

Hi Everyone,

Taking notes in the PPE areas is tricky, but hopefully the changes that are being made to the templates on the W drive are going to make things easier.

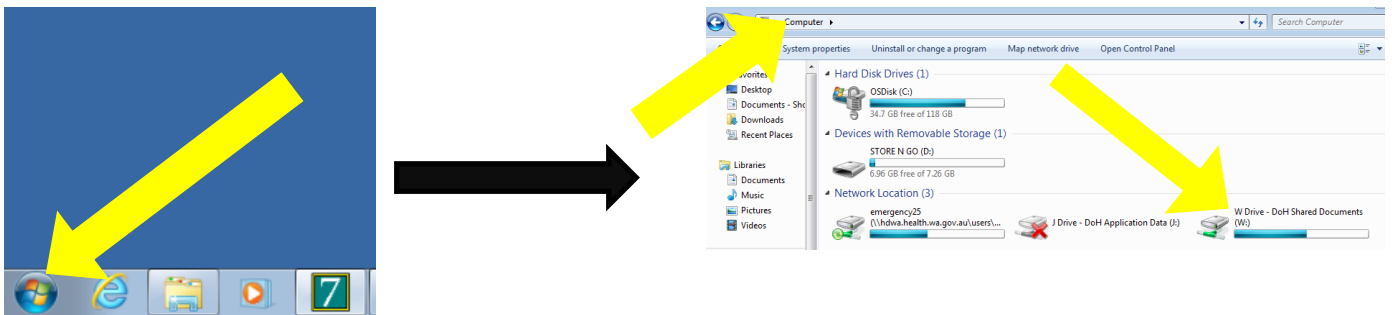
Please keep using the documents in the W drive as these have been specifically created to improve our note taking and retrieval capacity.

The documents are now protected to stop others from editing your notes and auto time/ date stamped. The template has been rearranged so that the patients name is automatically the file name when you save it, this makes the file searchable afterwards. The document has also been changed to a table format so you can tab through spaces instead of messing around with a mouse while in PPE.

It is the responsibility of the first person in Orange at 0800hrs to create a new folder for the day and place a copy of the note template in that new folder.

To find the notes folder:

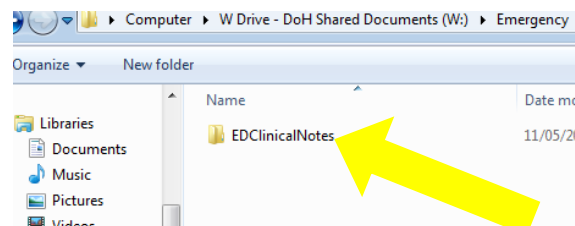
1. Select the Windows button and open "Computer" and click on the "W Drive"



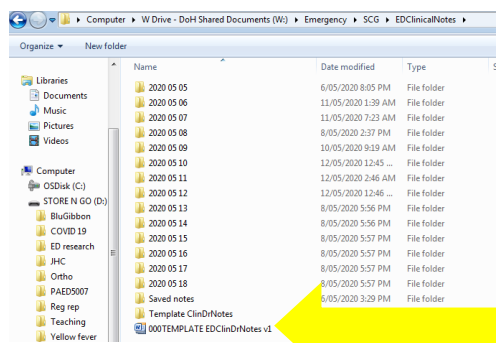
2. Select "Emergency" then select "SCG"



3. Select "EDClinicalNotes"

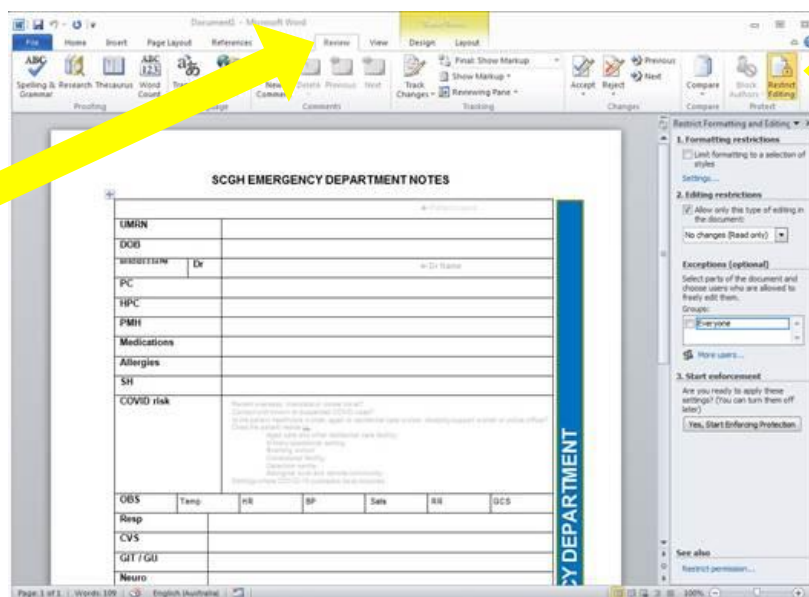


- Find file for today's date. If you are the first person to create a note for that day, you will need to create a new file with today's date (YYYY MM DD). Copy the note template ("000TEMPLATE ClinDrNotes") into this new file.



- Before saving the document: open the "review" tab and click "restricted editing". Click "Yes, Start Enforcing Protection", enter a password you will remember.

To save your document, click "file", "save as" and find today's date folder in the W Drive. The document should automatically title itself as your patients' name.



1- Review tab

2- Restricted editing

3- Protection

- When you open the file next time you will need to remove the protection using your selected password. Click "Stop Protection" at the bottom right of the screen. Remember to enable protection whenever you save/ leave the document.

