# Y2 Student Documentation of a Clinic (SOAP) Note

Access TouchWorks Student environment through Internet Explorer or Chrome:  https://apps.siumed.edu

Your Citrix username and password is the same as your SIU e-mail username and password.
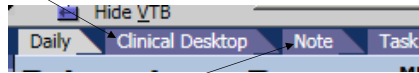
Select 'TouchWorks Student'.  Your TouchWorks username is your first initial and last name (in all CAPS). Your password is your 9-digit DAWG tag number (beginning with 85).

Select the patient chart by choosing 'Select Patient' from your desktop.
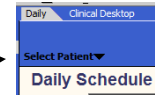
**Remember, choose _your_ name as the patient's name (i.e. Flamm, Bailey)**.

Choose the 'Clinical Desktop' tab above the patient banner.

To open a note, choose the 'Note' tab above the patient banner.

From Encounter Selector, choose 'New Encounter' and 'Other' as the note Type. (Only open an 'Existing Encounter' if you are the author of the note.)
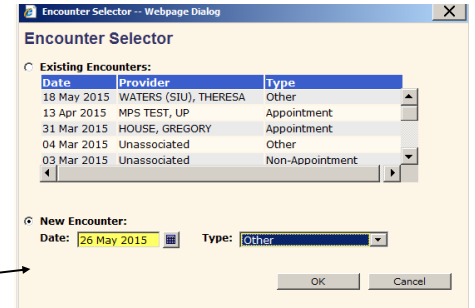
On Note Selector screen, leave the 'Style' to the default choice.  The 'Specialty' is 'xSIU Student'. For the 'Visit Type' select 'SIU Student Clin Note'.  You are the 'Owner'. (Use the magnifying glass icon to choose your name.)
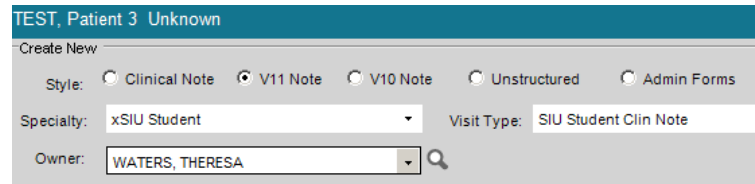
**Documentation of student note**:

Always check the 'Student Note Statement' box to identify the note as educational.

The section on the left side of the screen is called the 'Table of Contents', and is used to navigate to the various sections of the note in order to document.  For the Chief Complaint, Subjective, and Assessment and Plan,  document in the bottom section of the screen, which is called the 'Note Accumulator'.

For the remaining sections (Allergies, Current Meds, Vitals and Physical Exam), templates are provided which allow you to free-text information in designated sections.  Once you complete the information, it will populate in the note accumulator.
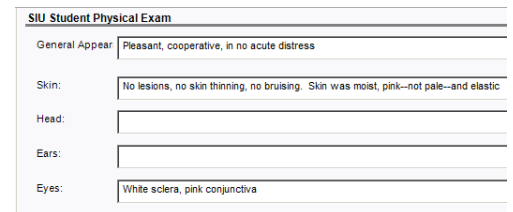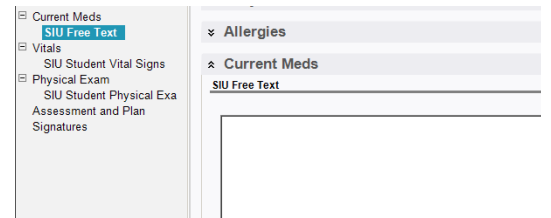
At any time, you can view your note in final (rendered) format, by selecting your note within 'Output Template' at the bottom left of the screen and choosing 'View' in the bottom left corner. (You cannot document in this 'view' format, but it will display the document as it will appear in print form.)

To return to the documentation screen, choose 'Close' at the bottom of the screen. This will take you back to the screen on which you can document.
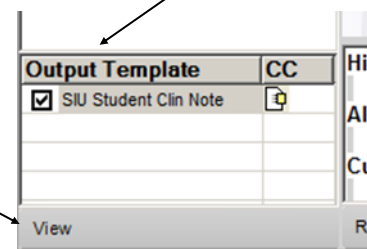
Note the 'Spell Check' option at the bottom of the documentation screen.

When finished with your documentation, you can either 'Sign' your note on the bottom left side of the screen, or choose one of the options found at the bottom right of the screen. If you are finished with your note, choose the 'Sign' option (see further instructions below).

The options at the bottom right of the screen include:

1.) 'Close and save' allows you to work on your document at a later date. Choose this option if you are not finished with your note, but will return at a later time to continue documenting.

2.) 'Save' allows you to save the note, but it will not close the screen. You probably will not choose this option.

3.) 'Close' will give you the option to discard the note. By choosing to discard the note, you will <u>not</u> be able to retrieve the note at a later time. Only choose this option if you want to discard the note.

When your note is complete, choose 'Sign' at the bottom left of the screen. You may be asked to enter your Password, but can leave the 'Sig Type' option blank. Leave the 'Make Final' box checked.
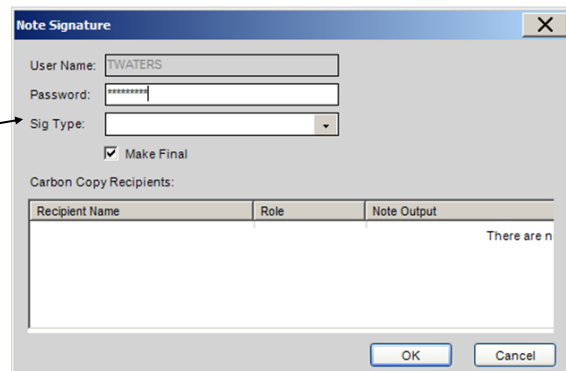
For questions, contact Theresa Waters, phone 217-545-6963, e-mail 'twaters@siumed.edu'

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