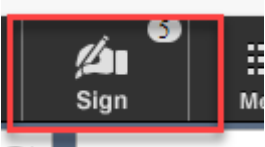
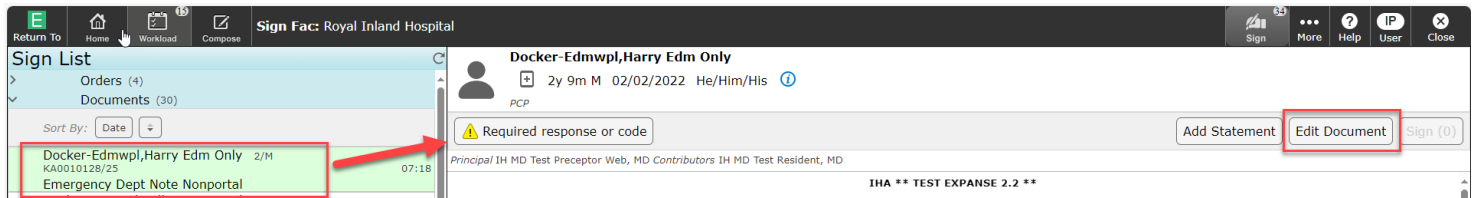
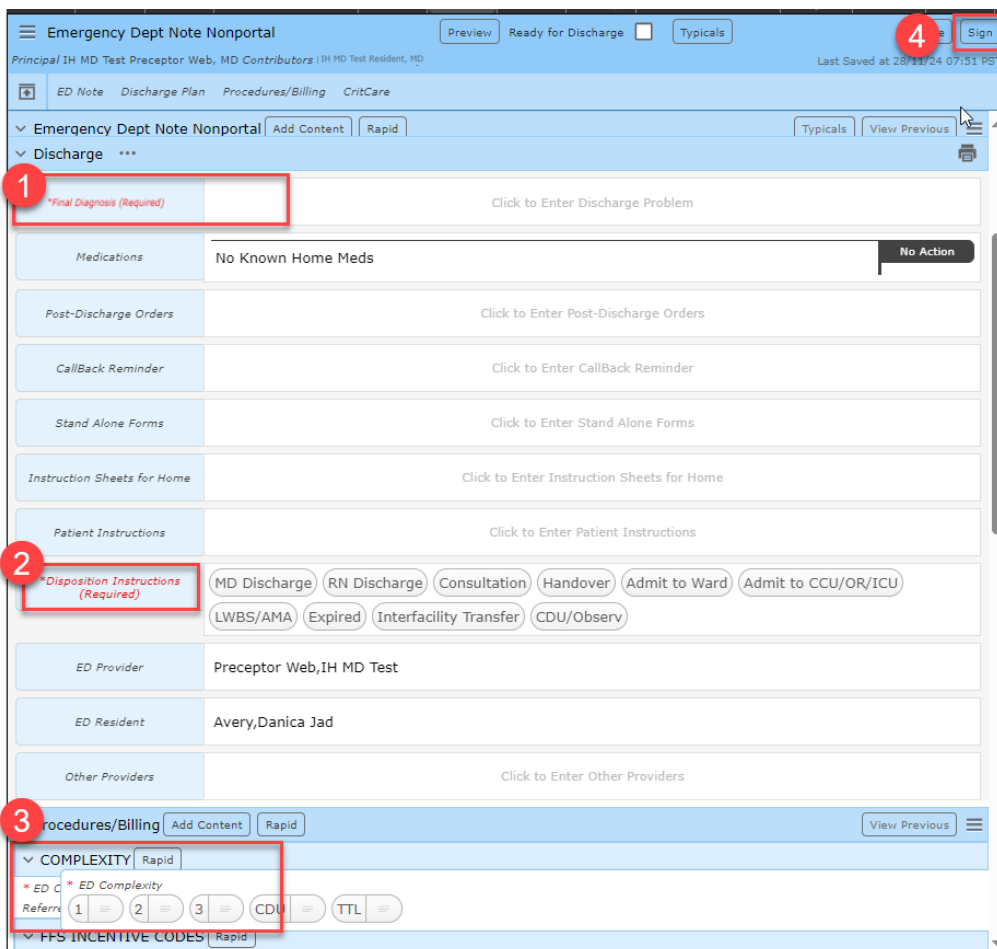


Preceptor Instructions – Medical Students in ED

Reports to be signed will appear in your Sign List:

To edit the student's note and enter the required responses, select the Edit Document button to launch the document.

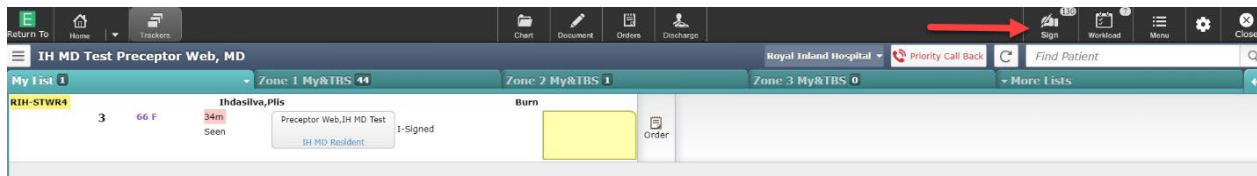


When all of the mandatory fields have been completed, click Sign and enter PIN to finalize.

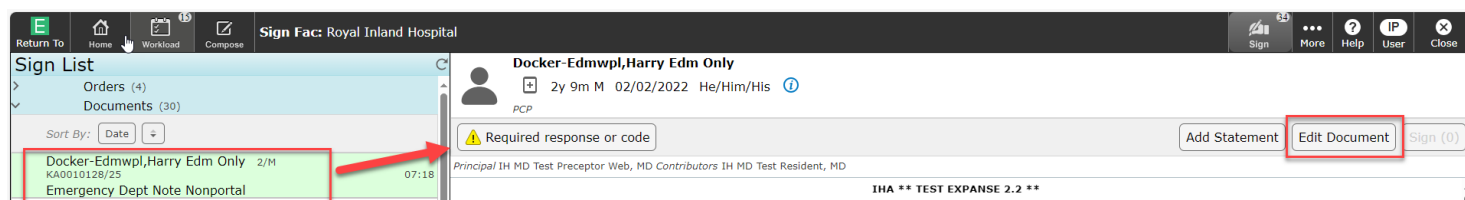
Preceptor Instructions – Residents in ED

Preceptor

From your tracker you will now see the patient that your resident assigned to you. **To review and sign the document, you must click on the Sign List button.** Do not access through the Document panel.



Reports to be signed will appear in your sign queue: your draft reports, as well as student and resident reports.



To add notes of your own and enter the required responses, select the Edit Document button to launch the document. The note the resident originally signed will be captured for audit purposes. The notes the preceptor signs will appear separately and beneath the resident's documentation.

IHA ** TEST EXPANSE 2.2 **

Emergency Dept Note

Patient Name: Saget-Acuwpl,Bob
Date of Birth: 30/10/1964
Emergency Provider: Preceptor Web,IH MD Test
Date: 22/11/24 13:23

Medical Record Number: KA00000208
Patient Status: Emergency Department
Account Number: KA0010151/25
Initialization Date: 22/11/24 13:23

<Dr IH MD Test Resident, MD - Last Filed: 22/11/24 13:31 PST>

PHYSICIAN ASSESSMENT

Nurse Notes (Newest on Top)

Nursing Note:	30/10/24 1124zzzzzz
Nursing Note:	30/10/24 1123

These are the Resident notes added by resident, per Resident Manual instructions.

<Dr IH MD Test Preceptor Web, MD - Last Filed: 22/11/24 13:44 PST>

PHYSICIAN ASSESSMENT

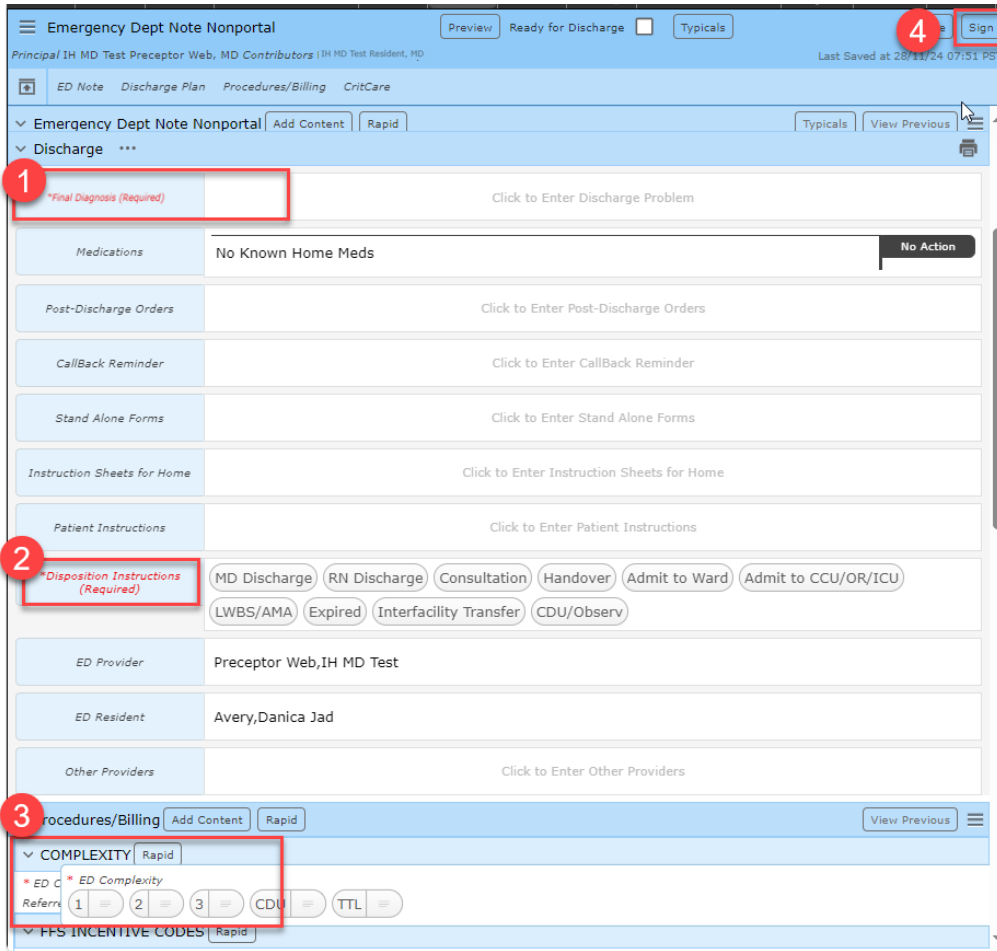
Nurse Notes (Newest on Top)

Nursing Note:	30/10/24 1124zzzzzz
Nursing Note:	30/10/24 1123

This is the Preceptor applying edits to the notes entered by the Resident - I'm modifying this line.
I've removed the notes entered by the Resident completely.

Adding a further line.

On the Discharge Plan, complete the required Final Diagnosis, Complexity and Disposition fields.



The screenshot shows the 'Emergency Dept Note Nonportal' interface. At the top, there are tabs for 'ED Note', 'Discharge Plan', 'Procedures/Billing', and 'CritCare'. The 'Discharge Plan' tab is active. A red box with a '4' highlights the 'Sign' button in the top right corner. A red box with a '1' highlights the '*Final Diagnosis (Required)' field. Below this, there are sections for 'Medications' (showing 'No Known Home Meds'), 'Post-Discharge Orders', 'CallBack Reminder', 'Stand Alone Forms', 'Instruction Sheets for Home', and 'Patient Instructions'. A red box with a '2' highlights the '*Disposition Instructions (Required)' section, which contains buttons for 'MD Discharge', 'RN Discharge', 'Consultation', 'Handover', 'Admit to Ward', 'Admit to CCU/OR/ICU', 'LWBS/AMA', 'Expired', 'Interfacility Transfer', and 'CDU/Observ'. Below this, there are fields for 'ED Provider' (Preceptor Web, IH MD Test), 'ED Resident' (Avery, Danica Jad), and 'Other Providers'. A red box with a '3' highlights the 'Procedures/Billing' section, which includes a 'COMPLEXITY' dropdown set to 'Rapid' and a 'Refer' field with buttons for '1', '2', '3', 'CDU', and 'TTL'. At the bottom, there is a section for 'HFS INCENTIVE CODES'.

When all of the mandatory fields have been completed, click Sign and enter PIN to finalize.

IMPORTANT!

If you discover you have created documentation in error (incorrect patient/account/template):

- Immediately create an addendum stating **“This report has been created on the wrong patient/account/template and will be cancelled. Please ensure your records are updated accordingly.”**
- Create the document on the correct patient/account/template
- Email DocumentationSupport@interiorhealth.ca with patient and report demographics so that we can remove the report from the patient’s EMR.

If you discover a typo/text error in your document:

- Create an addendum to correct or clarify the text error.
- If the error cannot be clarified in an addendum, email DocumentationSupport@interiorhealth.ca with report details and we will assist in correction.

Support Information (All)

Our Medical Documentation team regularly audits Resident documentation. We will contact you if your documentation requires attention.

For Documentation questions, quality issues or corrections, email DocumentationSupport@interiorhealth.ca

For technical support please contact IMIT SERVICE DESK: 1-855-242-1300 or servicedesk@interiorhealth.ca