

CARE4 Tip Sheet

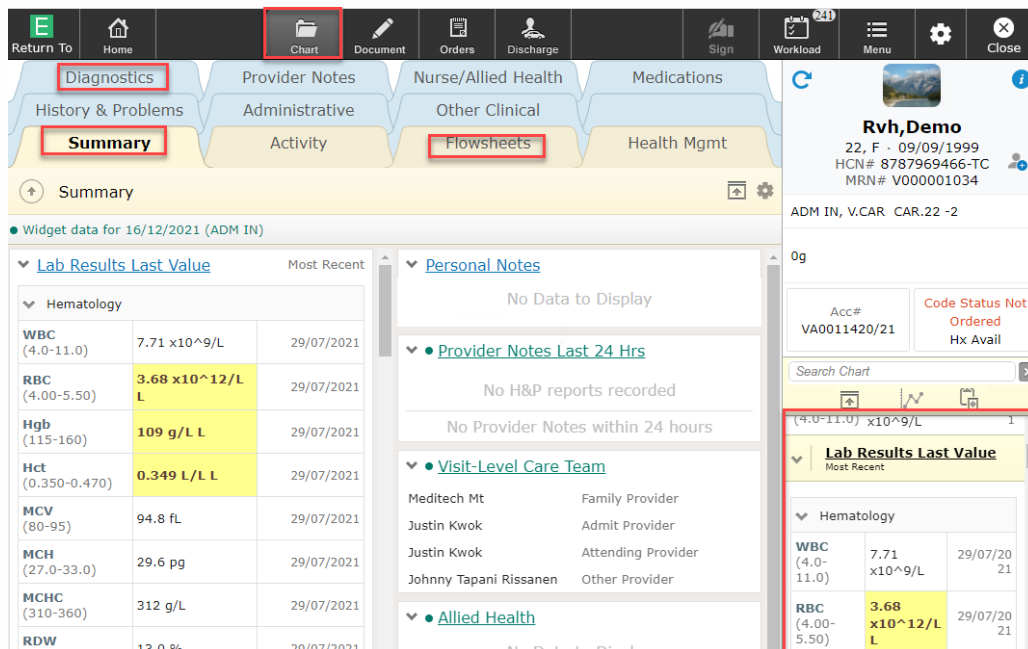
Saved Data

Overview

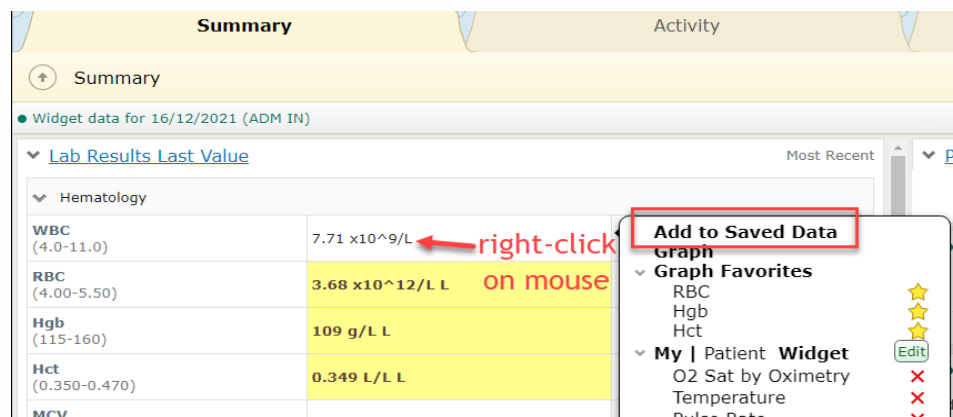
This document provides instructions on how to insert data results into physician documentation in Expense.

How to Save Data

- Identify data result(s) in the Chart tab or through the Reference Panel (right-hand column). Common folders on the Chart tab include Summary, Flowsheets, and Diagnostics.



- Once data result is identified, right-click on the data result to populate pop-up screen. Select Add to Saved Data.



- Black Dot will appear beside data result once successfully added to Saved Data. You can add multiple individual data results to your Saved Data.

Hematology		
WBC (4.0-11.0)	7.71 x10 ⁹ /L	29/07/2021
RBC (4.00-5.50)	3.68 x10 ¹² /L	29/07/2021

No Data to Display

▼ • [Provider Notes Last 24 Hrs](#)

No H&P reports recorded

Viewing/Managing Saved Data

- To view and manage your Saved Data, select the Clipboard icon on your Reference Panel.

The screenshot shows a patient dashboard for 'Rvh, Demo'. The Reference Panel is open, displaying 'Lab Results Last Value' and 'Personal Notes'. The 'Clipboard' icon (a document with a plus sign) is highlighted with a red box in the bottom right corner of the Reference Panel. The 'Lab Results' table is as follows:


Hematology		
WBC (4.0-11.0)	7.71 x10 ⁹ /L	29/07/2021
RBC (4.00-5.50)	3.68 x10 ¹² /L	29/07/2021
Hgb (115-160)	109 g/L	29/07/2021

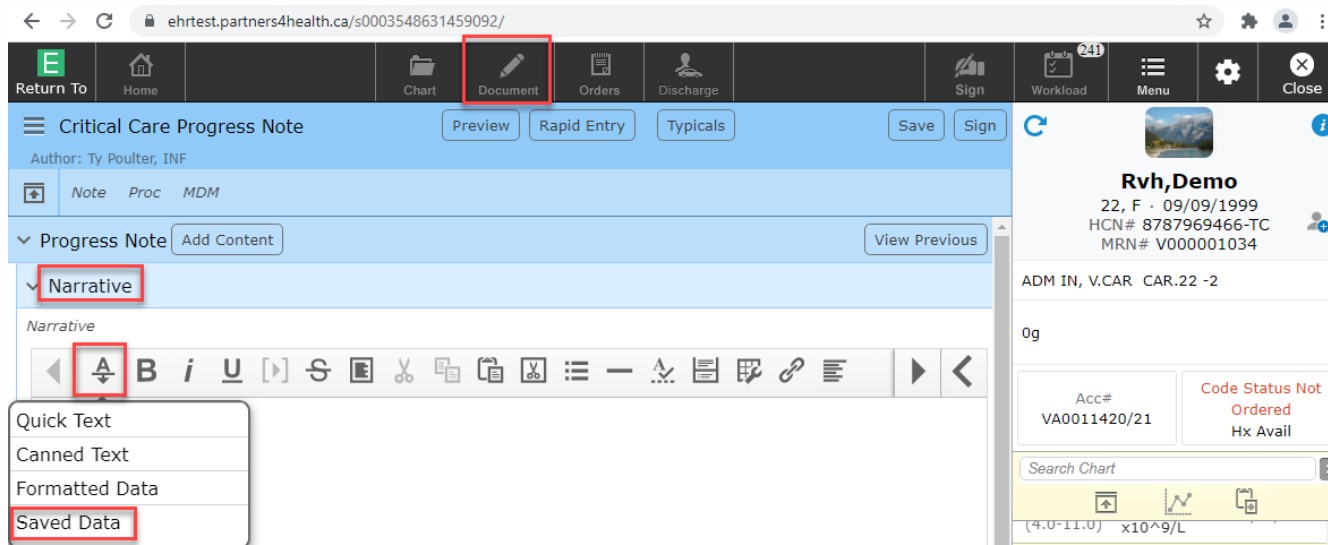
- You can choose which data results to Keep or Remove in this window.

The 'Saved Data' window is shown with a blue header. It contains a table with the following columns: Name, Value, Date, Type, and a 'Keep' checkbox. The 'WBC' row is highlighted, and its 'Keep' checkbox is checked. A 'Remove' button is visible in the top right corner of the window.

Name	Value	Date	Type	Keep
WBC	7.71 x10 ⁹ /L	29/07/2021 13:26	Lab	<input checked="" type="checkbox"/>

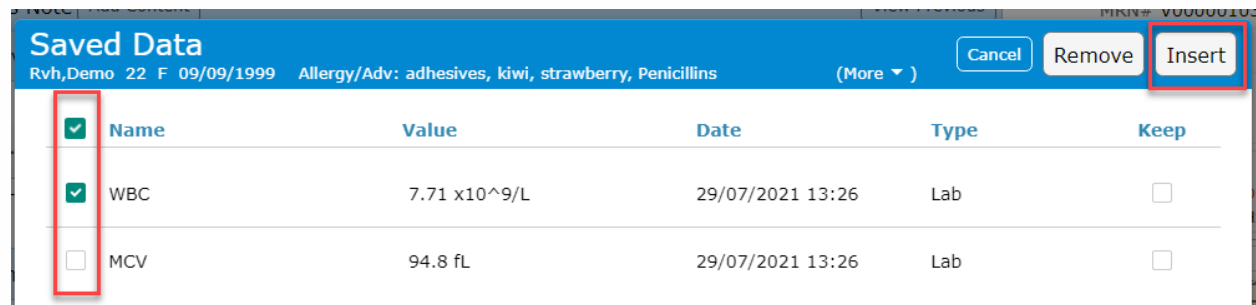
Inserting Saved Data

- Under the Document tab, ensure you have your desired documentation note opened. Saved Data can only be inserted into free text note sections. Once clicked within the section, select the Canned text icon.  and select Saved Data.



The screenshot shows the EHR interface with the 'Document' tab selected. The 'Narrative' section is expanded, and the 'Canned Text' icon is highlighted. A dropdown menu is open, showing 'Quick Text', 'Canned Text', 'Formatted Data', and 'Saved Data', with 'Saved Data' highlighted.

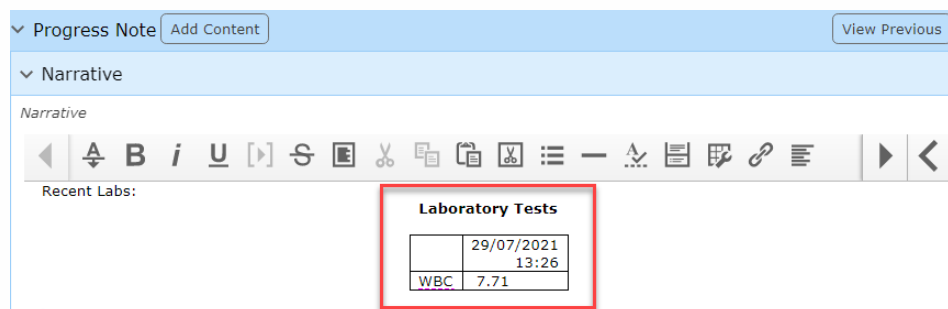
- All saved data will have a green checkmark. Unselect any data results you do not wish to insert at this time. With the desired data result(s) selected, select Insert.



The 'Saved Data' dialog box is shown with the 'Insert' button highlighted. The table below shows the data to be inserted:

<input checked="" type="checkbox"/>	Name	Value	Date	Type	Keep
<input checked="" type="checkbox"/>	WBC	7.71 x10 ⁹ /L	29/07/2021 13:26	Lab	<input type="checkbox"/>
<input type="checkbox"/>	MCV	94.8 fL	29/07/2021 13:26	Lab	<input type="checkbox"/>

- Selected data results will be inserted into your documentation in tabular format.



The screenshot shows the 'Narrative' section with a 'Recent Labs' section. The 'Laboratory Tests' table is highlighted:

Laboratory Tests	
	29/07/2021 13:26
WBC	7.71