

HOW TO DO ELECTRONIC CHARTING

Brief SOAP Note in PyraMed

PYRAMED is a computer program that manages/stores patient information at the Student Health Center. As a PNC, you will need to use PyraMed to check in a patient, make an appointment for a patient and document your counseling session. You have been trained on HIPPA and are expected to follow all the privacy rules in HIPPA. Protect all personal medical information at the SHC as you would like your personal medical information to be protected!

Logging onto PyraMed:

You will be assigned a Log-in (Usually user's first initial and last name) and a Password (a combination of numbers and letters of at least 6 characters, e.g. "1voice"). Remember your password and keep it in a secure place. You are not to share your password with anyone.

Checking in a patient:

1. Go to the Menu and click on "Clinic". This screen will provide a list of your scheduled patients for the day. Initially these names will be in **red**.
2. You "check in" a patient by clicking your mouse into the "check-in" column, as you do so, the current time will be displayed and the row (which includes patient's name, visit type, etc. will turn black".
 - ❑ If you made an error checking in on the wrong patient, for example, double click on the "Check-in" column, a pop-up message will appear and you click on "Clear Time". If you manually enter a time, you must use "military time" and PyraMed will change it to standard time.

Scheduling a future appointment for a patient:

1. Go to "Scheduling" Workplace. Be sure you are on the Health Promotion" Division.
2. Find the Provider's name on the "Providers List" within your division.
3. Click on the calendar day that your patient is requesting for an appointment.
4. Go to the "Availability Grid". This grid is in 5 minute increments.
 - ❑ Single-click on the appointment time.
 - ❑ Choose the "Visit Type" from the drop down menu
 - ❑ Click on the tab "Confirm Appointment".

Documenting your session with a patient: There are multiple ways of chart documentation by using the EMR: 1) “Front Desk” Workplace, 2) “Clinic” Workplace, and 3) “Scheduling” Workplace.

Front Desk

1. Click on patient’s name.
2. Click the tab EMR.
Now that you are into the EMR, you need to Code the visit & document your session:
3. This will bring you to a new screen. **Click once** on the **tab** that says **Complaints**.
4. Click once on the complaint that best describes your client – see list below
The information you clicked on will show in one of the boxes on the right.
5. Now **click once** on **Dx** – see Electronic Charting Complaints list below
The information you clicked on will show in one of the boxes on the right.
6. **Now click once on PROC:**
For a patient you believe is being seen for the first time this semester use:
For a patient you have seen before use:
The information you clicked on will show in one of the boxes on the right.
7. You can now go to the tab that says **Chart note** and type your notes in the appropriate box – see “Guidelines for Charting” below
8. Once you have completed the note, read it carefully for spelling and grammatical errors. If you have made an error you can correct it – do not cross out information and handwrite it.
9. Now print one copy of the note and pick up the note from the printer (so the information you have printed will remain confidential). Sign your name in black ink and put it in the red notebook on top of the filing cabinet in the PNC office.
10. When you’re done don’t forget to press save and then print your note. Put your note in the designated place for Professor Blyler to review and make any necessary corrections, co-sign it and give it to medical records for filing in the patient’s chart.

Clinic Workplace

1. Go to “Clinic” Workplace.
2. Click on “EMR”.
3. Follow procedure numbers 3-10 above.

Scheduling Workplace

1. Go to “Scheduling” Workplace.
2. Go to the current calendar day.
3. Double-click on the current calendar day.
4. An appointment list will appear.
5. Click on patient’s name.
6. Click “EMR”.
7. Follow procedure numbers 3-10 above.

ELECTRONIC CHARTING Coding Information:

There are 3 sections that need to be coded:

Complaints: (reason why client made appointment for PNC)//coding term

- Client desires to become a vegan/vegetarian: //Vegetarianism
- Client is member of athletic team on campus: / /Sports Nutrition
- Client wants to eat healthy diet but does not want to follow vegetarian diet: / /Healthy diet
- Client wants to change weight – gain or lose: / /Wt loss/gain
- Client wants to prevent further wt gain or wt loss: //wt management
- Client concerned about his/her high blood pressure: / /high blood pressure
- Client is concerned about decreased frequency of stools: //constipation

DX: (ICD 9 or temp code)¹ we use to categorize our client's nutritional problems)

- Recent unplanned weight loss likely due to medical problem://Abnormal wt loss
- Recent unplanned weight gain – cause not specified://Abnormal wt gain
- Client has BMI 30-39:// /Obesity
- Client has BMI >39:// /Morbid obesity
- Client states has this dx:/ /Anorexia Nervosa
- Client has a lack of appetite and does not want to eat :// anorexia
- Client appears to eat a variety of nutritious foods in needed quantities (based on Food Pyramid)://Healthy Eating
- Client needs to improve nutritive content of diet for sports performance://sports nutrition
- Client is vegetarian and needs to change food intake to obtain nutritious diet://vegetarian
- Client states has high cholesterol, triglycerides, LDL://hyperlipidemia mixed
- Client states has high cholesterol:// hyperlipidemia
- Client states has iron deficiency:// Iron deficiency
- Client states has high blood pressure:/ /hypertension, unspecified
- Client states is anemic:/ /iron deficiency
- Client states has heartburn or gastric ulcer: //heartburn
- Client states has lactose intolerance://lactose intolerance
- Client states has type 2 diabetes

¹ICD International Classification of Diseases, 9th edition

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