevant results and click on  icon to tag results.

# Tagging Text in a Progress Note

- If you want select multiple results, hold in the Control key (Ctrl) on your keyboard and click on the results you require.

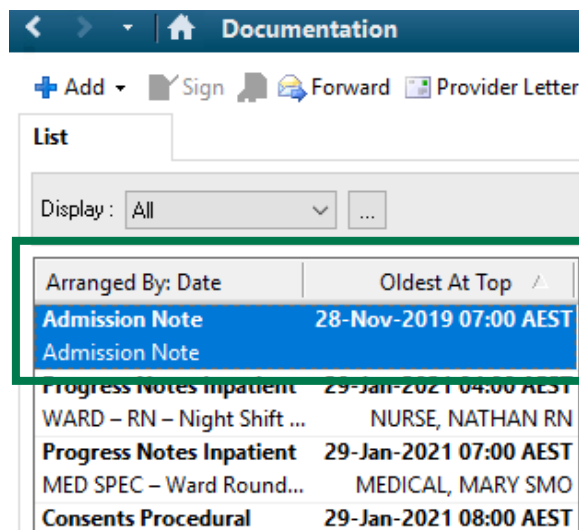
## Pathology

		Today 07:00
<b>Primary Results</b>		
Haemoglobin	g/L	120
White Cell Count		8
Platelet Count		300
Haematocrit	%	0.35
Red Cell Count		4
MCV		86
Neutrophils	%	5.59

- Follow steps from *“Using Tagged Text in a Progress Note”* to insert the results into your *Progress Note*.

## Documentation

- Click on *Documentation* from the *Menu*.
- Select the required *Document*



- Click and drag to highlight the text to be tagged from the selected *Note/Document*

# Tagging Text in a Progress Note

4. Once highlighted the text you wish to tag, *release mouse*.

5. Select  icon.

**Admission Note**

**Presenting Complaint**

Burning on urination with chills, nausea, vomiting and diarrhoea.

**History of Present Illness**

Elderly male presented with a 3 day history of burning on urination. Is now experiencing nausea, vomiting and diarrhoea, with persistent left flank pain.

**Past Medical History**

**Active**

Urinary tract infection

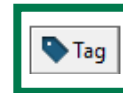
**Chronic**

Arthritis

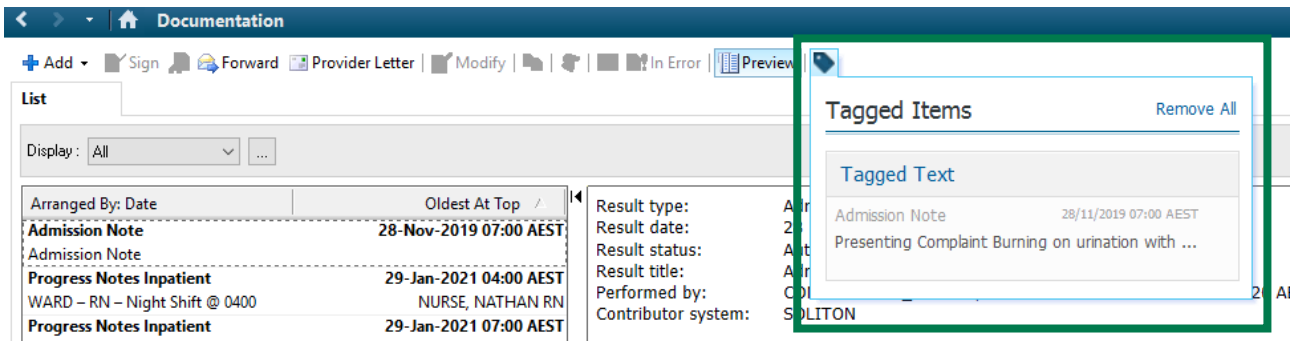
Falls risk

Gout

Thrombosis risk



6. Click the  icon in the *Documentation Toolbar* to see tagged items.



Arranged By:	Date	Result type:
Admission Note	28-Nov-2019 07:00 AEST	Admission Note
Admission Note		Presenting Complaint Burning on urination with ...
Progress Notes Inpatient	29-Jan-2021 04:00 AEST	Progress Notes Inpatient
WARD - RN - Night Shift @ 0400	NURSE, NATHAN RN	
Progress Notes Inpatient	29-Jan-2021 07:00 AEST	Progress Notes Inpatient

7. Follow steps from *“Using Tagged Text in a Progress Note”* to insert the results into your *Progress Note*.

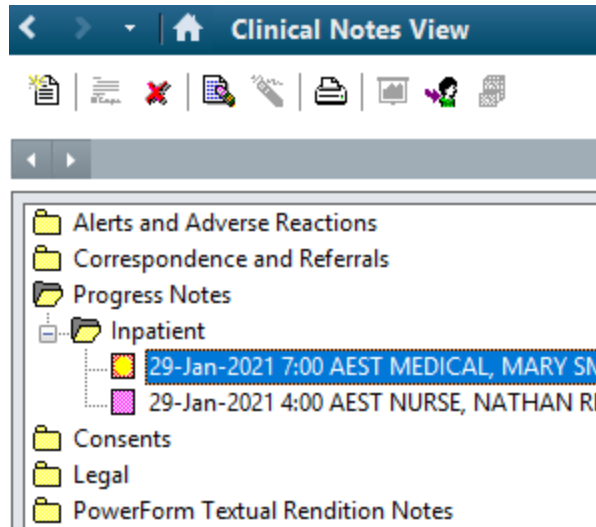


# Tagging Text in a Progress Note

## Clinical Notes View

The process is the same to tag text from *Clinical Notes View*.

1. *Click* on the *Clinical Notes View* tab from the menu.
2. *Locate* the required *Note/Document* from the menu.



3. *Double click* the required *Note/Document* to open it and view the text.
4. *Follow* steps 3 to 8 above to *Tag* text from *Notes/Document* in *Clinical Notes View*.