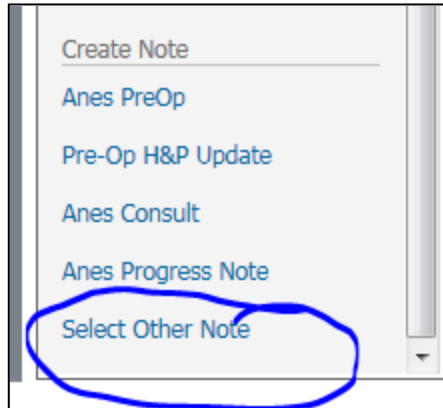
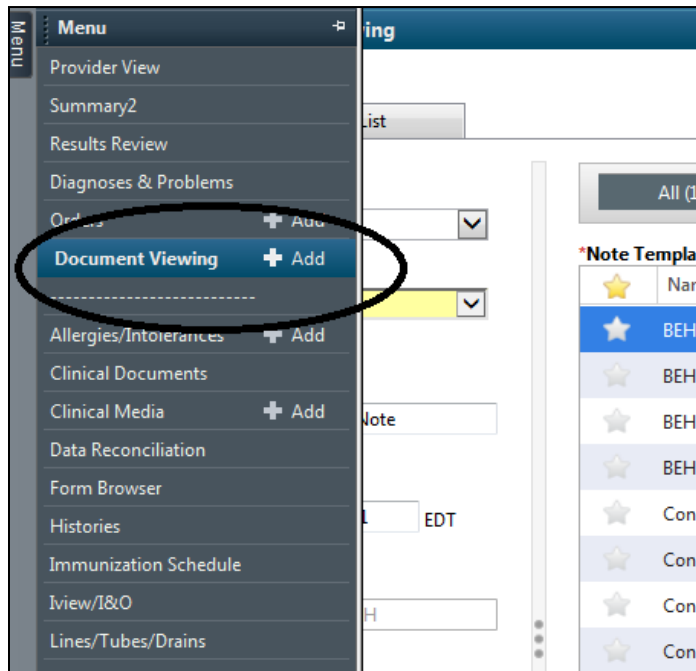


## How to Use Autotext and Make a Note

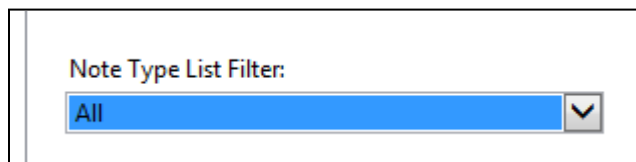
1. Log in to PowerChart using your own credentials.
2. For pain nurses:
  - Click on Provider View in the left hand Menu
  - Go to the lower left hand corner and select Add Other Note under Create Note



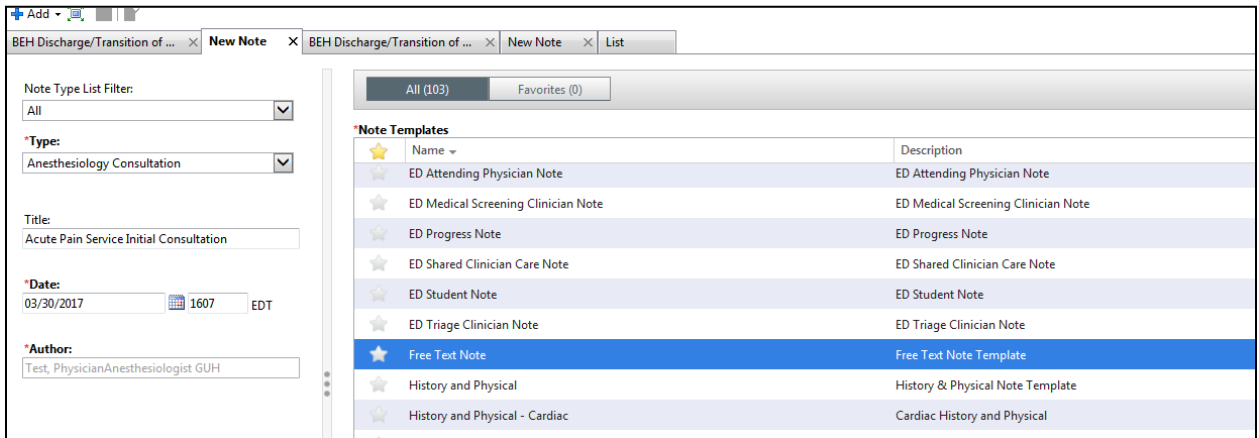
3. For physicians, this should be in the lower left hand corner of the Anesthesia tab, which is the default view.
4. An alternate way to the right place for both roles is to select "Add Document" from the menu



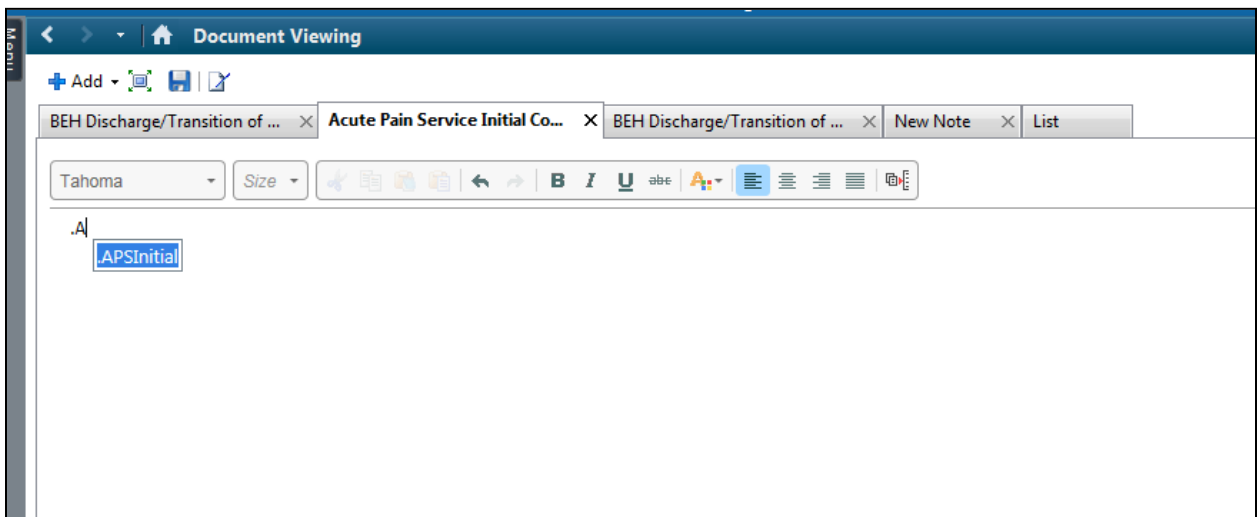
5. For Pain RNs, the Note Type List Filter should be set to "All" to see the appropriate note types.



6. For attendings, the Note Type List Filter should be set to “Position” (likely this is the same for residents and SRNAs – anyone who is in an anesthesia-specific position).
7. For the initial, subsequent, or regional notes, choose the following options:
  - Type = Anesthesiology Consultation
  - Title = Acute Pain Service + whatever the service is – initial, subsequent, etc.
  - Note Template = Free Text



8. For the courtesy visit, choose the Anesthesiology Progress Note note type.
9. Click OK. Put your cursor at the very top of the document and type a “.” and the beginning of your autotext’s name (this is case sensitive!). Double click on the autotext name for the autotext to populate the note.



10. Now you can begin to document! Use F3 to move between the underscores in the form. You can use this feature to replace underscores with X’s for anything you want to check off.

Department of Anesthesia  
 Acute Pain Service  
**INITIAL CONSULTATION**

**Requesting Physician:**  
**Primary Physician:**  
**Reason for Visit/Consultation (Chief Complaint):**  
 Duration of Problem: \_\_\_ weeks \_\_\_ months \_\_\_ years Baseline Pain:  
 History of Present Illness:

**Pain Rating on 0-10 Scale:** \_\_\_ (0 = No Pain; 10 = Worst Pain)      \_\_\_ Constant \_\_\_ Intermittent  
 Location of Pain:                      Is Pain: \_\_\_ New \_\_\_ Chronic  
 Aggravating Factors:  
 Alleviating Factors:  
 Medications  
 Current:  
 Home:  
 Prescribing Dr/Pharmacy:

**PAST MEDICAL HISTORY:**  
 \_\_\_ CVA \_\_\_ COPD \_\_\_ Asthma \_\_\_ Cancer \_\_\_ Pancreatitis \_\_\_ GERD  
 \_\_\_ MI \_\_\_ Fibromyalgia \_\_\_ Hepatitis (Type: \_\_\_A\_\_\_B\_\_\_C\_\_\_D\_\_\_E\_\_\_G) \_\_\_ Migraines \_\_\_ PVD  
 \_\_\_ DVT/PE \_\_\_ OA \_\_\_ HLD \_\_\_ Hypothyroid \_\_\_ CHF \_\_\_ MS  
 \_\_\_ DM \_\_\_ Anxiety \_\_\_ Depression \_\_\_ OSA \_\_\_ Other:

**PAST SURGICAL HISTORY:**

11. After you're finished, click Save, Save and Close, or Sign/Submit as appropriate.
12. Your document will now appear in the List tab for other to view.

The screenshot shows a software interface with a 'List' tab selected. Below the tab is a 'Display:' dropdown menu set to 'All'. A table displays a list of notes with the following columns: Service Date/Time, Subject, Type, Facility, and Author; Contributor(s).

Service Date/Ti...	Subject	Type	Facility	Author; Contributor(s)
03/30/2017 16:07:00 E...	Acute Pain Service Initial Consultation	Anesthesiology Consultation	Georgetown	Test, PhysicianAnesthesi...
03/22/2017 11:00:00 E...		Anesthesia Directed Based...	Georgetown	Test, PhysicianAnesthesi...