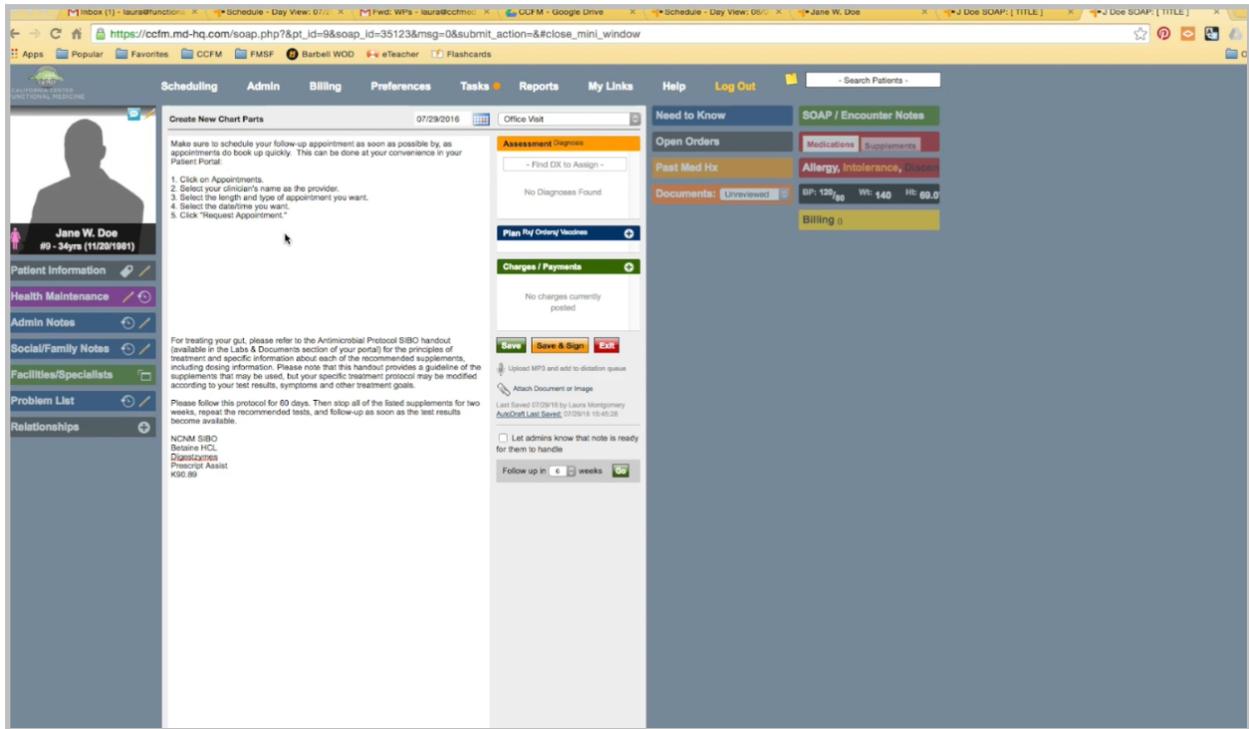
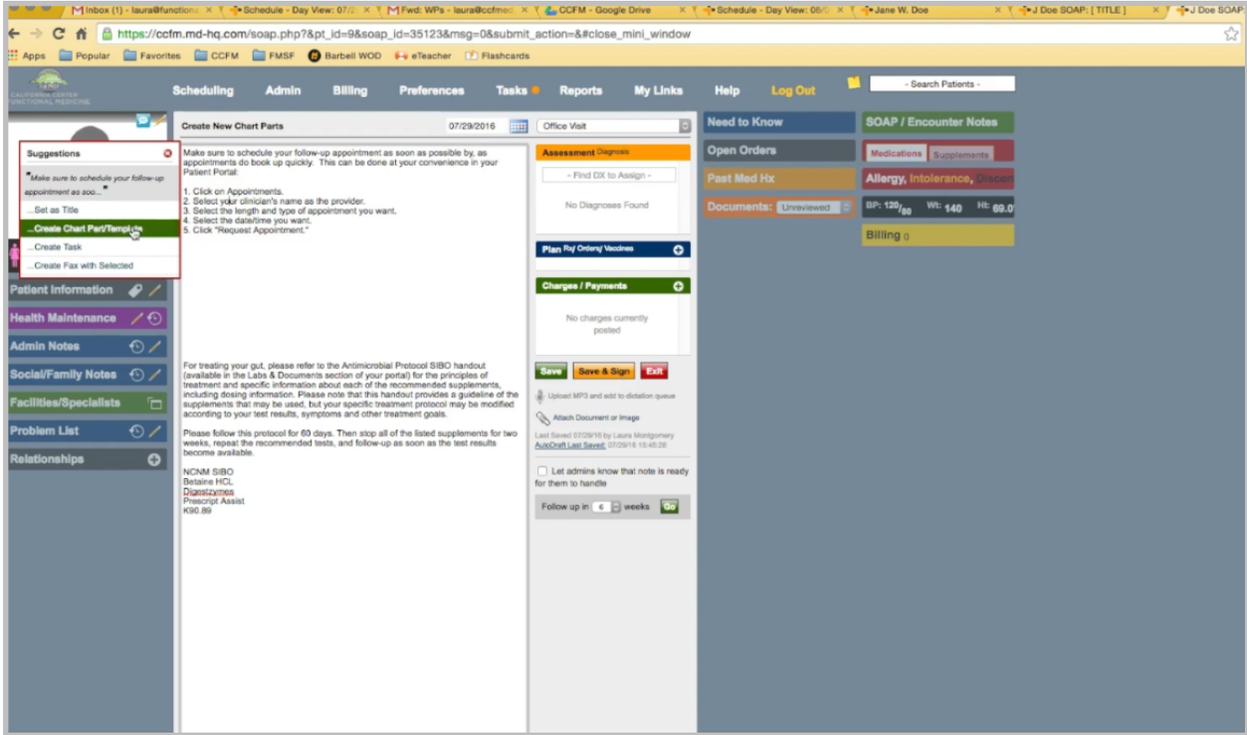


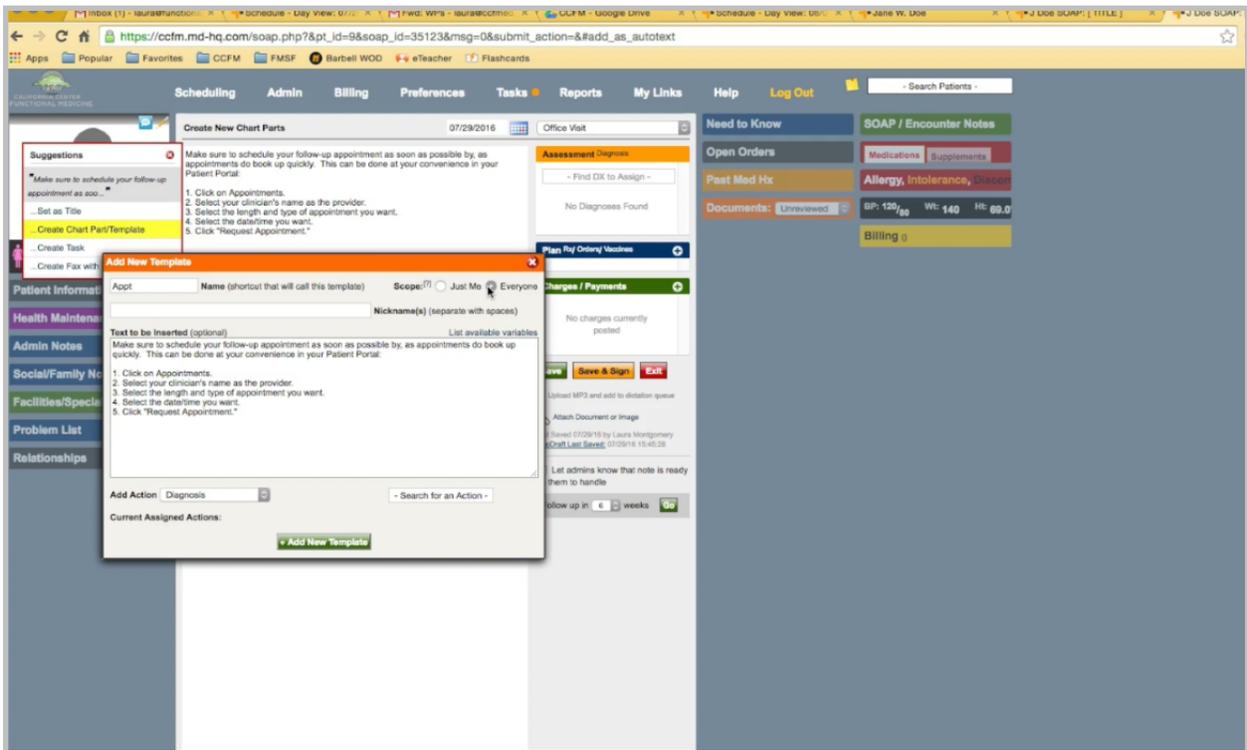
Back-end Systems: Using the EHR: Part Seven - Create, Manage, and Use Chart Parts



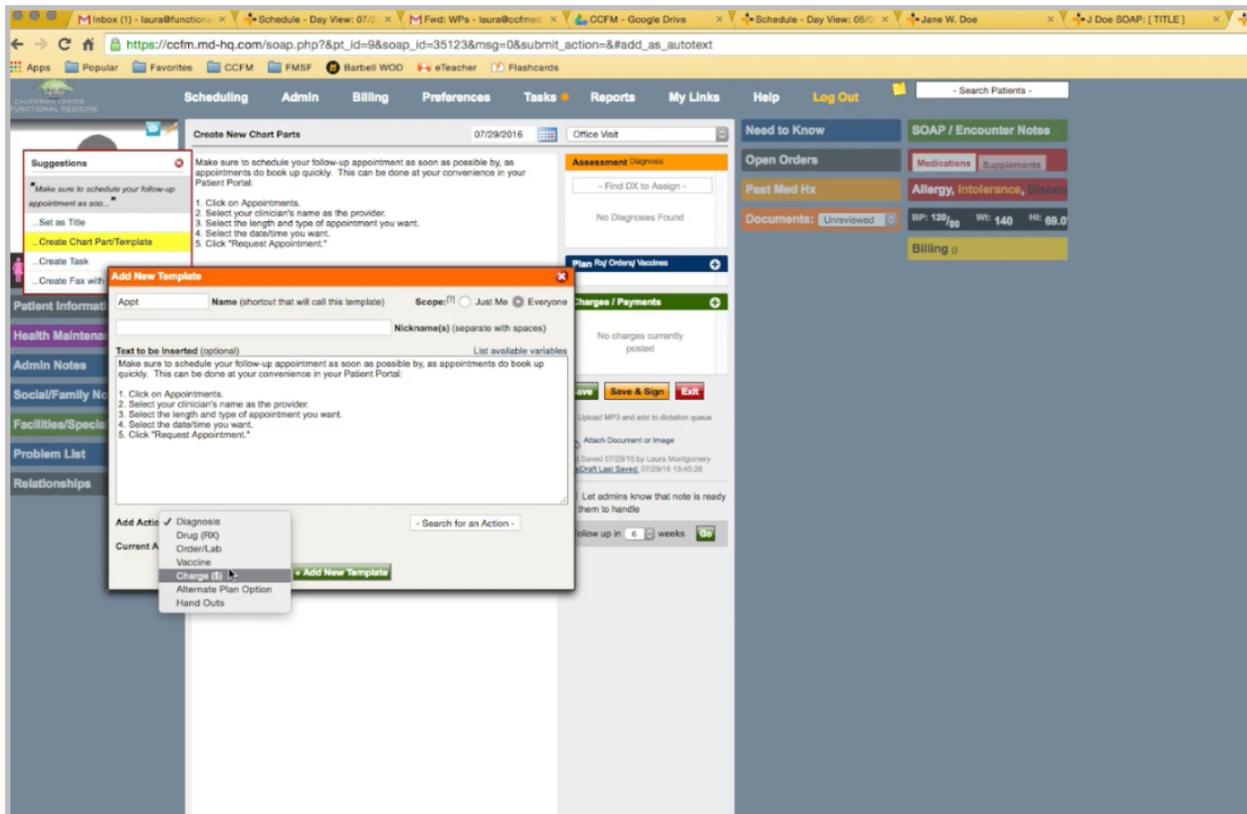
To create a new Chart Part, you need to be in an encounter that is unsigned. I've created some text here that I want to make into a Chart Part.



I'll highlight it. Click once, and then Create Chart Part.

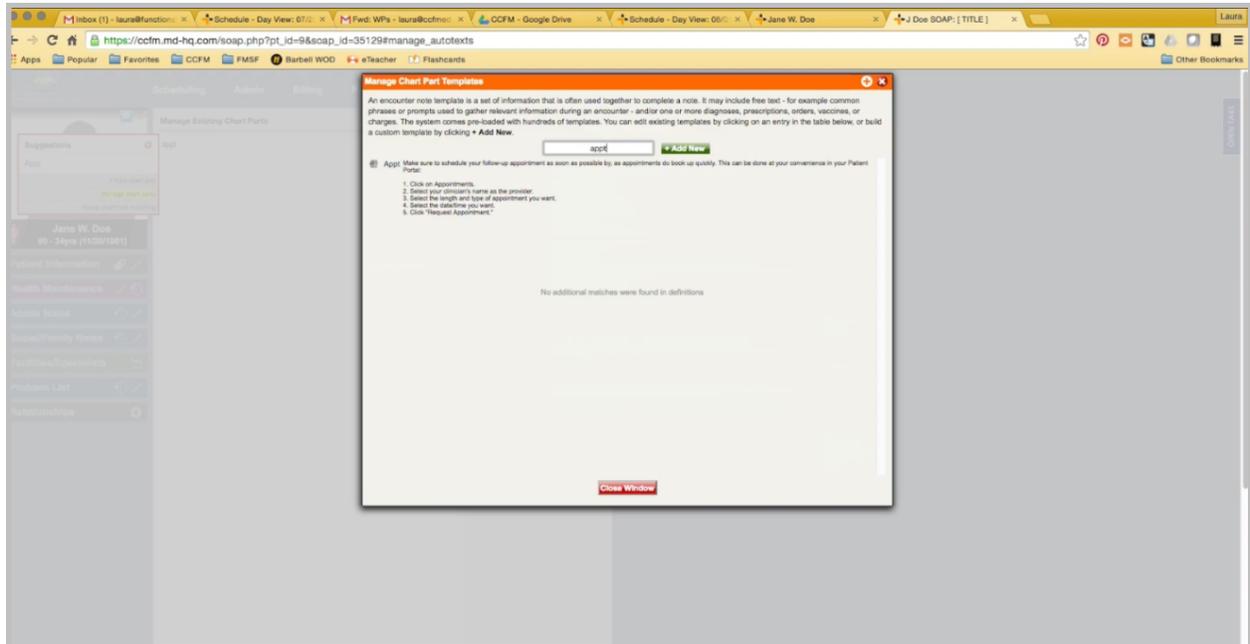


I can write a name here. You can select that only you can see the Chart Part or all users can see the Chart Part, which is recommended. We usually recommend leaving nicknames blank. You should make the name of the Chart Part so that everyone will know how to search for it. Adding a lot of nicknames here means the more suggestions will pop up as you type regular notes, which can sometimes be cumbersome.

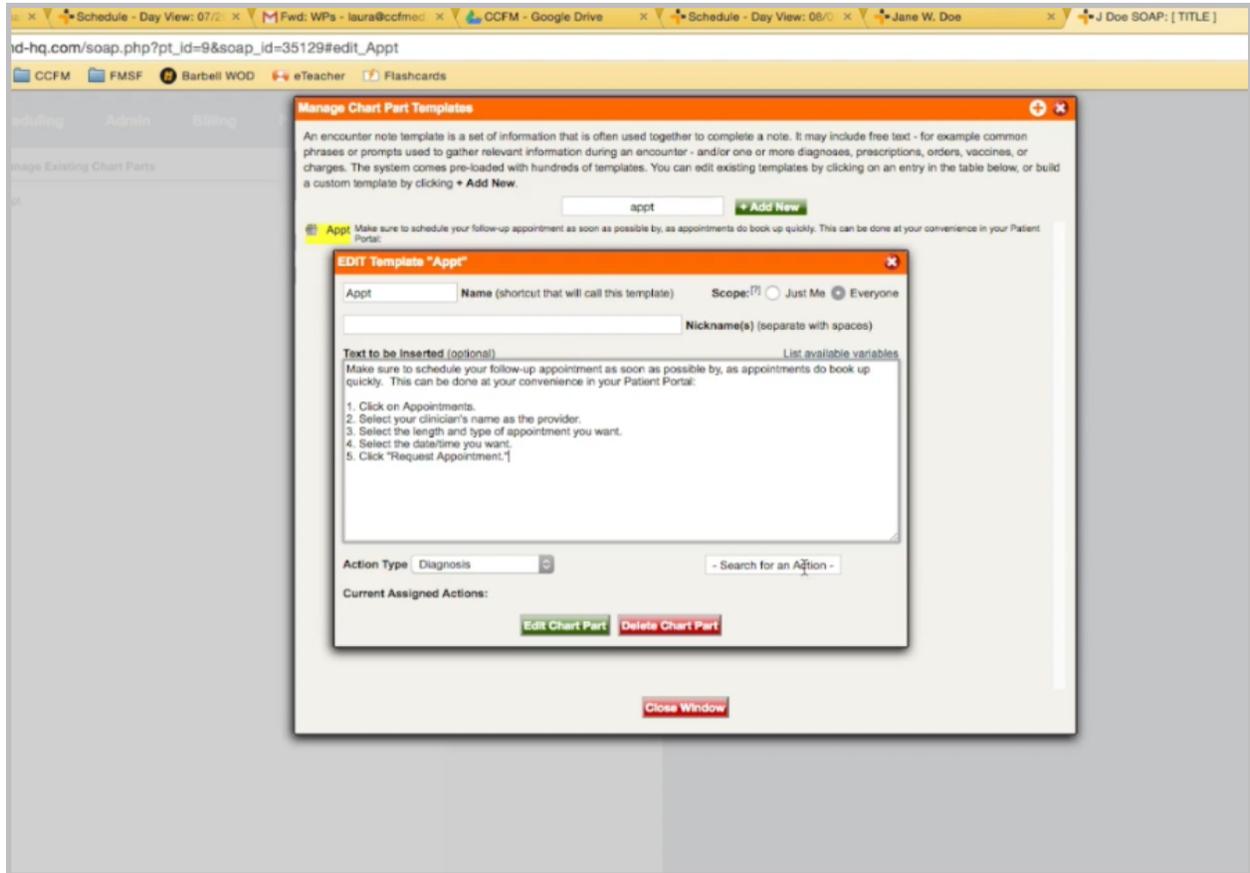


You can edit anything that you like here. At the bottom, you can choose to add a diagnosis, a prescription, testing, charges, supplements, or handouts.

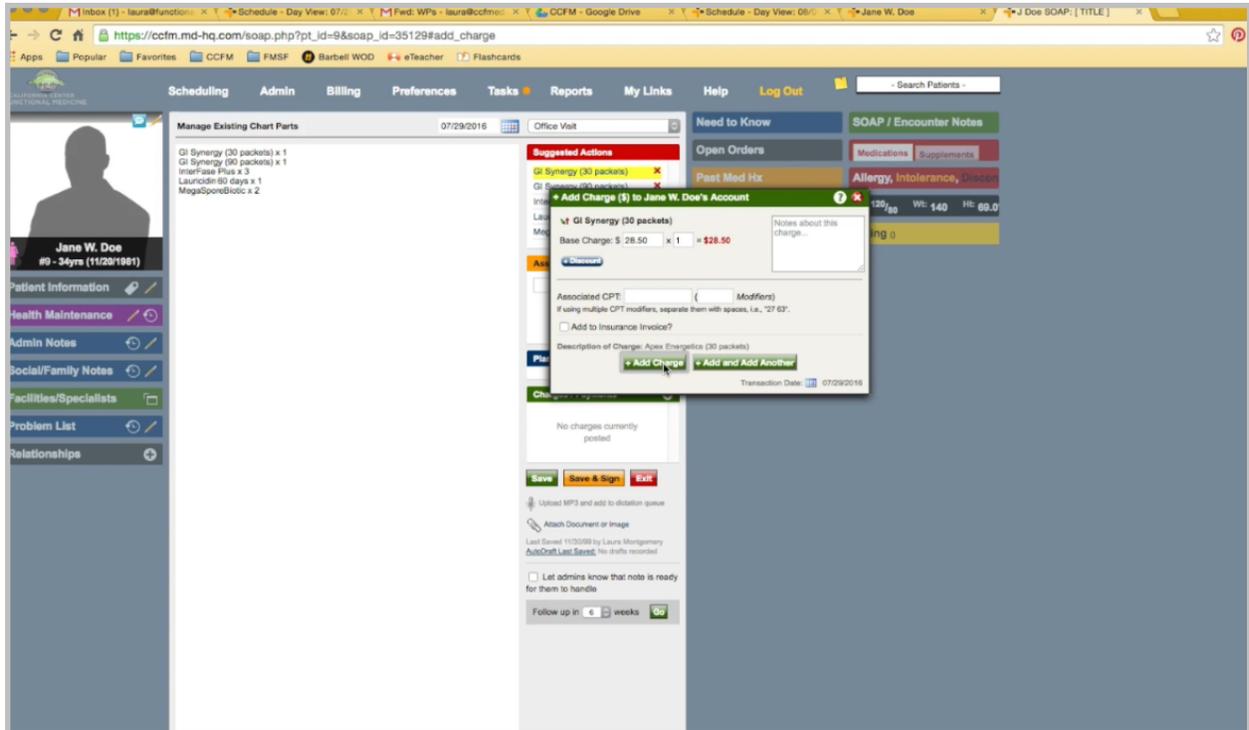
If I wanted to add a supplement, for example, I type them here until each one pops up, and then Add New Template.



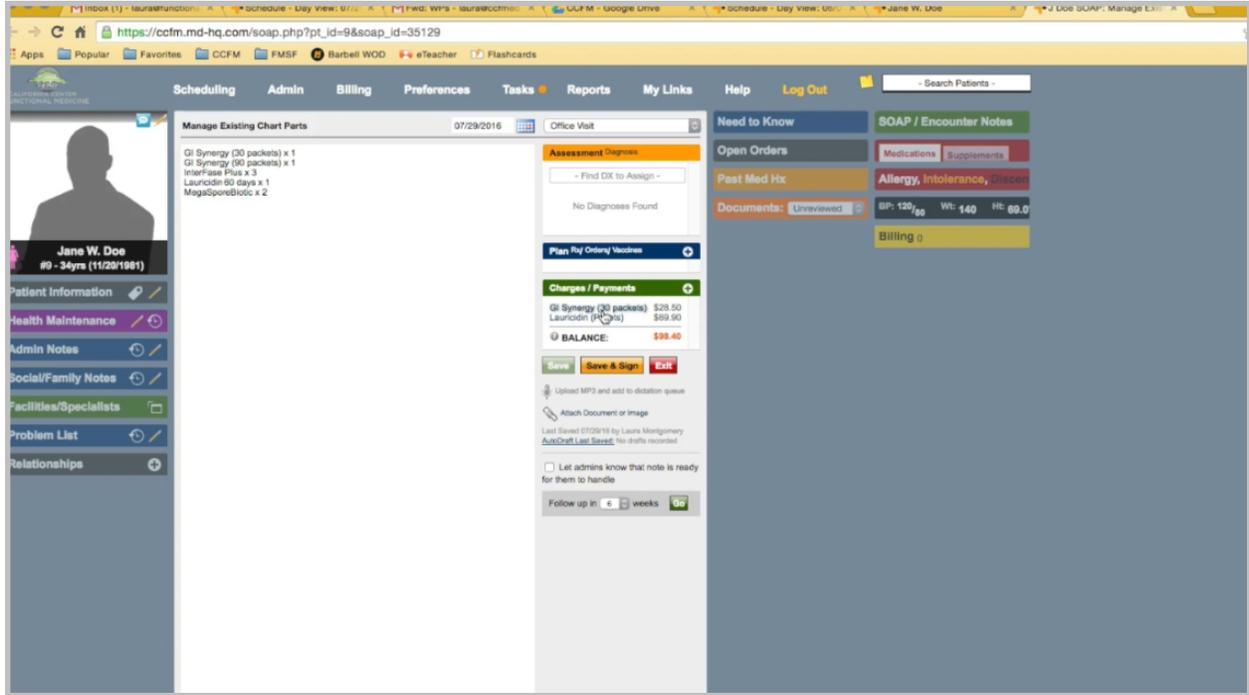
To manage an existing Chart Part, if you want to make changes, type in the name for the Chart Part, Manage Chart Parts. You can search for it again here.



Click to pull it up, and then you can make any changes you want to the text, add or remove items here, and you can either delete it or edit it.



To use an existing Chart Part, type in the name of the Chart Part. Select the one you want. If it includes items, such as this one, you can click on each individual item to add that to the encounter.



If I don't want these three items, I don't even need to red X them out. As soon as I save the note, when I go back in, those items will be gone. Only the items stay that are added.