NORTHWEST Kidney Centers

Clarity Tip Sheet: Documenting Notes

Rationale: Documentation of patient encounters during treatment and outside of treatment within the electronic medical record is essential to quality patient care.

To document patient encounters that occur outside of Real Time Charting (RTC) or Visit Management, utilize the following Clarity tools:

Notes

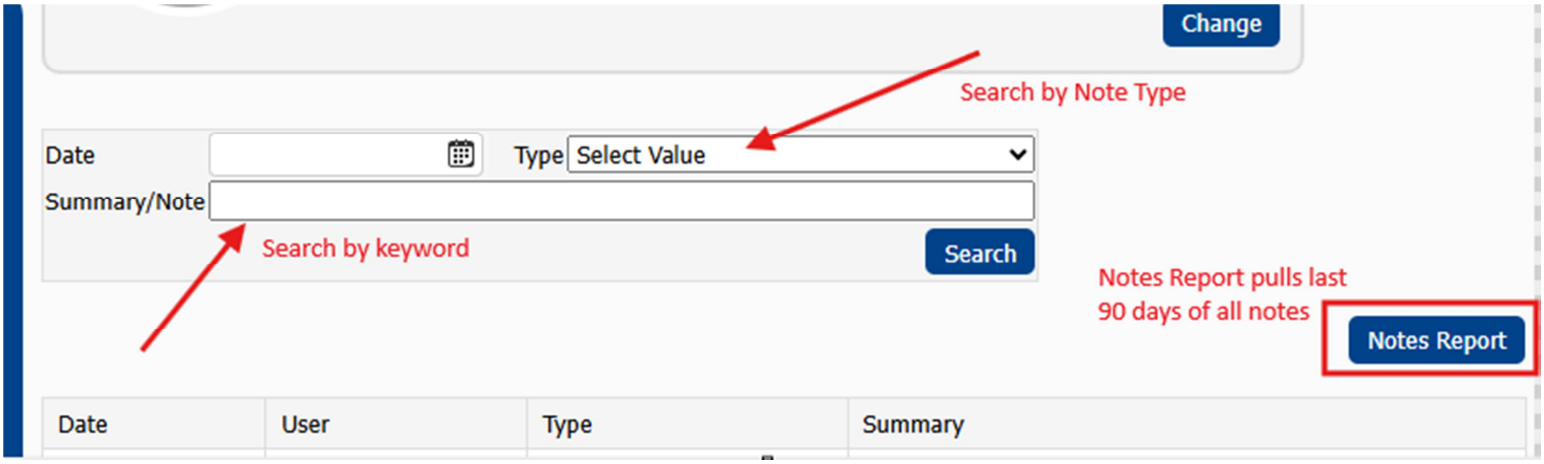
Found in the Patient tab, notes provide space for additional documentation of patient information and various encounters that occur outside of assessments or checklists.

- Patient > Notes > Add New
- Date
- Type > Select appropriate value
- Summary
    - Type title/synopsis of note
- Note
    - Type summary about encounter or important information
    - Some examples include but are not limited to:
        - Phone encounter or voice messages left
            - Patient phone interaction or attempt to reach
            - Family member or patient friend encounter
            - Caregiver or another representative encounter
            - Hospital staff phone encounter about patient
            - Physician phone encounter about patient
        - Additional encounter or event before or after treatment or visit
        - Safety event or notes related to patient safety incident
            - *NOTE – Do not enter SAS or SAS File IDs in the medical record*
        - Fax communication about patient
        - Missed or rescheduled treatments or visits
        - Family conference or IDT meeting
        - Supply related information or issues (Home Program)
        - Transportation information or issues
        - Home visit or education visit (Home Program, CKD, MNT)
        - Care coordination with additional providers
        - Other information about patient related to care

- Auto Populated Notes
  - Clarity will automatically populate comments from some checklists into Notes
    - RTC Nurse Assessment & Post Treatment
    - Care Manager Visit Management Detail
    - General Physician Order
    - Medication Reconciliation
    - Nutrition Review & Education
    - Social Work Psychosocial Assessment
    - Plan of Care Assessments
    - MD Office Visit
    - Home Visit Evaluation

Additional Tools or Documentation Tips

To search for a specific note type or keyword within a note within the Notes screen, utilize the search feature under the patient identifier heading.



To search for a specific note type in Report Wizard, see the ***Searching for Specific Note Types*** tip sheet available on K-Net.

Tips to Remember:

- Use clear, objective, & concise language
- Use SBAR format
- Document in real time (no backdating!)
- Avoid abbreviations