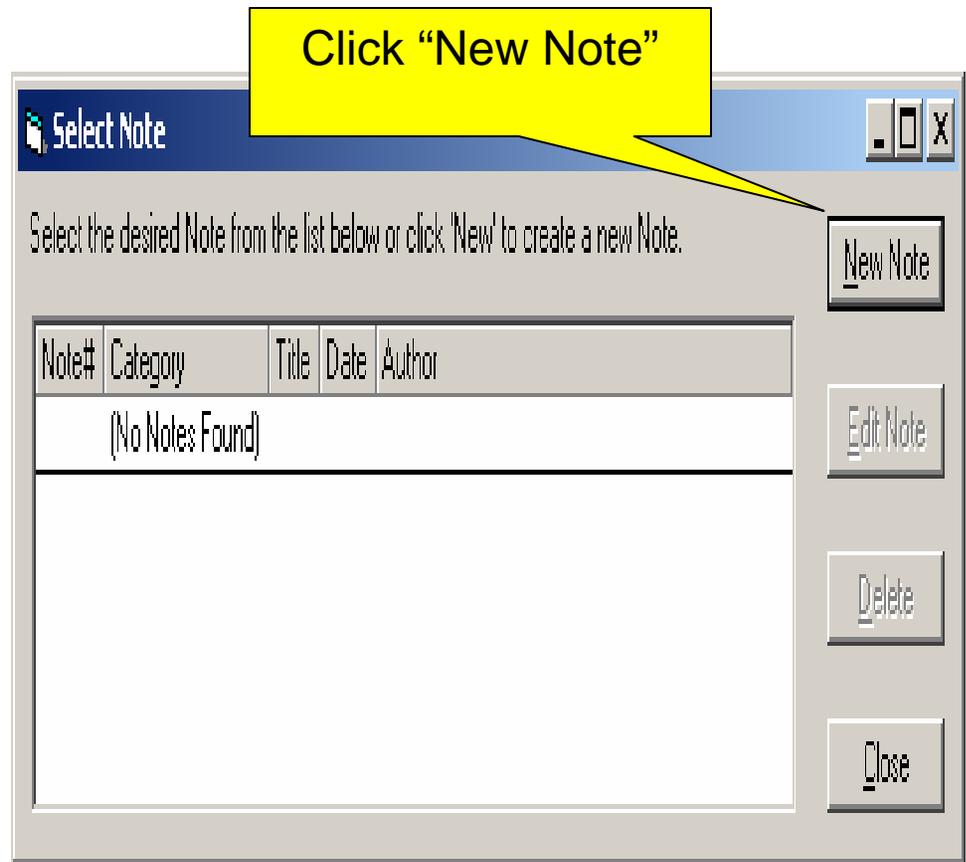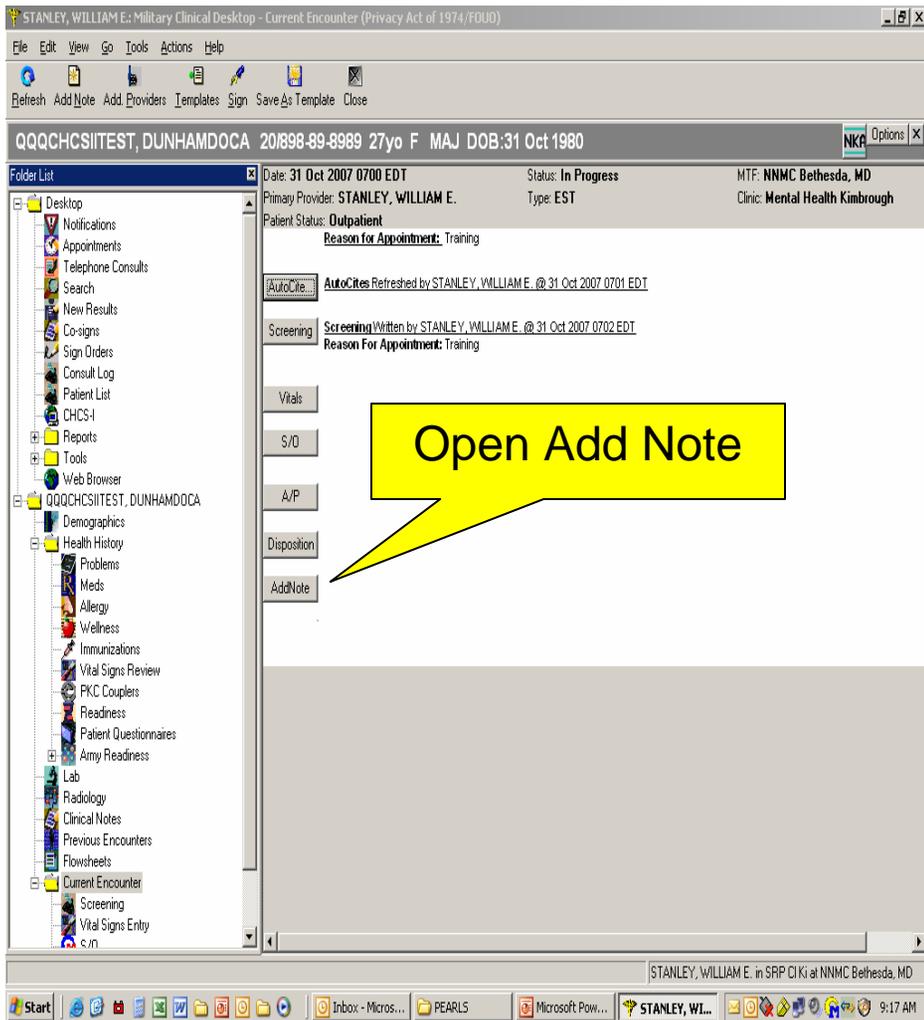# 2 MINUTE PEARLS
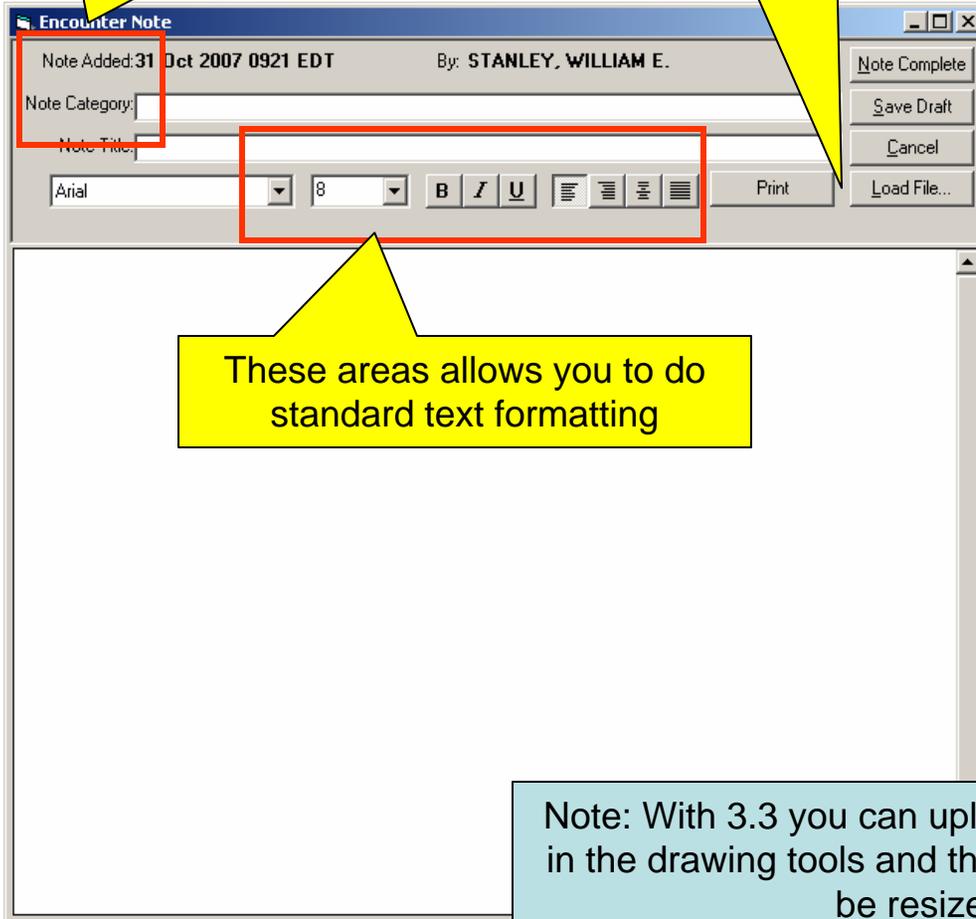## Maximizing your Documentation in AHLTA

- 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 form 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.
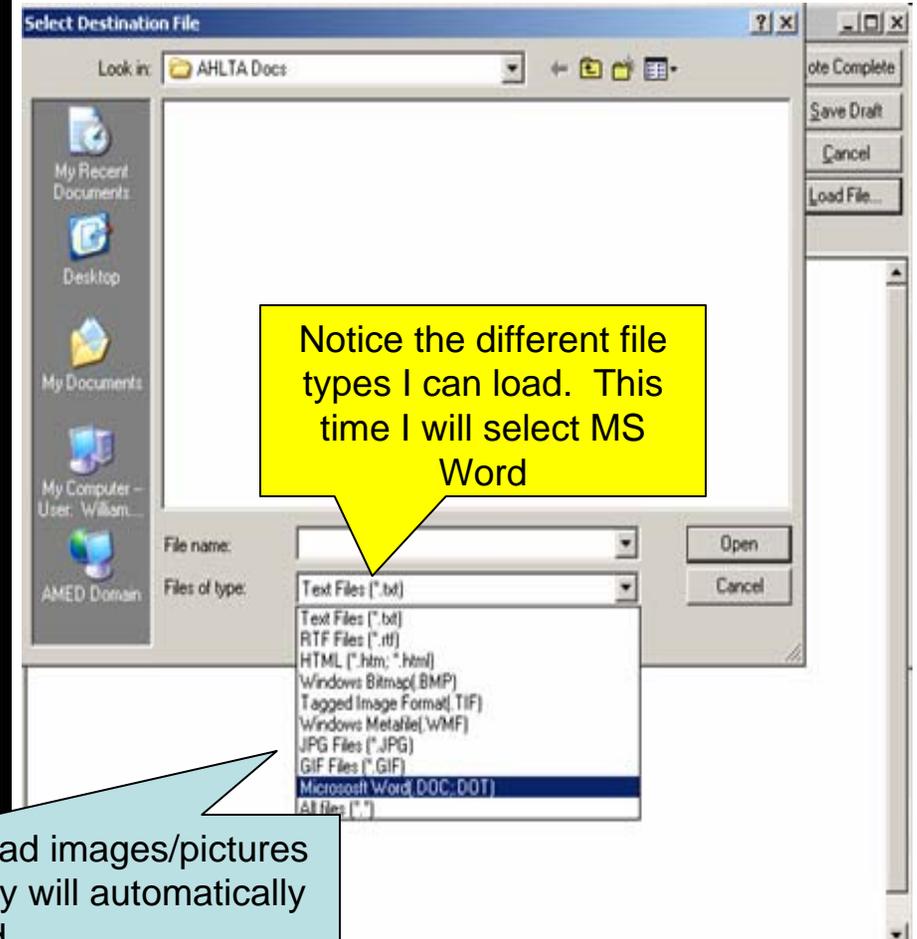
Open Add Note

Click "New Note"

Adding Files to AddNote

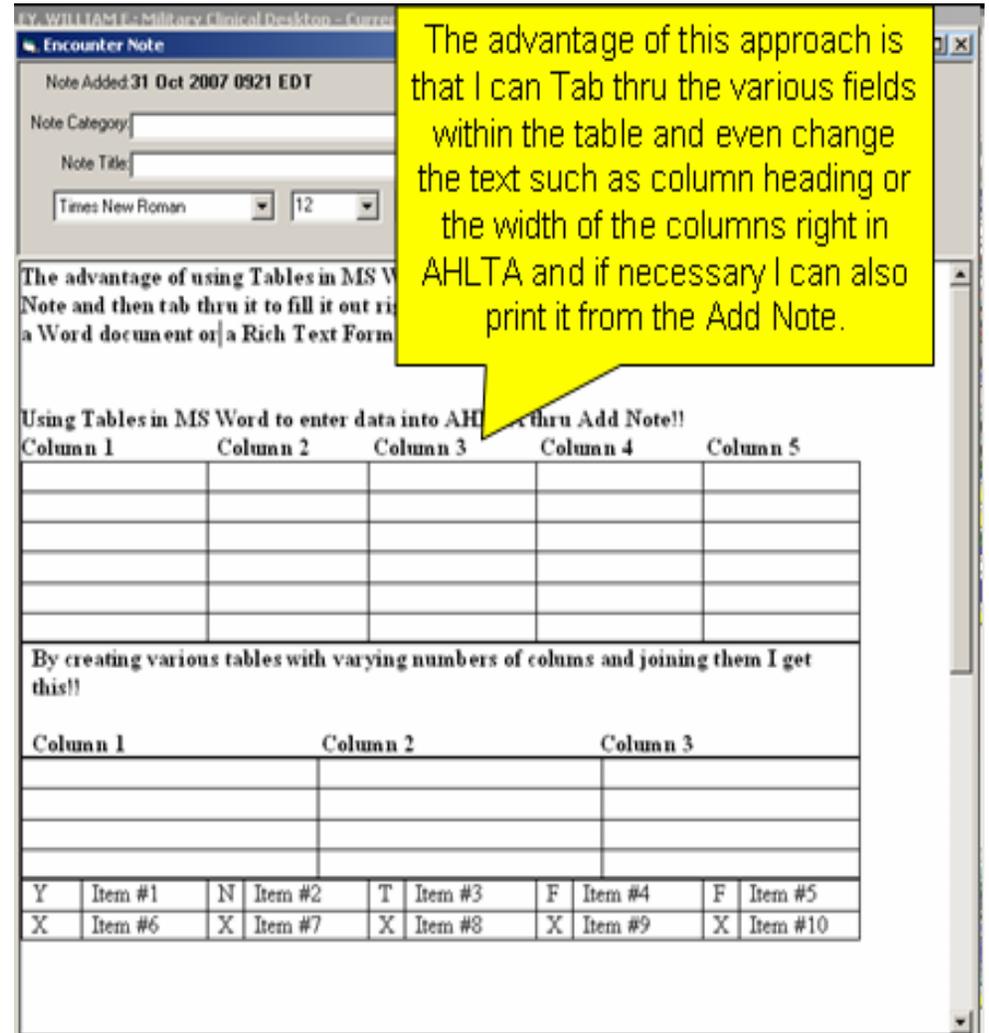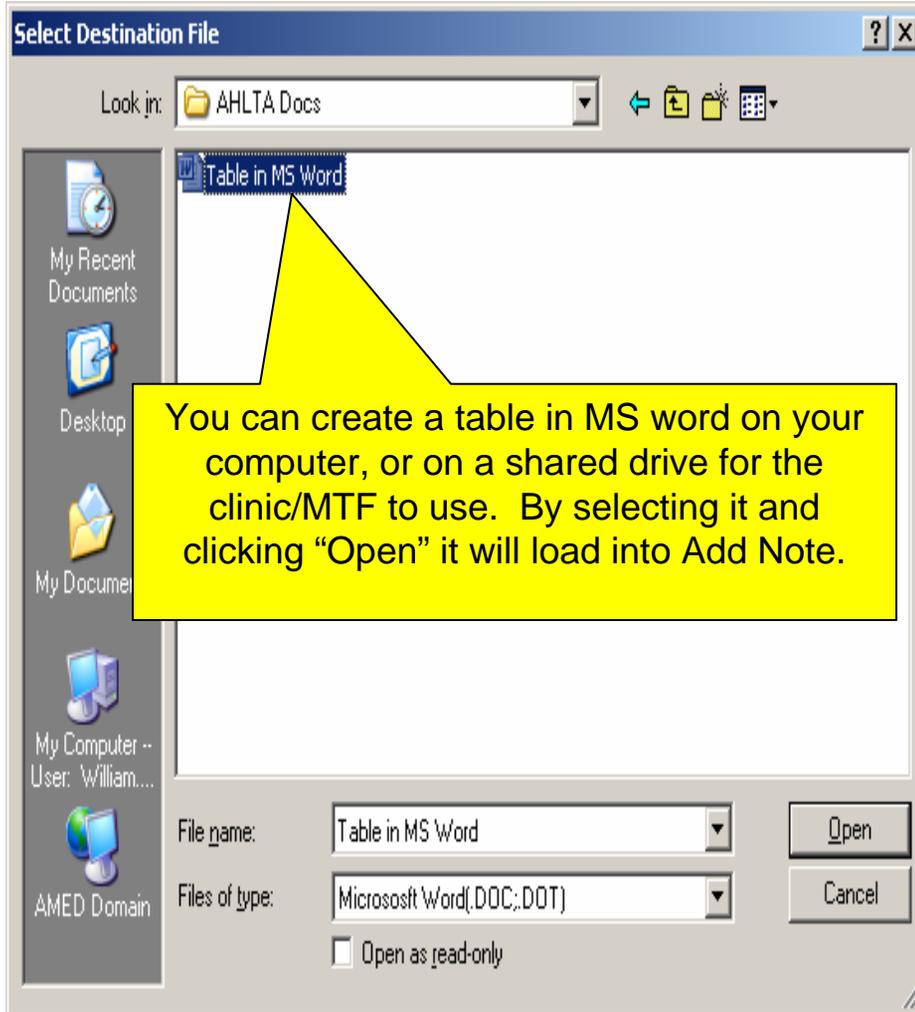Click "Load File" and locate the desired file.

These areas are never mandatory.

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.

STANLEY, WILLIAM E.

File Edit View Go

Refresh Add Note Add.

QQQCHCSIITEST

After saving the AddNote looks like this.

This is an excellent methods for physical therapy, occupational therapy and eye exams. It could have many uses.

Folder List

- Desktop
  - Notifications
  - Appointments
  - Telephone Consults
  - Search
  - New Results
  - Co-signs
  - Sign Orders
  - Consult Log
  - Patient List
  - CHCS-I
  - Reports
  - Tools
  - Web Browser
- QQQCHCSIITEST, 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
    - S/O

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 colums 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 prewritten 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 tools for those who work mainly from the same PC, who can access a shared drive, or use wireless with a mobile PC.

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 NNMC Bethesda, MD

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

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

Note Complete
Save Draft
Cancel
Print
Load File...

: CHCSII ITT FACILITY
: CHCSII ITT Clinic

Using add note and NaturallySpeaking I can document procedures or create a running text of my encounter. This is an easy way to enterer 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

ergies
Known Allergies

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.

Adequate Calcium Counseling
Anti-Tobacco Counseling
Blood Pressure Screen

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

Summary

- The Add Note is extremely flexible, but you must remember that images has 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 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: www.navyahlta.com
- 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