

Quick Reference Guide

ED Admin Case Notes



Multiple of these case notes can be added to the patients record at any point of the patient's ED journey. These case notes can only be added by those who have permissions (admin, HCSW). All staff will be able to see completed case note.

1

Once the patient is selected, click on the **Case Notes** subheading.

2

On the left side, hover the cursor on the current **ED attendance** (indicated by **current**). Click on the appearing **+**.

3

Select **ED Notes**.
ED Notes folder will be added.

4

Hover your cursor on **ED Notes**.
Click on the appearing **+** to add an **ED Admin Continuation** form.

5

Input all required information and select **Submit Intervention**.

6

Select **ED Notes** folder to view all completed / in progress encounters.