

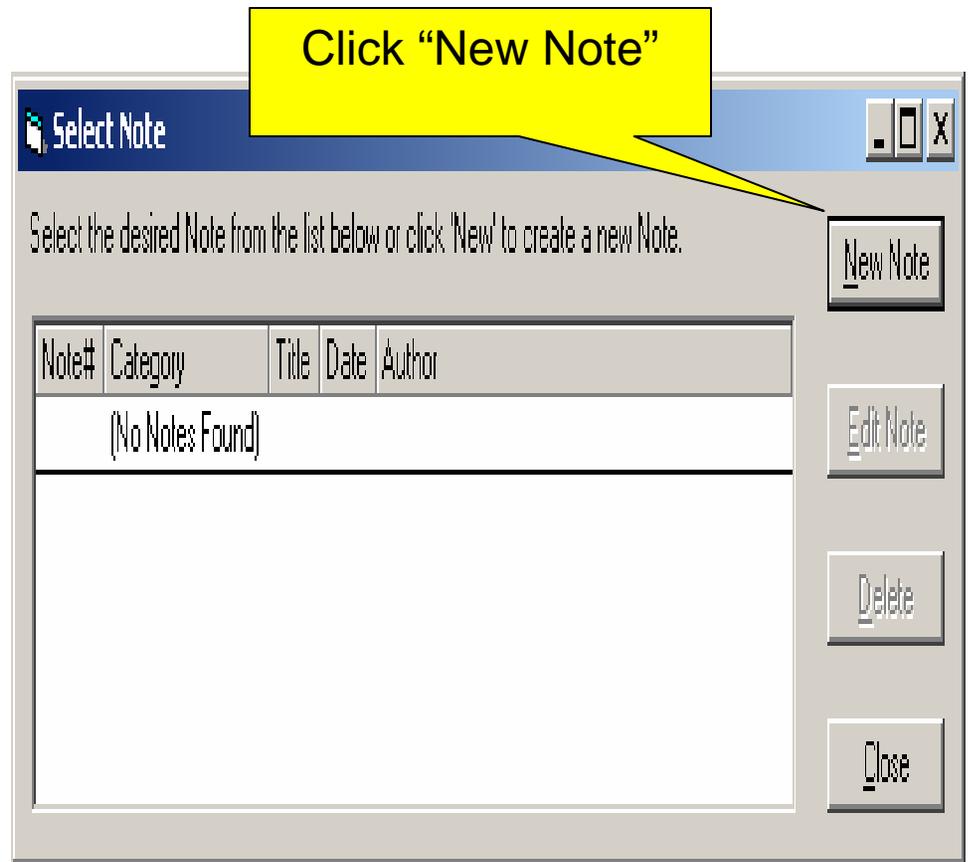
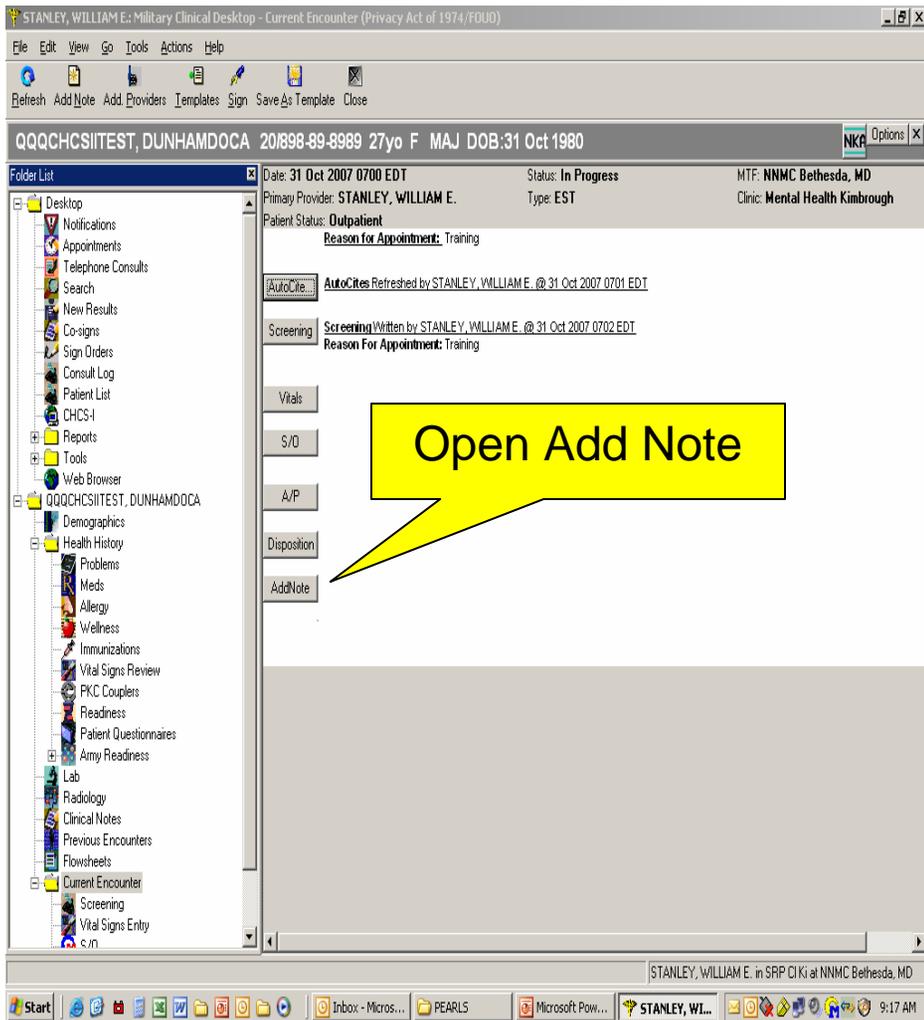


## 2 MINUTE PEARLS

# Maximizing your Documentation in AHLTA



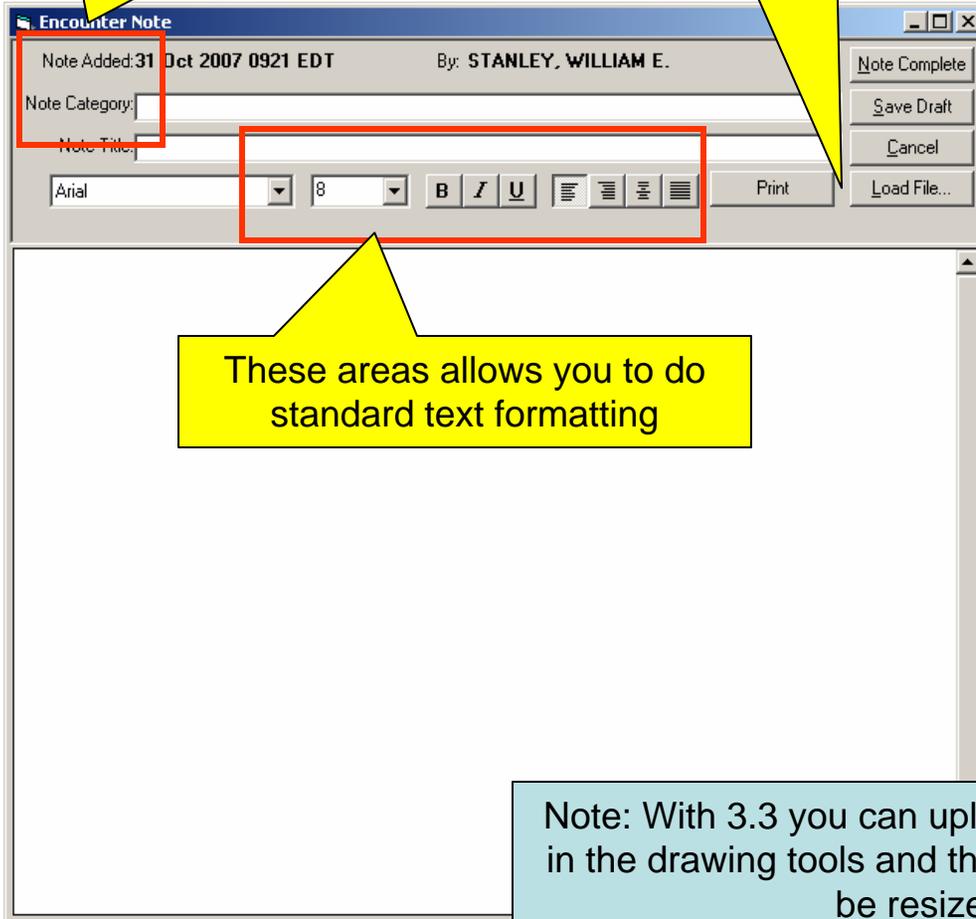
- Looking for a quick and easy way to add documentation to your note?
- Wondering how to meet a specialty specific documentation need?
- By taking advantage of the Add Note you can quickly and easily add text and graphics to your encounter documentation.
- Upload Tables or Canned Documentation using MS™ Word® and Text Documents or paste documentation from other applications into your note.
- Used with PDF Creator™, you can capture the printout from any device such as an EKG, EGD note writer, PFT, or any device that can print.
- AddNote is the only area in the encounter note where you can enter more than a page of information. It can be used for new consults and to retain the formatting of information such as Right/Left/Bilateral.



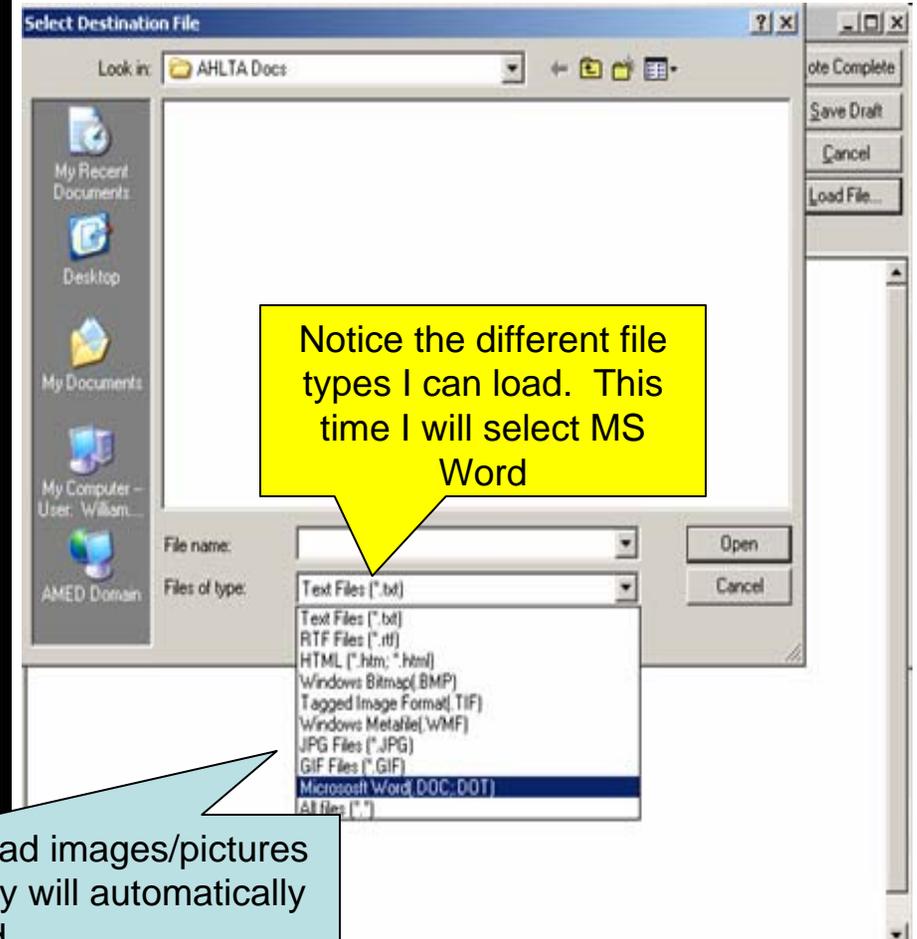
# Adding Files to AddNote

These areas are never mandatory.

Click "Load File" and locate the desired file.



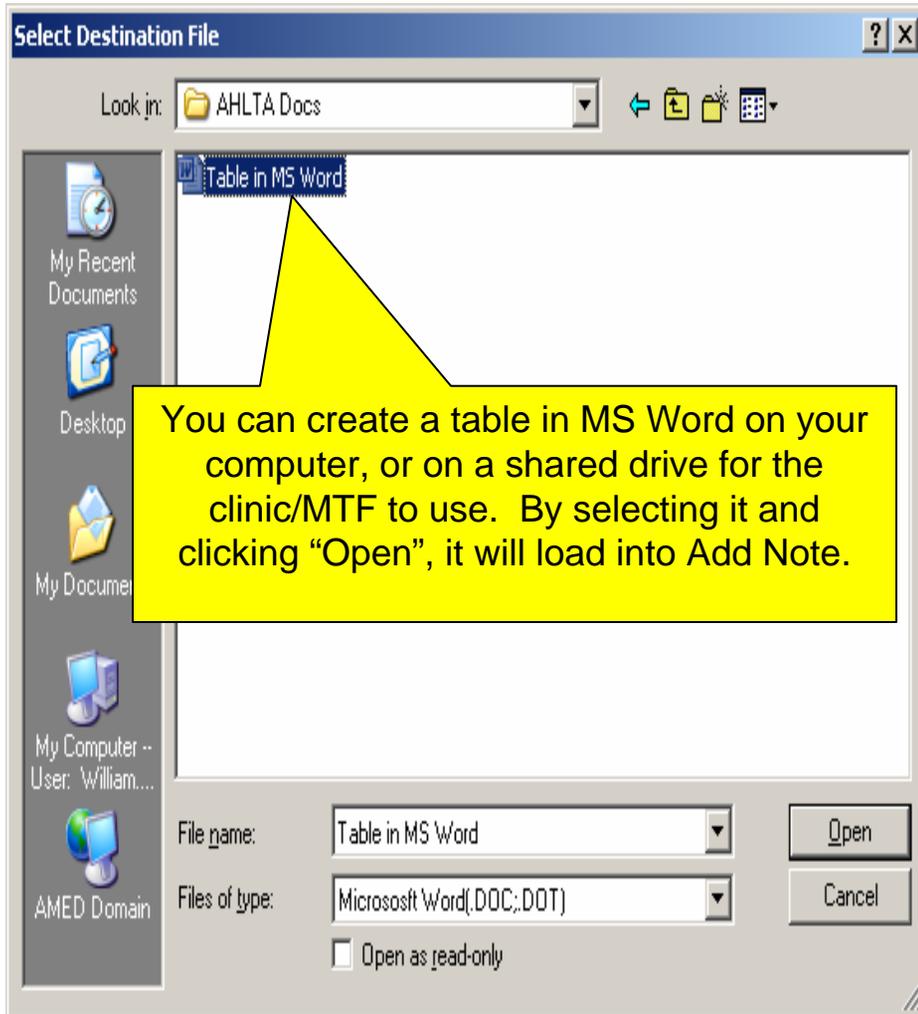
These areas allows you to do standard text formatting



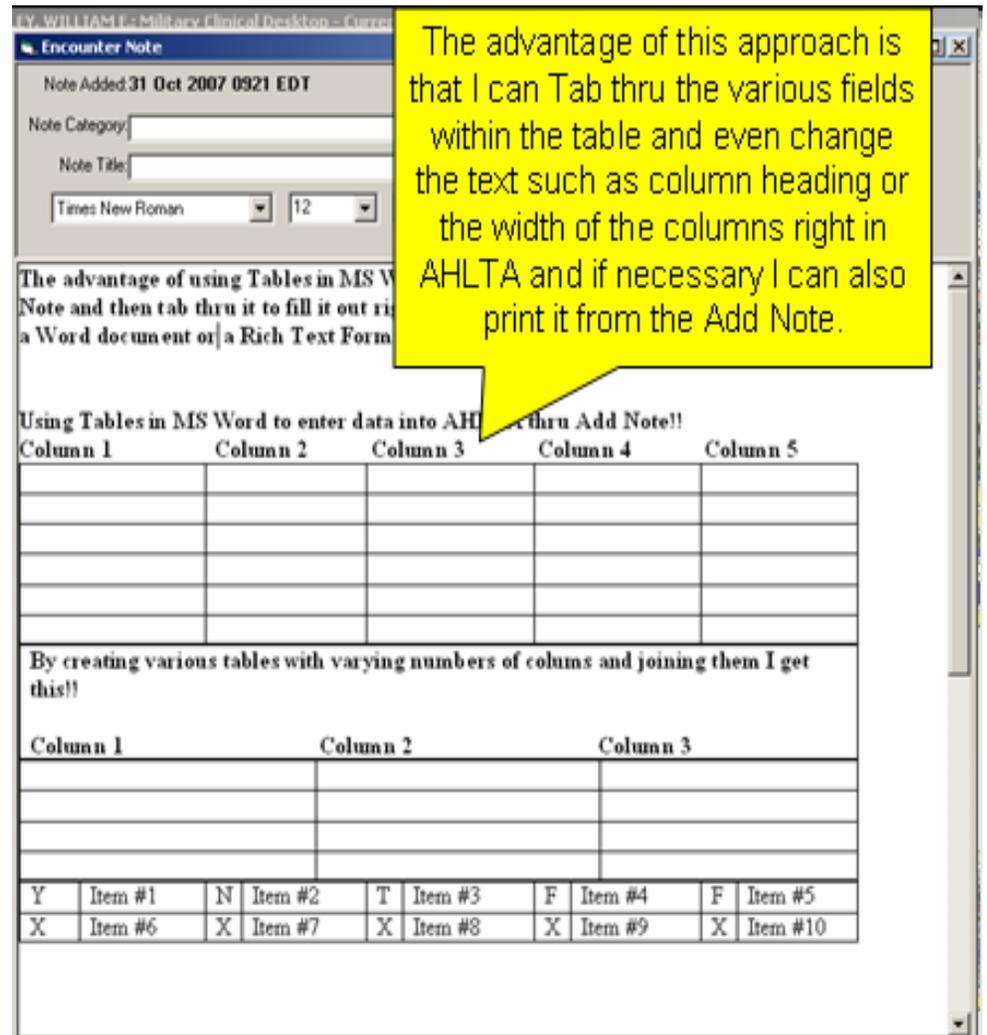
Notice the different file types I can load. This time I will select MS Word

Note: With 3.3 you can upload images/pictures in the drawing tools and they will automatically be resized.

# Using a MS® Word™ Table in AddNotes



You can create a table in MS Word on your computer, or on a shared drive for the clinic/MTF to use. By selecting it and clicking "Open", it will load into Add Note.



The advantage of this approach is that I can Tab thru the various fields within the table and even change the text such as column heading or the width of the columns right in AHLTA and if necessary I can also print it from the Add Note.

After saving the Add Note appears like this.

This is an excellent method for Physical Therapy, Occupational Therapy and eye exams. It could have many uses.

STANLEY, WILLIAM E.  
File Edit View Go  
Refresh Add Note Add!  
QQQCHCSIITES

Folder List  
Desktop  
Notifications  
Appointments  
Telephone Consults  
Search  
New Results  
Co-signs  
Sign Orders  
Consult Log  
Patient List  
CHCS-I  
Reports  
Tools  
Web Browser  
QQQCHCSIITES, DUNHAMDOCA  
Demographics  
Health History  
Problems  
Meds  
Allergy  
Wellness  
Immunizations  
Vital Signs Review  
PKC Couplers  
Readiness  
Patient Questionnaires  
Army Readiness  
Lab  
Radiology  
Clinical Notes  
Previous Encounters  
Flowsheets  
Current Encounter  
Screening  
Vital Signs Entry

Primary Provider: STANLEY, WILLIAM E. Type: EST Clinic: Mental Health Kimbrough  
Patient Status: Outpatient

AddNote **Note** Written by STANLEY, WILLIAM E. @ 31 Oct 2007 0921 EDT

**The advantage of using Tables in MS Word is that I can Load the table into the Add Note and then tab thru it to fill it out right in AHLTA. You can save the tables as either a Word document or a Rich Text Format document.**

**Using Tables in MS Word to enter data into AHLTA thru Add Note!!**

Column 1	Column 2	Column 3	Column 4	Column 5

**By creating various tables with varying numbers of columns and joining them I get this!!**

Column 1	Column 2	Column 3							
Y	Item #1	N	Item #2	T	Item #3	F	Item #4	F	Item #5
X	Item #6	X	Item #7	X	Item #8	X	Item #9	X	Item #10

Encounter 50400364 Note was saved. STANLEY, WILLIAM E. in SRP CI Ki at NNMC Bethesda, MD

Start | Inbox - Microsoft Outl... | PEARLS | STANLEY, WILLIAM E.... | 9:43 AM

By having Education, Procedure, and other pre-written notes prepared in Word™ you can quickly document these in an Add Note by either cut/paste or loading the file into AddNote. You can even paste several files back-to-back.

This is a great tool for those who work mainly from the same PC, who can access a shared drive, or use wireless with a mobile PC.

STANLEY, WILLIAM E.:  
File Edit View Go Id  
Refresh Add Note Provide  
QQQCHCSITEST  
Folder List  
Co-signs  
Sign Orders  
Consult Log  
Patient List  
CHCS-I  
Reports  
Tools  
Web Browser  
QQQCHCSITEST, D  
Demographics  
Health History  
Problems  
Meds  
Allergy  
Wellness  
Immunization  
Vital Signs Re  
PKC Couplers  
Readiness  
Patient Quest  
BHIE Data Vi  
Army Readine  
Lab  
Radiology  
Clinical Notes  
Previous Encoun  
Flowsheets  
Current Encounte  
Screening  
Vital Signs Er  
S/O  
A/P  
Reminders  
Disposition  
AddNote **Note** Written by STANLEY, WILLIAM E. @ 03 Dec 2007 1842 EST  
ASTHMA EDUCATION:  
• Discussed basic facts about asthma, quiet asthma versus noisy asthma.  
• Role of Medications:  
Inhaled corticosteroids, Nasal corticosteroids, Leukotriene Inhibitors, Allergy Medications, and bronchodialators.  
• Action Plan initiated/updated and reviewed.  
• Peak Flow monitoring  
Green Zone:  
Take daily controller medications  
Pre-medicate prior to PE  
Yellow Zone  
Use albuterol 4-6 puffs q 4hr for 1-2 days.  
Double inhaled corticosteroids for 7 days.  
Start oral steroid burst for 3-5 days.  
Red Zone  
Use albuterol 6 puffs q 20min x 3.  
Go to nearest ER.  
Discussed S/S of exacerbations, avoidance and clean up.  
• Environmental measures discussed, preventative and avoidance.  
• School AP completed.  
• Educational handouts given.  
• Parent verbalizes full understanding  
Encounter 100114594 Note was saved. STANLEY, WILLIAM E. in Primary Care Detrick at NNMCM Bethesda, MD  
Start | Inbox - Micros... | 2 Windows E... | 2 Capture (a... | STANLEY, WIL... | 8:20 PM

STANLEY, WILLIAM E.: Military Clinical Desktop - Current Encounter (Privacy Act of 1974/FOUO)

File Edit View Go Tools Actions Help

Refresh Add Note Providers Templates Sign Save As Template Close

QQQCHCSIIEST, DUNHAMDOCA 20/898-89-8989 27yo F MAJ DOB:31 Oct 1980

Folder List

- Telephone Consultation
- Search
- New Results
- Co-signs
- Sign Orders
- Consult Log
- Patient List
- CHCS-I
- Reports
- Tools
- Web Browser
- QQQCHCSIIEST, D
- Demographics
- Health History
- Problems
- Meds
- Allergy
- Wellness
- Immunization
- Vital Signs Re
- PKC Couplers
- Readiness
- Patient Quest
- BHIE Data Vi
- Army Readine
- Lab
- Radiology
- Clinical Notes
- Previous Encoun
- Flowsheets
- Current Encounte
- Screening

Date: 03 Dec 2007 1842 EST  
 Primary Provider: STANLEY, WILLIAM E.  
 Patient Status: Outpatient

S/O Questionnaire AutoC...  
 Questionnaires  
 No Questionnaires Four...

A/P

Disposition

AddNote Note Written by STANLEY, WILLIAM E.

Although you can copy and paste images and even digital photographs directly into AHLTA, it is best to do this using PDF Creator™ so that the file size is smaller. You can add explanatory text after the image.

Note: In 3.3 it is best to import digital photos using the drawing tool so that the image will resize to fit into AHLTA.

Note:  
 PDF creator is available for you IMD staff to download. It prints to a PDF file and you take a "snapshot" to drop into the note. Full instructions for set-up and use are available

Encounter 100114594 Note was saved.

STANLEY, WILLIAM E. in Primary Care Detrick at NNMCM Bethesda, MD

Start | [Icons] | [Inbox ...] | [Micros...] | [STANL...] | [2 Wi...] | [2 Ca...] | [ear-a...] | [Icons] | 7:17 PM

NaturallySpeaking Tools Words Sound Help Normal mode

USER, TEST: Military Clinical Desktop - Encounters (Privacy Act of 1974/FOUO) - Training System

**Encounter Note**

Note Added: 05 Dec 2007 1840 EST By: USER, TEST

Note Category:

Note Title:

Arial 8 **B** *I* U Print Load File... Note Complete Save Draft Cancel

Using add note and NaturallySpeaking I can document procedures or create a running text of my encounter. This is an easy way to enter dictation. Once properly trained, voice-recognition software can be a boon to your documentation. There are currently providers that are using voice-recognition software to document their encounters.

so that currently in

**You can use handwriting recognition or voice recognition from your tablet PC. You can also use voice recognition dictation from products like Dragon™ Naturally Speaking shown here.**

CHCSII ITT FACILITY  
CHCSII ITT Clinic

ergies  
Known Allergies

Adequate Calcium Counseling  
Anti-Tobacco Counseling  
Blood Pressure Screen  
Regular Activity Counseling

USER, TEST in CHCSII Test Clinic at CHCSII ITT

start DragonBar USER, TEST: Military ... 6:55 PM

# Summary

- The Add Note is extremely flexible, but you must remember that images have a limited size (500k), so use PDF Creator™ to enter images – or with 3.3, use the import capability in the drawing tool.
- Information entered into AddNote is “free text”, so it is not part of AHLTA coding or patient data
  - Remember to overwrite the coding calculator as appropriate
  - Enter as data using specific MEDCIN® terms the items for clinical, administrative, or readiness needs But you do not have to re-write the note in MEDCIN®



# For More Information...



- AMEDD AHLTA Homepage
  - <https://www.us.army.mil/suite/page/406> (AKO password required)
- AHLTA Video Tutorials
  - Currently: <https://www.us.army.mil/suite/page/406> (AKO password required)
  - Future: <http://www-nmcp.mar.med.navy.mil/AHLTA/AHLTA%20Training%20Tools/index.html>
- I would appreciate any feedback or suggestions you have for
- future **AHLTA 2 Minute Pearls**. Please contact me at the following:
  - **LTC Ron Moody, MD (AHLTA Program Office)**  
Email: [Ron.Moody@us.army.mil](mailto:Ron.Moody@us.army.mil)