

Medical Student Documentation in TouchWorks

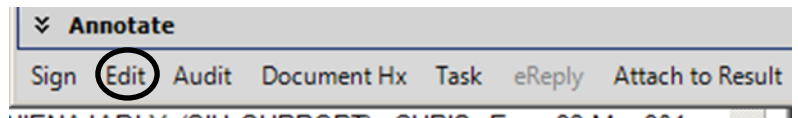
1.) Open the draft of a provider note (a pencil icon to the left of the note indicates one in draft form). You will always contribute to a provider note rather than opening a new note as the owner.

- SIU IM MedPsych Established Patient Visit (SIU IM MedPsych Established Patient Vi
- SIU Peds GI Office Visit (SIU Peds GI Office Visit) - PROVIDER (MHS), BILLYTEST;
- SIU Phone Note (SIU Phone Note) - KIM (SIU), MICHAEL HYUN-OOK; Enc: 26-Mar-
- SIU FM Established (SIU FM Established) - DYNDA (SIU), MICHAL; Enc: 23-Mar-20
- SIU IM ID Established Patient Visit (SIU IM ID Established Patient Visit) - TEST PRO

*****Only document on notes with the 'SIU' prefix. Do NOT document in 'Springfield Clinic SC' or Memorial Physician Services 'MPS' notes.**

Students are NOT to document 'Procedure Notes'.

2.) Select 'Edit' to contribute to the document.

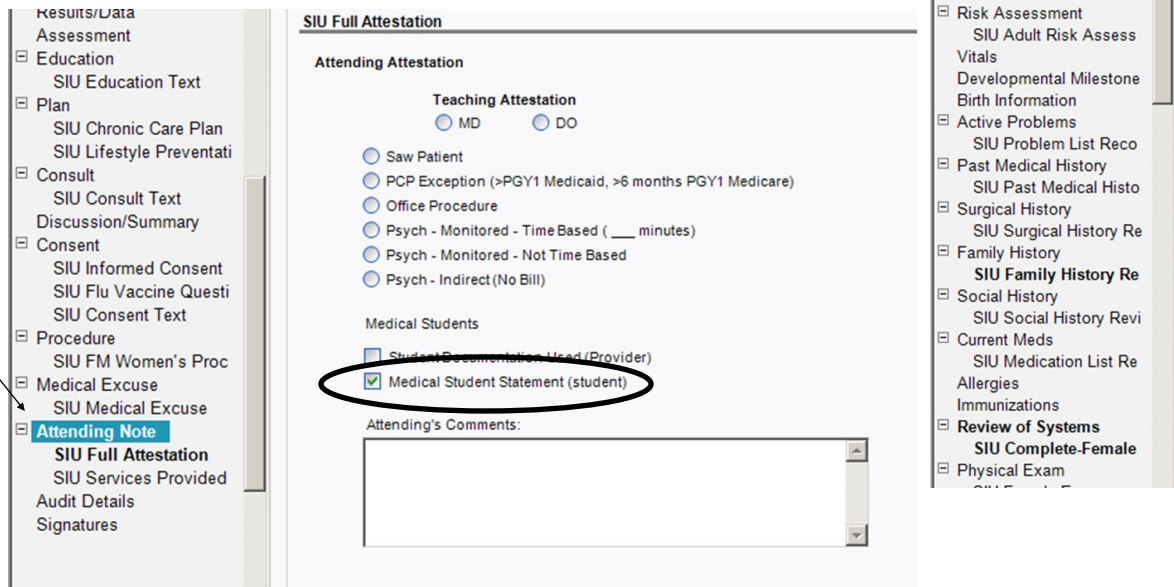


3.) Use the 'Table of Contents' on the left side of the screen to select the area in which to document.

Students are NOT to document: allergies, medications, med reconciliation, orders.

Students are allowed to enter a new dx/problem.

4.) When finished documenting, at the bottom of the 'Table of Contents' select 'Attending Note'. Select 'Medical Student Statement (student)' box:

A screenshot of the TouchWorks interface showing the 'Table of Contents' on the left and the 'SIU Full Attestation' form on the right. The 'Table of Contents' is a list of categories and sub-items, with 'Attending Note' highlighted in blue. The 'SIU Full Attestation' form has several sections: 'Attending Attestation', 'Teaching Attestation', and 'Medical Students'. The 'Medical Students' section has two checkboxes: 'Student Documentation - Used (Provider)' and 'Medical Student Statement (student)'. The 'Medical Student Statement (student)' checkbox is checked and circled in red. The 'Table of Contents' on the right side of the screen is also visible, showing a list of medical history items.

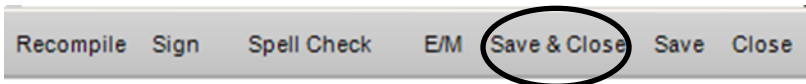
Selecting the 'Medical Student Statement', places the name of the medical student involved in the care in the note, and notes the date and time of the entry. This serves as your signature.

Attending Note

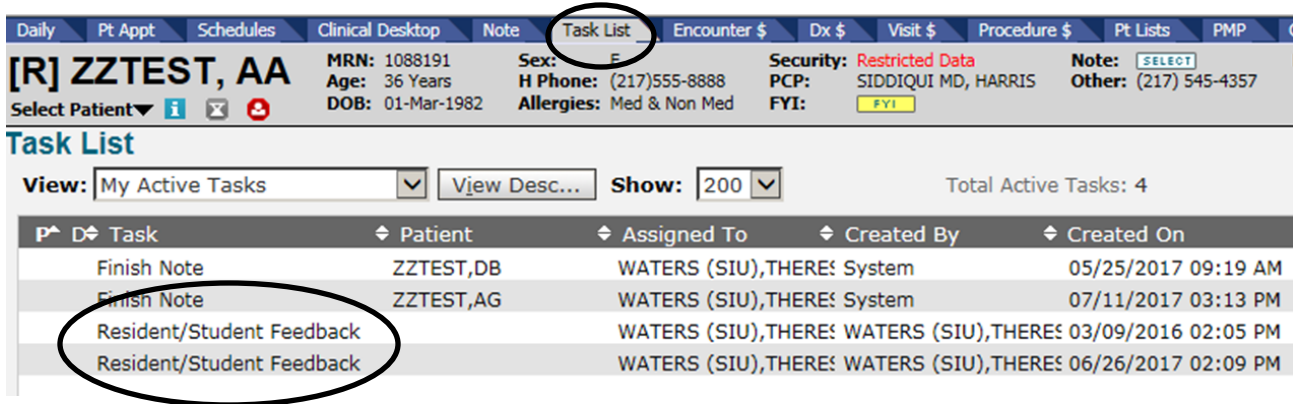
I, THERESA WATERS (SIU) participated in the documentation of this service as a medical student.
06/11/2018 04:01 PM

Medical Student Documentation in TouchWorks (continued)

5.) Select 'Save and Close'. You will NOT 'Sign' the note. Once you 'Save and Close', the note automatically appears in the 'Task List' of the attending physician, who is the 'Owner' of the note.



6.) Physician Feedback: You will receive feedback on your note verbally or through a 'Task'. Check your 'Task List' frequently for physician feedback. The tab is located at the top of the screen.

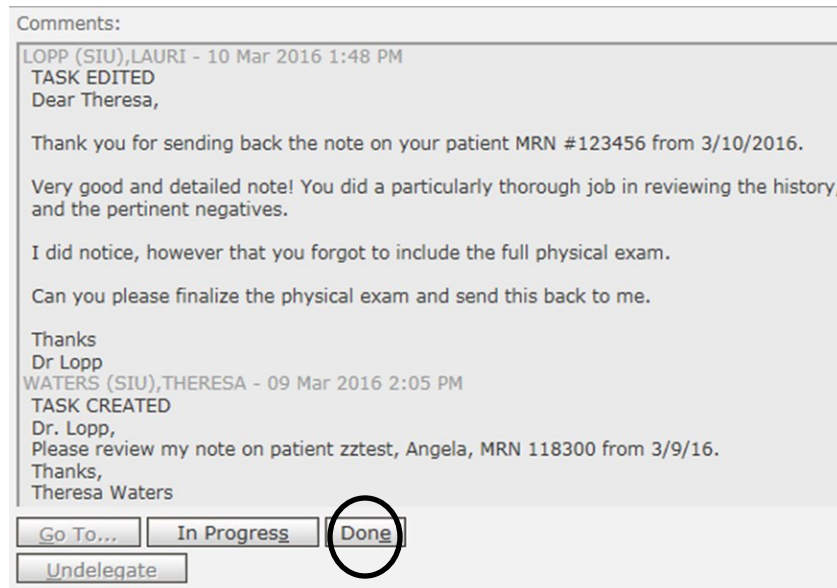


Task List

View: My Active Tasks View Desc... Show: 200 Total Active Tasks: 4

P^ D	Task	Patient	Assigned To	Created By	Created On
	Finish Note	ZZTEST,DB	WATERS (SIU),THERE	System	05/25/2017 09:19 AM
	Finish Note	ZZTEST,AG	WATERS (SIU),THERE	System	07/11/2017 03:13 PM
	Resident/Student Feedback		WATERS (SIU),THERE	WATERS (SIU),THERE	03/09/2016 02:05 PM
	Resident/Student Feedback		WATERS (SIU),THERE	WATERS (SIU),THERE	06/26/2017 02:09 PM

7.) Open and review the feedback. Once you are finished with the feedback, click 'Done' to delete the 'Task' from your Task List.



Comments:

LOPP (SIU),LAURI - 10 Mar 2016 1:48 PM
TASK EDITED
Dear Theresa,

Thank you for sending back the note on your patient MRN #123456 from 3/10/2016.

Very good and detailed note! You did a particularly thorough job in reviewing the history, and the pertinent negatives.

I did notice, however that you forgot to include the full physical exam.

Can you please finalize the physical exam and send this back to me.

Thanks
Dr Lopp

WATERS (SIU),THERESA - 09 Mar 2016 2:05 PM
TASK CREATED
Dr. Lopp,
Please review my note on patient zctest, Angela, MRN 118300 from 3/9/16.
Thanks,
Theresa Waters

Go To... In Progress Done Undelegate

8.) Once a note is signed by a physician, do NOT edit the note or it will be pushed back to the physician's 'Task List'.