

### 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.