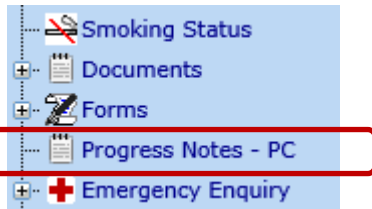


Introduction: The Progress Note View provides *Full Text, Date Ordered, Fully Searchable* list of all Outpatient Progress Notes (inc. selected MH notes).

Navigation:

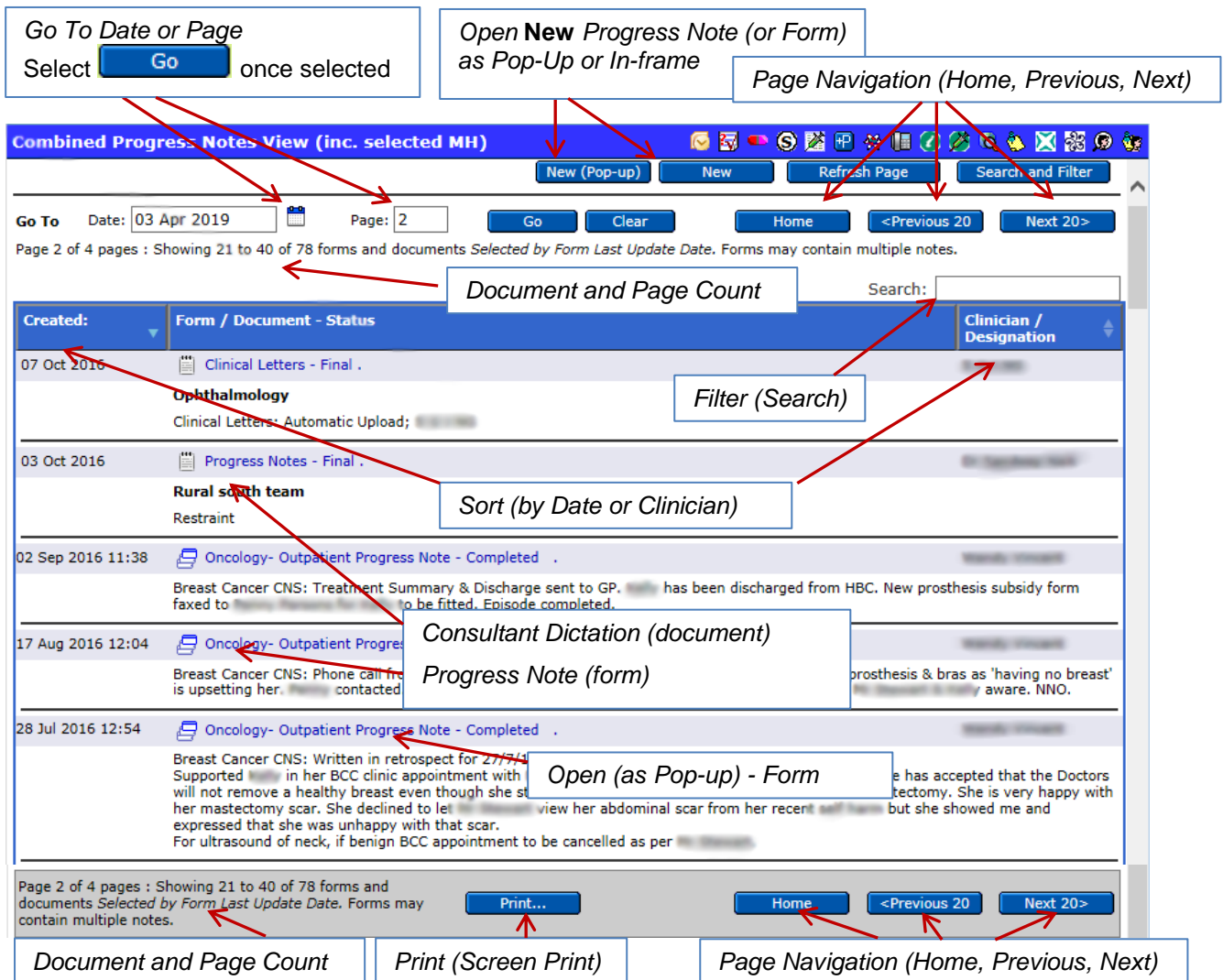
1. Open Progress Notes – PC from the Patient Tree



1. **Progress Note View** is available directly from the Patient Tree in CWS

Progress Note View:

Progress Note view opens the 20 most recent Progress Notes forms – Most recent at the top.



Go To Date or Page
Select **Go** once selected

Open New Progress Note (or Form) as Pop-up or In-frame

Page Navigation (Home, Previous, Next)

Document and Page Count

Filter (Search)

Sort (by Date or Clinician)

Consultant Dictation (document)
Progress Note (form)

Open (as Pop-up) - Form

Document and Page Count

Print (Screen Print)

Page Navigation (Home, Previous, Next)

Combines Progress Note Documents and Progress Note forms into one view

Breaks apart multi-row forms and re-sorts into combined date order.

Find and Search

CTRL – ‘F’ (Find) opens the Internet Explorer Find tool bar {hold CTRL and tap letter ‘F’}

Using Search (Filter)

Created:	Form / Document - Status	Clinician / Designation
02 Sep 2016 11:38	Oncology- Outpatient Progress Note - Completed Breast Cancer CNS: Treatment Summary & Discharge sent to GP. [redacted] has been discharged from [redacted]. New prosthesis subsidy form faxed to [redacted] to be fitted. Episode completed.	[redacted]
17 Aug 2016 12:04	Oncology- Outpatient Progress Note - Completed Breast Cancer CNS: Phone call from [redacted] upsetting her. [redacted] contacted. Appointment [redacted]	[redacted]
28 Jul 2016 12:54	Oncology- Outpatient Progress Note - Completed Breast Cancer CNS: Written in retrospect for [redacted] Supported [redacted] in her BCC clinic appointment with [redacted]. She is currently an inpatient at [redacted]. She has accepted that the Doctors will not remove a healthy breast even though she still wants it removed so that it is the same as her mastectomy. She is very happy with her mastectomy scar. She declined to let [redacted] view her abdominal scar from her recent self harm but she showed me and expressed that she was unhappy with that scar. For ultrasound of neck, if benign BCC appointment to be cancelled as per [redacted].	[redacted]
04 Jul 2016 07:30	Oncology- Outpatient Progress Note - Completed Breast Cancer CNS: Written in retrospect for 28/6/16: I reviewed the conversation I had with [redacted] (as documented below) with Mr [redacted] who suggested that I discuss it with one of the female breast surgeons for their opinion. After discussion of the conversation, Mr [redacted] agreed with the advice given to [redacted].	[redacted]

Limitation: Both Find and Search are limited to text currently displayed on screen

Creating New Progress Notes:

Use the **New** or **New (Pop-up)** buttons to create a new Progress Note

There is no systematic review mechanism for progress notes created by a Primary Care clinician – creating a progress note is not a substitute for direct communication with the care team. This feature has been added to allow LMCs to prepare for possible delivery at hospital.