

EHR Instructions for Psychiatry Clerkship


- You must complete an electronic note on each patient you personally assess. You are not required to complete a note on those patients you only observed.
- You are only to document on the form titled: Medical Student Psych SOAP Note
- Complete your note within 24 hrs after clinic and send, attached to a flag, to the attending physician, who will review and provide feedback within 48 hours. If you do not receive feedback within this timeframe, notify Robin Zorn or Staci Becker and they can provide assistance with follow-up.
- Each time you are requested to make revisions to your note, you need to send it to the attending physician after revisions are made. Only after receiving the final “OK” can you “Sign Document”..
- Do not document any patient encounters after Tuesday of Clerkship Week 6.

Outlined below are the steps to take after documenting your note in the EHR:

1.) While in the text version of your note, type '.sign' below the last line. Then click “Enter”. This will affix your name and date to the encounter.

Return to office in 1 month(s)
.sign

.....Theresa Waters February 20, 2009 11:31 AM

2.) While still in the text version (still in patient’s record),  begin a ‘New’ Flag.

3.) Address it to the attending physician and to yourself.

4.) The Patient and Subject line will automatically default to the patient’s name.

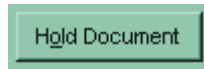
5.) In the Message box, type the physician’s name, and a note that your note is ready for review. Be sure to include your name.

6.) Click “SEND” to send your Flag.

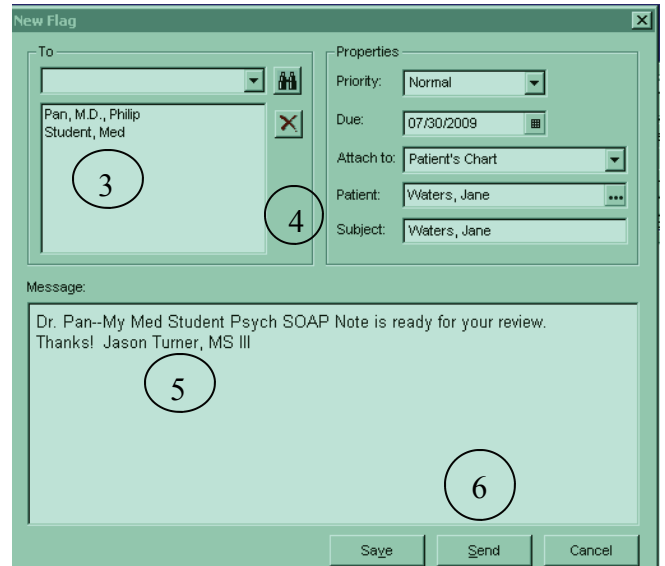
7.) Click “End Update”.



8.) Put the document ‘On Hold’



9.) At this point, your note will be attached to the flag you sent to yourself. Once you open the note from your flag, it will be in the Documents portion of your Desktop, as well as attached to your flag.



10.) After receiving feedback from the physician, revise your note as needed and again send to the physician attached to a flag. After receiving the final OK, be sure to ‘Sign Document’.



11.) After signing your note, print a copy and give to Robin Zorn to be included in your student file.

It is your responsibility to Sign your document. A physician does not need to sign or co-sign your note.

****By the end of the clerkship, there are to be no documents on your Desktop. Once a document is Signed, you can ‘Remove’ it from your desktop by clicking the ‘Remove’ button above the Documents tab. Removing it from your desktop does not remove it from the patient’s record. If an unsigned document is on your desktop, it must be signed before it can be removed.****

A link to more information on student documentation in Centricity can be found on the Curriculum website: <http://www.siumed.edu/oec/EHR/index.htm>

For questions, contact Theresa Waters at 545-6963 or twaters@siumed.edu