Procura Dated Notes

Purpose

To outline process for entry of Dated Note in EHCR by Direct Service Nurses via Procura Mobile.

Groups Applicable to

List here should be in order of appearance of roles in the process flow. Role titles should be written in full
Direct Service Nurses (DSN)

Direct Service nurses (community areas, CIVP and Respite) who are issued a WRHA work phone

Dated notes will be made within Procura Mobile app in the following situations:

- Discharge note
- One time only consults (wound care, medication) where based on assessment no further nursing interventions are required.
- If a client is being sent to Urgent Care /Emergency Department for an unscheduled visit by DSN.
- Phone conversations with client /caregivers where in-home file is not accessible. Note: If contents of conversation are relevant to having in home file, DSN must notify NRC/After Hours Nurse to print for next nurse to place in home file.
  Note: Palliative nurses will continue to document encounter notes in Community Accuro/EMR.

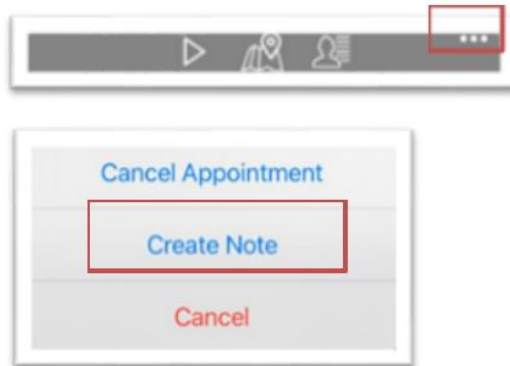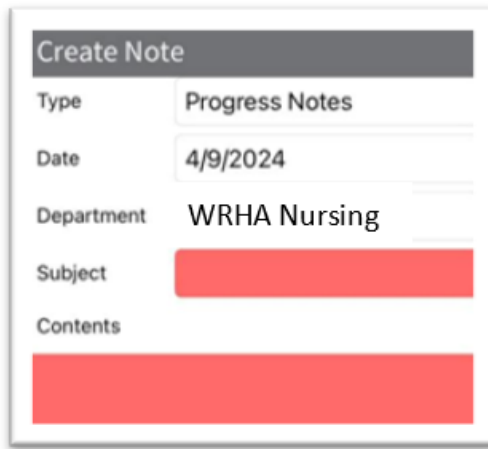| |
|---|
| Step 1. The note icon will appear from the Appointment Details screen |
| Step 2. Select the Ellipsis menu then select Create note *Figure 1 Navigating to create a dated note* |
| Step 3. In the screen select the type, subject . In contents , enter note by typing or click microphone to use dictation. Review spelling and grammar before selecting save. See appendix A for Dated Note types for selection.

 Note: CIVP nurses will select CIVP department, Respite nurses will select RN/LPN Respite.
 Note: Palliative Nurses will continue to document in Community Accuro. |

Figure 2 Create Note
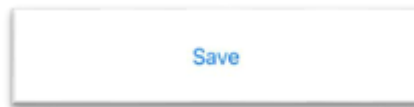
Step 4. Once entry is completed, select save.

Figure 3 Save Icon

Step 5.For CIVP Nurses only (if contents of note need to be entered into EMR (Electronic Medical Records) Accuro):

Before saving :

   a. Copy contents of dated note
   b. Open WRHA email, paste contents into body of email including two client identifers. Do not place any identifiers in subject line. Send email to own wrha email.
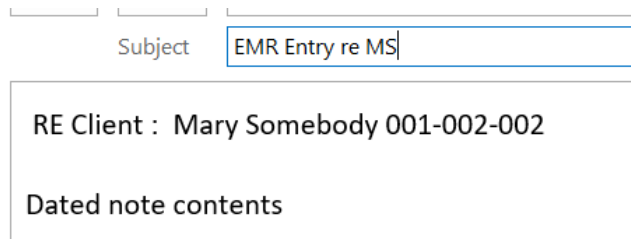

Figure 4 Sending Email

   c. Select save in Procura Mobile app.
   d. Open EMR. Copy contents from email into encounter note and save.
   e. Delete email from in-box.
   f. Delete email from deleted items.

Step 6. If error is noted after saving, report to NRC.

Type	When to select
Communication- Client	To document phone communication with client that occurred such as client cancellations/declines visit.
Communication – Informal Supports	To document phone communication with client's informal supports (family, caregivers)

Communication- Formal Supports	To document phone communication with client's formal supports (Prescriber, Respiratory Therapist, NRC, CC)
Progress Notes ** have predefined subjects	Pref-defined subjects • *Assessment-Home Visit* – to document a one-time consult visit such as wound or medication consult. • *Assessment- Clinic* – to document client visits to the Nursing clinic when a nursing assessment occurred e.g. wound consult, re-assessment of wound. • *Discharge Summary* – to document when client is discharged from nursing. • *Results/Reports* – to document results such as Ankle brachial pressure indices, toe pressures. If sending client to Urgent Care /Emergency Department, enter subject line "Assessment at Urgent Care /Emergency Required.