
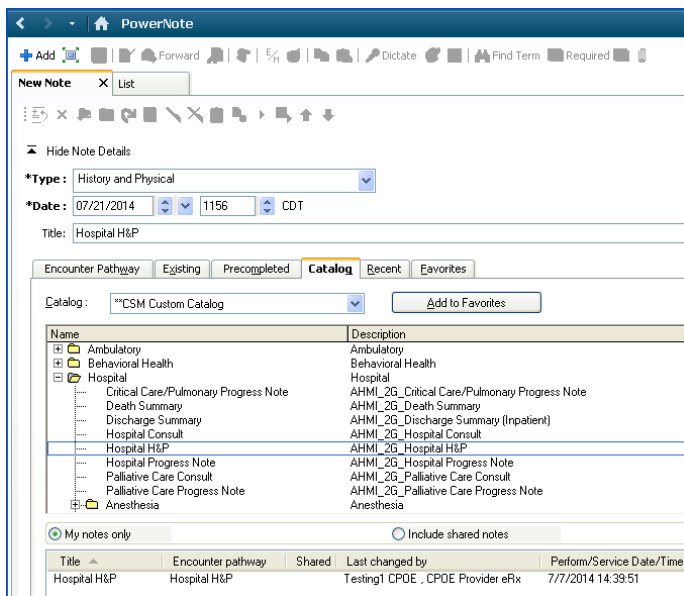


Precompleted Notes allow the user to customize templates to their personal needs.

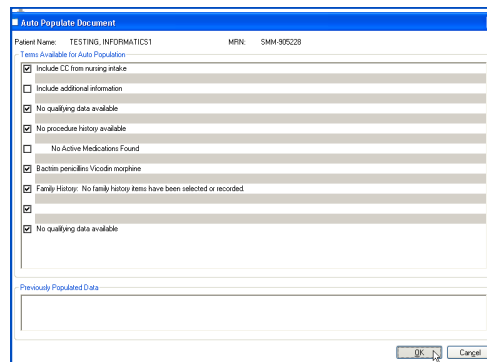
### Creating a Precompleted Note:

1. In PowerNote, select your base template. For this example, we've chosen Hospital H&P. Click OK.

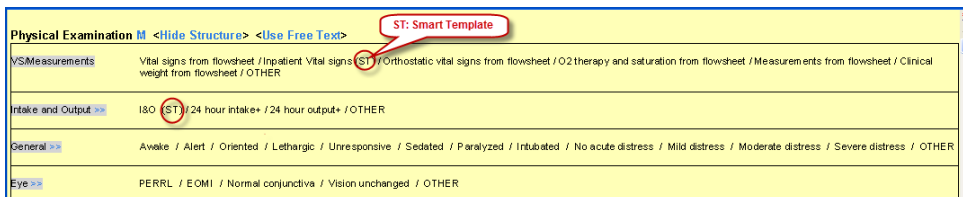
**Note:** If the task bar is not visible, click the normal view icon  in the upper right-hand corner.



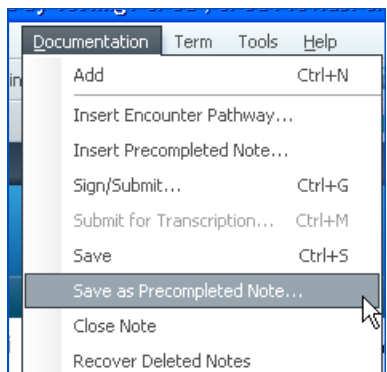
2. The Auto-populate window opens. Choose desired auto-populate terms. Click OK.



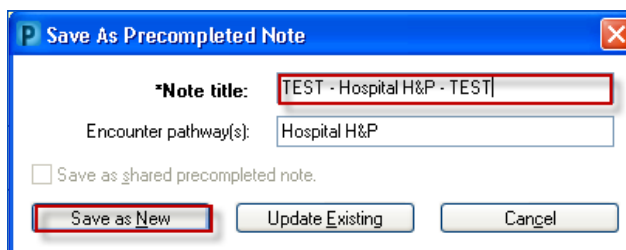
3. Within the template, select needed elements such as **ST** Smart Templates (i.e. IP Vital Signs) and Terms (i.e. Elements of Physical Exam).



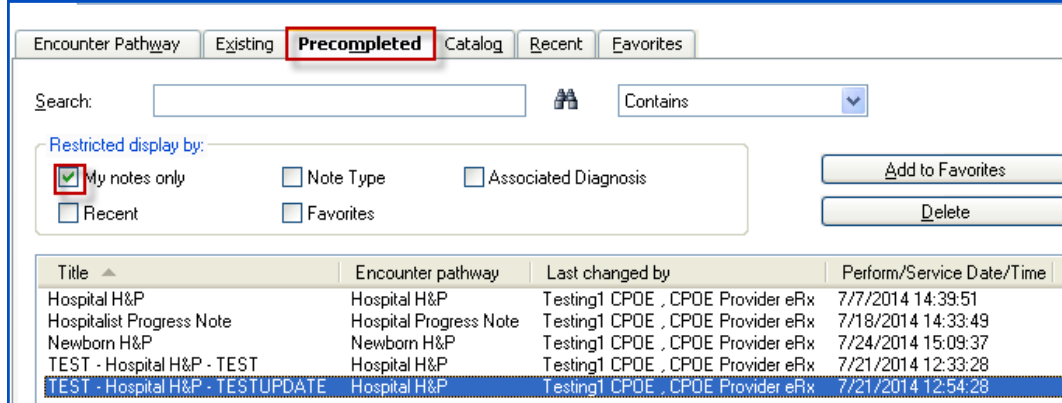
4. Click Documentation from the task bar. From the drop-down menu select **Save as Precompleted Note**.



5. The **Save as PreCompleted Note** box opens.
6. Enter a unique **Note title**, if desired.
7. Click **Save as New**.



- This Note is now available in the PreCompleted tab on the PowerNote viewing screen under **My Notes Only**.



Encounter Pathway Existing **PreCompleted** Catalog Recent Favorites

Search:  Contains

Restricted display by:

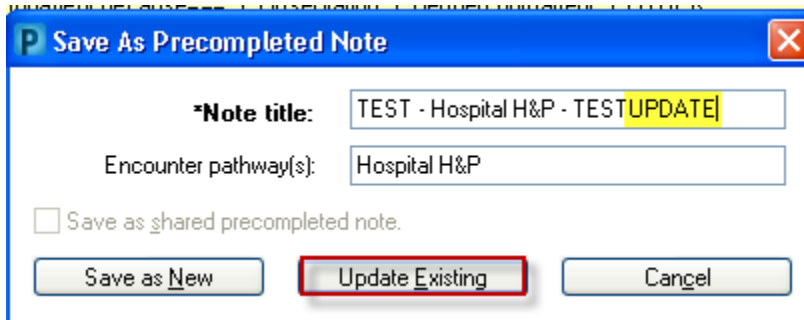
☒ My notes only ☐ Note Type ☐ Associated Diagnosis

☐ Recent ☐ Favorites

Title	Encounter pathway	Last changed by	Perform/Service Date/Time
Hospital H&P	Hospital H&P	Testing1 CPDE , CPDE Provider eRx	7/7/2014 14:39:51
Hospitalist Progress Note	Hospital Progress Note	Testing1 CPDE , CPDE Provider eRx	7/18/2014 14:33:49
Newborn H&P	Newborn H&P	Testing1 CPDE , CPDE Provider eRx	7/24/2014 15:09:37
TEST - Hospital H&P - TEST	Hospital H&P	Testing1 CPDE , CPDE Provider eRx	7/21/2014 12:33:28
TEST - Hospital H&P - TESTUPDATE	Hospital H&P	Testing1 CPDE , CPDE Provider eRx	7/21/2014 12:54:28

### Updating Detail of Previously completed Precompleted Note

- Open the original PreCompleted Note and follow steps 3-6.
- Select **Update Existing**.



**P Save As Precompleted Note**

\*Note title:

Encounter pathway(s):

☐ Save as shared precompleted note.