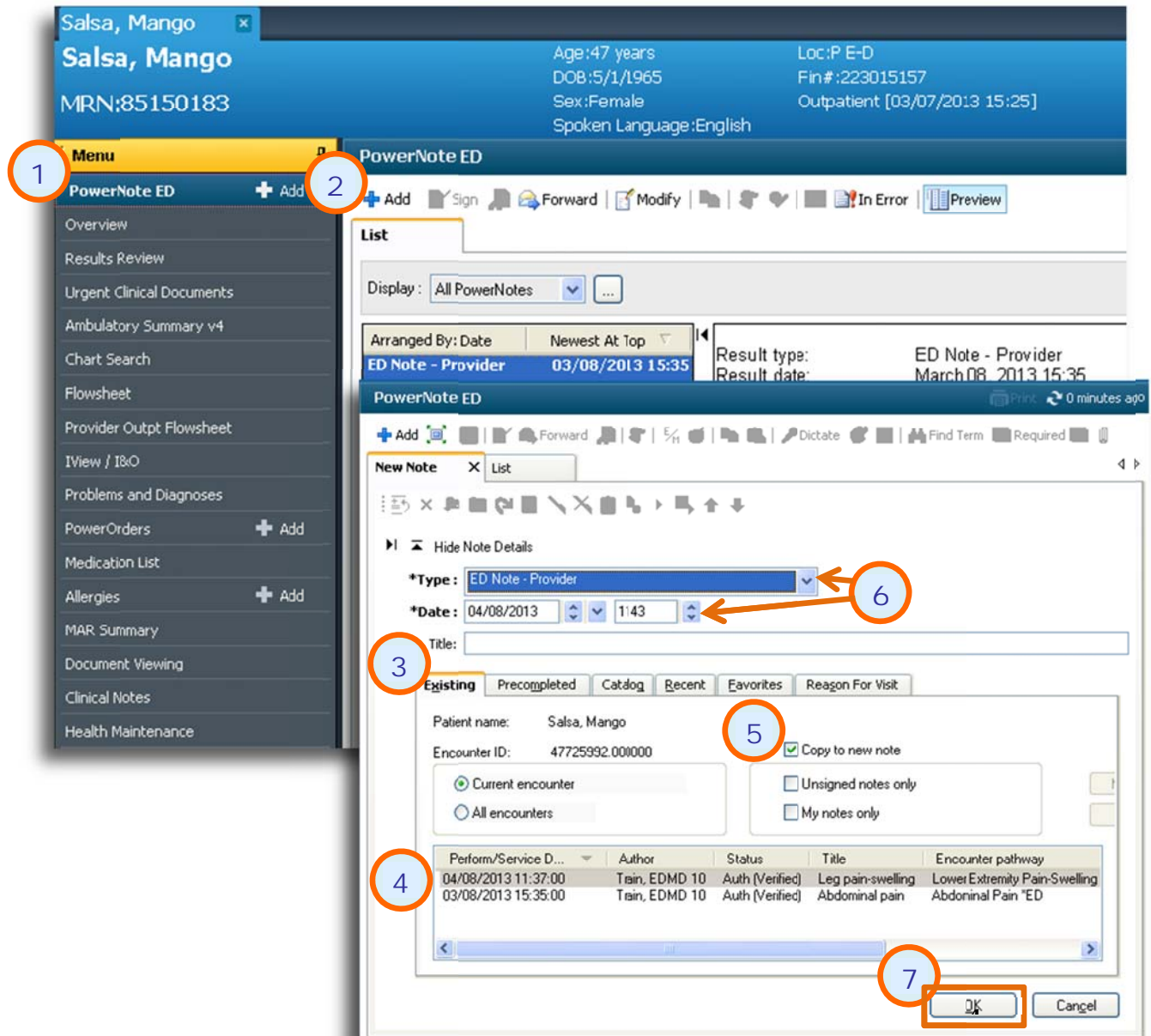


Copy Forward

Copy Forward a note to change the note type. After copying, be sure to In-Error the incorrect note.

1. Within the patient's chart, open **PowerNote**.
2. Select **Add**.
3. Click **Existing Tab**.
4. Select **note** to be copied from the list.
5. Click **Copy to new note**.
6. Change the **note type** and **date/time** to match the original note.
7. Click **OK**.
8. Complete note as usual, making changes as needed and click Sign/Submit (not shown).



The screenshot shows the PowerChart FAST VIEW interface for a patient named Salsa, Mango. The patient's information is displayed at the top: Age: 47 years, DOB: 5/1/1965, Sex: Female, Spoken Language: English, Loc: P E-D, Fin#: 223015157, Outpatient [03/07/2013 15:25]. The MRN is 85150183.

The interface is annotated with numbered circles 1 through 7, corresponding to the steps in the instructions:

- 1: The 'Menu' button in the top left corner.
- 2: The '+ Add' button in the top right corner.
- 3: The 'Existing' tab in the 'New Note' dialog.
- 4: A note in the list, specifically the one dated 03/08/2013 15:35.
- 5: The 'Copy to new note' checkbox in the 'Existing' tab.
- 6: The note type and date/time dropdowns in the 'New Note' dialog.
- 7: The 'OK' button at the bottom right of the 'New Note' dialog.

The 'New Note' dialog shows the following details:

- *Type: ED Note - Provider
- *Date: 04/08/2013 1:43
- Title: (empty)
- Existing tab selected.
- Patient name: Salsa, Mango
- Encounter ID: 47725992.001000
- Copy to new note
- Unsigned notes only
- My notes only

The list of notes below shows the following data:

Perform/Service D...	Author	Status	Title	Encounter pathway
04/08/2013 11:37:00	Train, EDMD 10	Auth (Verified)	Leg pain-swelling	Lower Extremity Pain-Swelling
03/08/2013 15:35:00	Train, EDMD 10	Auth (Verified)	Abdominal pain	Abdominal Pain *ED