

Diagnosis, Problem and Procedure Quick Doc

Add a Diagnosis

1. In the Diagnosis List pane, click **+ Add**
2. Search for Diagnosis using **System** Folder, **Favorites** or **Search** functionality [binoculars]
3. Double click on the **Diagnosis**
4. Enter additional information such as **Laterality, Onset Age, and Comments** etc if appropriate.
5. Click **Ok** to close window, **OK & Add New** to add another Diagnosis or **Add Problem and Diagnosis** to add to both the Diagnosis and Problem Lists.

Modify/Cancel a Diagnosis

1. Either double click on the **Diagnosis**, right click and select **Modify Diagnosis** or highlight and select **Modify** button.
 2. To modify, update information and click OK
 3. To cancel, right click on **Diagnosis**, select **Remove Diagnosis** and click **OK**

Add a Problem:

1. In the Problem List pane, click **+ Add**
2. Search for Problem using **Inpatient Problem List** folder, **Favorites** or **Search** functionality [binoculars]
3. Double click on the **Problem**
4. Enter additional information such as **Laterality, Onset Age** and **Comments** etc if appropriate
5. Click **OK** to close window or **OK & Add New** to add another Problem

Modify/Cancel a Problem:

1. Either double click on **Problem**, right click and select **Modify Problem** or highlight and select **Modify** button
2. To modify, update information and click OK
3. To cancel, select **Canceled** in the ***Status** field, enter a **Cancel Reason** if appropriate and click **OK**

Add a Procedure:

1. In the Procedure List pane, click **+ Add**
2. Search for Procedure using **Procedure folder** or **Search** functionality [binoculars]
3. Double click on **Procedure**
4. Enter additional information such as **Laterality, Onset, Location** and **Comments** if appropriate
5. Click **OK** to close window or **OK & Add New** to add another Procedure

Modify/Cancel a Procedure

1. Either double click on **Procedure** or right click and select **Modify Procedure**
2. To modify, update information and click OK
3. To cancel, right click on **Procedure**, select **Remove Procedure** and click **OK**

Search by SNOMED CT Vocabulary:

1. Click on binocular in either **Diagnosis, Problem** or **Procedure** List pane
2. Type in **Diagnosis, Problem** or **Procedure** name and either click **Search by Name** button or hit the **Enter** key
3. The system will display the results based on what was entered. You can refine your search by changing to **Contains** instead of **Starts with**.
4. Select the most generic result
5. Double click on your choice and chart as in the **Add Diagnosis, Add Problem** or **Add Procedure instructions**

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Other information

1. When you first open the **Problem List** the system will default to two folders, **Inpatient Problem List** and the **ECC Problem List**. To make the selection process faster in the future, it will help if you right click on the folder you will be using most often and select **Set as Home Folder**. Then, every time you open the Problem List, it will default to the Home Folder.
2. The same goes for **Procedures**

Favorite Folders

1. Adding Diagnoses, Problems and Procedures to your Favorites Folder may speed up the input process.
2. Diagnoses, Problems and Procedures each have a separate folder to place Favorites.

Adding a Favorite from the Search function

1. After clicking on the + Add button, click on the binoculars next to the yellow field
2. Perform a search for the item you wish to add
3. Highlight the item, the Add to Favorite button at the bottom of the window will activate.
4. Click the Add to Favorite button
5. The first time you add to your Favorite Folder, it will only display the parent Favorite Folder. You will need to build a child folder.
6. Click Create Folder and name your Favorite Folder and click Enter.
7. High light the folder and Click OK

You may create as many folders as you wish.

Adding a Favorite from an existing item

1. Right click on the item, select Add to Favorites.