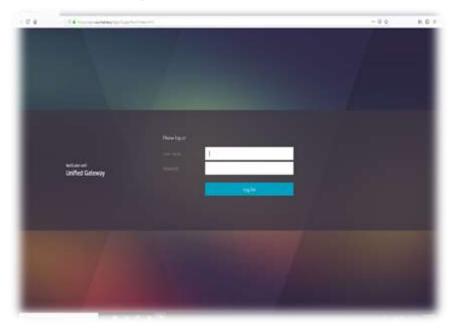
## **TouchWorks: SOAP Note Documentation**

Access <u>https://apps.siumed.edu</u> via the Google Chrome or Internet Explorer browser.



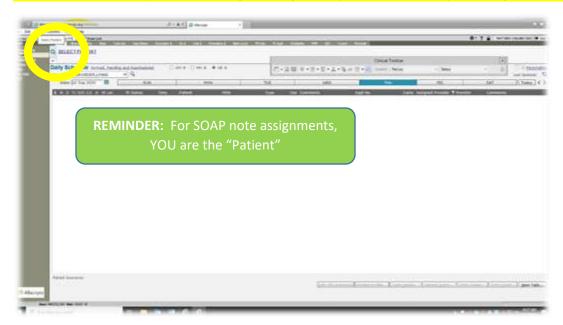
User Name: SIUSOM email ID Password: SIUSOM email password



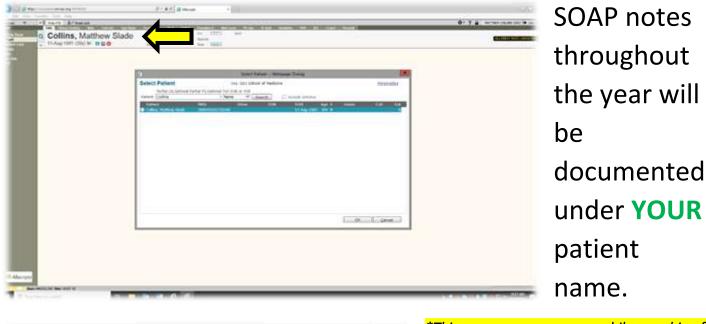
Log in to **TouchWorks Student**.



\*Your username was provided during training. Your password will be your 9 digit DAWG tag #\*



Search for YOUR name using the magnifying glass in the top left corner.



	Message from webpage
2	You do not have the appropriate security to access this patient. Would you like to continue to Override Security? Actions will be
-	audited.

Hide VTB 🛛 🚔 🖉 Break Link

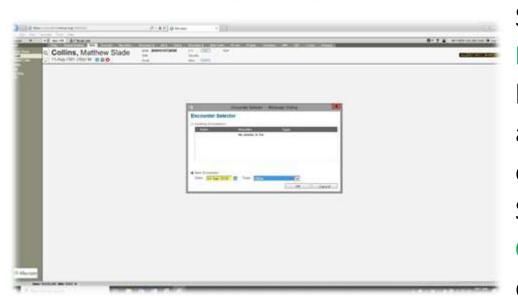
Clinical Desktop Note Task List

11-Aug-1981 (39y) M 🛛 🖬 🚍 🙆

Collins, Matthew Slade

\*This message may appear while searching for your patient. This is mirrored over from the live environment to prevent users from accessing their personal record(s). In the student environment, we can proceed by selecting OK.\*

To begin a new note, choose the **Note** tab from your banner bar.



Select the **New Encounter** radio button (this will autofill the current date). Select note type **Other** from the drop down menu.

## Note Selector options:

		Note Selector	2
COLLINS,	Matthew Slade 11-Aug-1981 (39 y	(ears) M	Other: 11-Sep-2020
Create Nev			
Style	Note Outstructured	C Admin Forms	
Specially:	xSIU Student	Visit Type SIU Student Clin Note	•
Owner:	COLLINS (SIU), MATTHEW	• Q.	

The style will default to **Note**. Specialty is **xSIU Student**. Visit type for SOAP notes will be **SIU Student Clin Note**.

\*If your name does not auto-populate as Owner, use the magnifying glass to the right to search and select your name\*

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	* Physical Exam
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	The content of these student note is for Educational, PURPOSES ONLY AND IS NOT USED TO GUDE
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Ski Student Cir Inde	Carrot Mode
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44	Recentre Sup Spatichers Complement Street Street Street Start South Low Save & Date Lane Conte

Always ensure the Student Note State box is checked. Once selected, it should populate a statement in your Note Accumulator.

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	* Vitals
	a Physical Exam
	Assessment and Plan
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	* Signatures
	IN Budeen Note Statement ( THE CONTENT OF THIS STUDENT NOTE IS FOR EDUCATIONAL PURPOSES ONLY AND IS NOT USED TO GUIDE
	PADENT CARE
	Subjective Note Accumulator
	Allergies
Studient Centrete	Current Meda
	Active Problems
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Contents along the left hand side of the screen to navigate the various sections of your note. Your Chief Complaint, Subjective, and Assessment and Plan will be documented along the bottom of the page in the Note Accumulator.

\*As a reminder, you will NOT utilize Review of Systems for your year 2 SOAP notes. Pertinent ROS data should be <mark>included in the HPI.\*</mark>

Output Template	CC	Mouth/Throat:	
SIU Student Clin Note	9	Neck: Lymphatic Breasts Lungs: Heart	
View		Recompile Sign	Spell Check

At any time, you can view your note in final (rendered) format by selecting **View** in the bottom left hand corner.

\*If, for some reason, you're having difficulty viewing your note, ensure the box next to your note template is selected under the Output Template window\*

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• Save and Close: Use this feature if you wish to save your progress and work on your note at a later time.

• **Close:** Selecting this will give you the option to discard your note. Only choose this if you **do not** wish to save your note for retrieval later.

When your note is complete, choose **Sign** at the bottom left of your screen. When the Note Signature window populates, enter your TouchWorks password (if requested). The **Sig Type** field can be left blank. Ensure the **Make Final** box is checked. Select **OK**.