How do I use a note template?

Pre-rounding requires you to review an overwhelming amount of data in a limited period of time. In order to do this, you need a systematic workflow that ensures you capture patient data in a thorough AND efficient way. Then, after gathering the data, you review and synthesize it to identify what is relevant for your specific patient’s needs.

A note template is the foundation which can be customized and used repeatedly to serve as the starting point for a given type of note. It provides a predefined structure that either has been prescribed by an administrator OR that you have modified or created for yourself. You can customize the note template or create a new note template that follows your unique workflow and then save it to be used over and over again. Think of the note template you use as a checklist to support the patient data review and analysis necessary for pre-rounding. It can be designed to guide your workflow and navigation to collect data from the EHR.

Advantages of EHR Configuration

You have already completed some groundwork towards your progress notes for the day.

Tips

Talk to your colleagues and see what template recommendations they have that worked well.

Many EHRs have special codes or functions – sometimes called “dot phrases” or autotexts – which will add data found elsewhere in the EHR into your note.