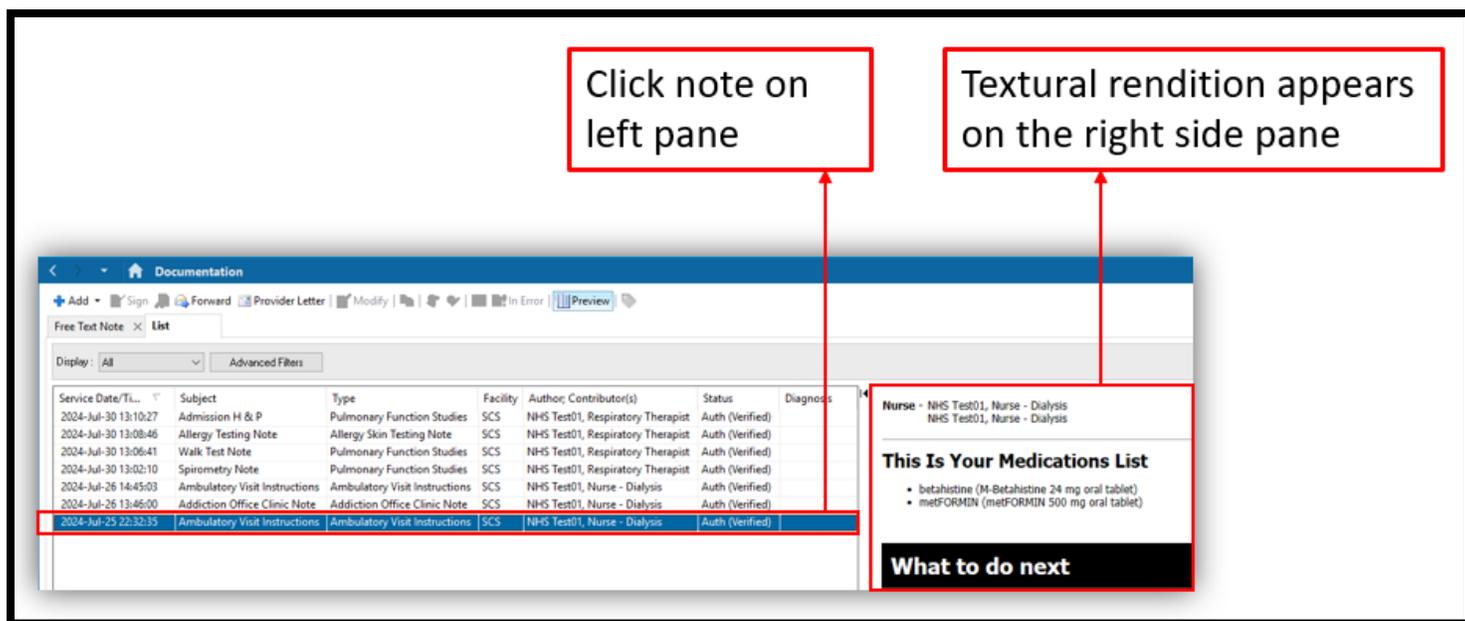


### TAG FUNCTION IN NOTES

#### Adding Tags to a Note

Within the Free Text Note, you are able to use the “Tag” function to add information from other areas of the patient’s chart (e.g. tagging information from a past note into the new note).



Click note on left pane

Textural rendition appears on the right side pane

Service Date/Time	Subject	Type	Facility	Author; Contributor(s)	Status	Diagnosis
2024-Jul-30 13:10:27	Admission H & P	Pulmonary Function Studies	SCS	NHS Test01, Respiratory Therapist	Auth (Verified)	
2024-Jul-30 13:08:46	Allergy Testing Note	Allergy Skin Testing Note	SCS	NHS Test01, Respiratory Therapist	Auth (Verified)	
2024-Jul-30 13:06:41	Walk Test Note	Pulmonary Function Studies	SCS	NHS Test01, Respiratory Therapist	Auth (Verified)	
2024-Jul-30 13:02:10	Spirometry Note	Pulmonary Function Studies	SCS	NHS Test01, Respiratory Therapist	Auth (Verified)	
2024-Jul-26 14:45:03	Ambulatory Visit Instructions	Ambulatory Visit Instructions	SCS	NHS Test01, Nurse - Dialysis	Auth (Verified)	
2024-Jul-26 13:46:00	Addiction Office Clinic Note	Addiction Office Clinic Note	SCS	NHS Test01, Nurse - Dialysis	Auth (Verified)	
2024-Jul-25 22:32:35	Ambulatory Visit Instructions	Ambulatory Visit Instructions	SCS	NHS Test01, Nurse - Dialysis	Auth (Verified)	

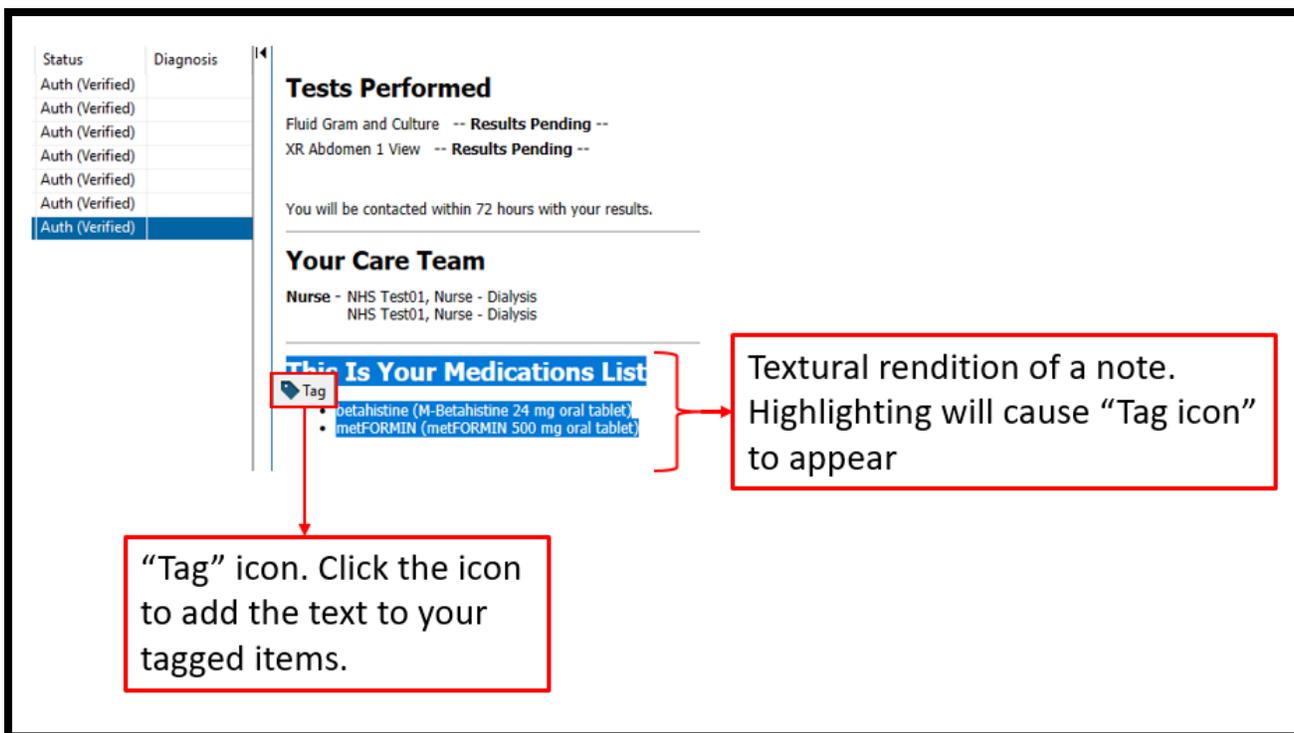
Nurse - NHS Test01, Nurse - Dialysis  
NHS Test01, Nurse - Dialysis

**This Is Your Medications List**

- betahistine (M-Betahistine 24 mg oral tablet)
- metFORMIN (metFORMIN 500 mg oral tablet)

**What to do next**

1. Navigate to the documentation which you would like to tag from. Ensure the textural rendition is open and available to highlight with your cursor (i.e. you are only able to “tag” from text you are able to highlight with your cursor)
2. In this example, we will tag the patient’s Medication list from past documentation in the patient’s chart. As you can see above, the textural rendition of this note (text you are able to highlight) is seen on the right side pane.



Status      Diagnosis

Auth (Verified)

**Tests Performed**

Fluid Gram and Culture -- Results Pending --

XR Abdomen 1 View -- Results Pending --

You will be contacted within 72 hours with your results.

**Your Care Team**

Nurse - NHS Test01, Nurse - Dialysis  
NHS Test01, Nurse - Dialysis

**This Is Your Medications List**

Tag

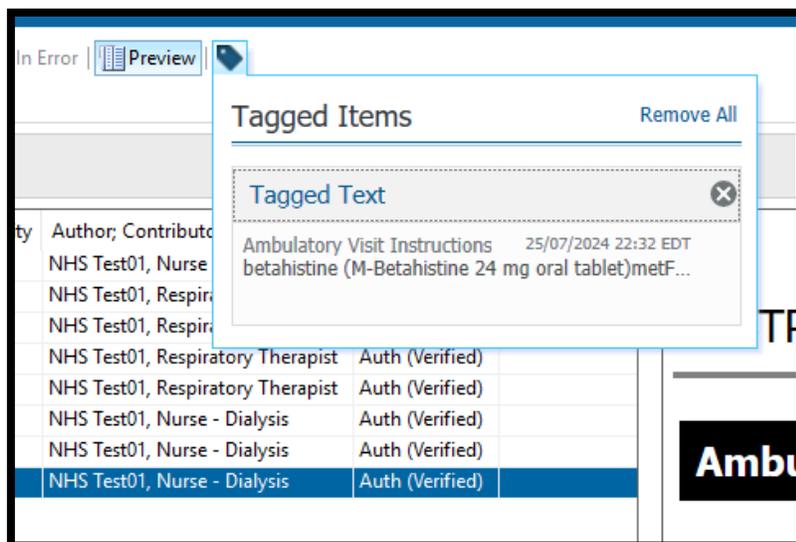
- betahistine (M-Betahistine 24 mg oral tablet)
- metFORMIN (metFORMIN 500 mg oral tablet)

Textural rendition of a note. Highlighting will cause "Tag icon" to appear

"Tag" icon. Click the icon to add the text to your tagged items.

3. To grab the text as a "Tag", simply highlight the text. As soon as you have highlighted text which is eligible to use as a tag, the "Tag" icon will appear next to the text as seen below.

4. Click the "Tag" icon next to your highlighted text, which will cause a blue "tag" icon to appear at the top of the Documentation page. Clicking the blue tag icon will show you all items you have tagged currently – you are able to tag multiple items before adding to your new note, rather than tagging/adding one-by-one.



In Error | Preview | Tag

**Tagged Items** Remove All

Tagged Text

Ambulatory Visit Instructions 25/07/2024 22:32 EDT  
betahistine (M-Betahistine 24 mg oral tablet)metF...

ty	Author; Contributor	
	NHS Test01, Nurse	
	NHS Test01, Respir	
	NHS Test01, Respir	
	NHS Test01, Respiratory Therapist	Auth (Verified)
	NHS Test01, Respiratory Therapist	Auth (Verified)
	NHS Test01, Nurse - Dialysis	Auth (Verified)
	NHS Test01, Nurse - Dialysis	Auth (Verified)
	NHS Test01, Nurse - Dialysis	Auth (Verified)

Ambu



# TAGGING FUNCTION

## HOSPITAL INFORMATION SYSTEM (HIS)

- When creating note, tagged text will appear on the left side pane. Note that even if you tag new items at this point and go back to the note, it will update and appear in the tagged items, so there is not a concern for needing to tag everything at once.

Tagged text on left side pane which automatically shows up when creating a new note.

The screenshot shows the 'Free Text Note' editor. On the left, a 'Tagged Text' pane lists 'Ambulatory Visit Instruc...' and 'betahistine (M-Betahistine 24 mg oral tab...'. The main note area contains the text 'Patient was seen in clinic today. Feeling well, tolerating current medications. Due for follow up in 3 months.' and a 'Medications:' section.

- Now, drag and drop your chosen tagged item into the note

Drag and drop

The screenshot shows the 'Tagged Text' pane on the left with 'betahistine (M-Betahistine 24 mg oral tab...' highlighted. A red arrow labeled 'Drag and drop' points to the 'Medications:' section in the main note area, where the item is being added.



# TAGGING FUNCTION

## HOSPITAL INFORMATION SYSTEM (HIS)

7. Tagged text will appear in the note, as well as reference(s) to the tagged text (see reference to date/time/original note)

The screenshot shows a 'Free Text Note' window with a toolbar and a text area. The text area contains the following content:

Patient was seen in clinic today. Feeling well, tolerating current medications. Due for follow up in 3 months.

Medications:

- betahistine (M-Betahistine 24 mg oral tablet)
- metFORMIN (metFORMIN 500 mg oral tablet)

[1]

[1] Ambulatory Visit Instructions; NHS Test01, Nurse - Dialysis 25/07/2024 22:32 EDT

Diagram annotations:

- A red box highlights the medication list, with an arrow pointing to a red box labeled 'Tagged text'.
- A yellow box highlights the reference '[1]', with an arrow pointing to a yellow box labeled 'Reference to tagged text'.
- A yellow box highlights the full reference text, with an arrow pointing to the same 'Reference to tagged text' box.

Now you can continue the note as normal and follow steps above to sign/submit the note.

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