

Using Progress Notes and Alerts

Training session objectives

1. Define Progress Notes and Alerts
2. How to create a Progress Note
3. How to create an Alert
4. When to use a Progress Note versus an Alert

What is Progress Note?

Progress Notes allow you to disclose additional relevant information to the case or notification. You cannot enter a Progress Note in Investigations and then read it in Notifications. You can update Progress Notes as much as needed as more information becomes available.

Creating and updating a Progress Note

To create a Progress Note, locate the notification or investigation by searching within the disease module. Then, select the **Progress Notes** from the left navigation.



Completing the Progress Note form

1. Select a recipient from the dropdown list.
2. Enter a subject line for the Note.
3. Enter your information in the open text field.
4. Hit the **Insert** to attach a new Progress Note to a notification or case. (To update an existing case, you'll hit the **Update**).
5. Watch for green success message.

If you need to review previous versions of the Progress Note, the top grid on the left-hand side of the form displays the history of the Note, as shown in **Figure 1**.

Date	By
07/01/2005	

New

Figure 1: Progress Note history grid

What are Alerts?

Alerts allow personnel to pass along data after a Notification becomes an Investigation. After a Notification moves to an Investigation, it can no longer be edited. So, Alerts provide a way for hospitals to pass additional information, such as test results, to the health departments after an investigation has been started. Think of Alerts as “e-mail” only for KY-EPHRS. They provide you with a mechanism to contact users within KY-EPHRS.

Creating and using Alerts

You can create Alert two ways in KY-EPHRS. First, we'll look at the preferred method.



Creating an Alert from the Progress Note form

The best way to create an Alert is from the Progress Note form because it provides a direct link to the patient record.

1. Navigate to the Progress Note form with Notifications or Investigations.
2. Locate and click the **New** under the Alert heading on the left-hand side of the form
3. Click the arrow dropdown box next adjacent to the "To:" line (**Figure 3**) and search for a recipient.
4. Enter text in the subject line and in the message open text field.
5. Attach a test to the Alert if appropriate.
6. Hit the **Insert** to send the Alert.



Creating an Alert directly from the left navigation

You can also create an Alert without going to the Progress Notes form, but it will not attach a link to the notification or the case record.

1. To create an Alert, click on the **Alerts** in the left navigation, as seen in **Figure 2**.
2. Locate and click the **New** under the Alert heading on the left-hand side of the form.
3. Click the arrow dropdown box next adjacent to the "To:" line (**Figure 3**) and search for a recipient.
4. Enter text in the subject line and in the message open text field.
5. Attach a test to the Alert if appropriate.
6. Hit the **Insert** to send the Alert.

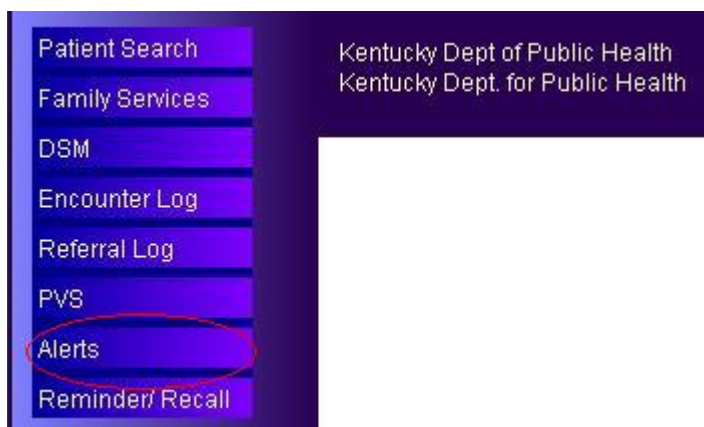


Figure 2: Locating Alerts in the navigation

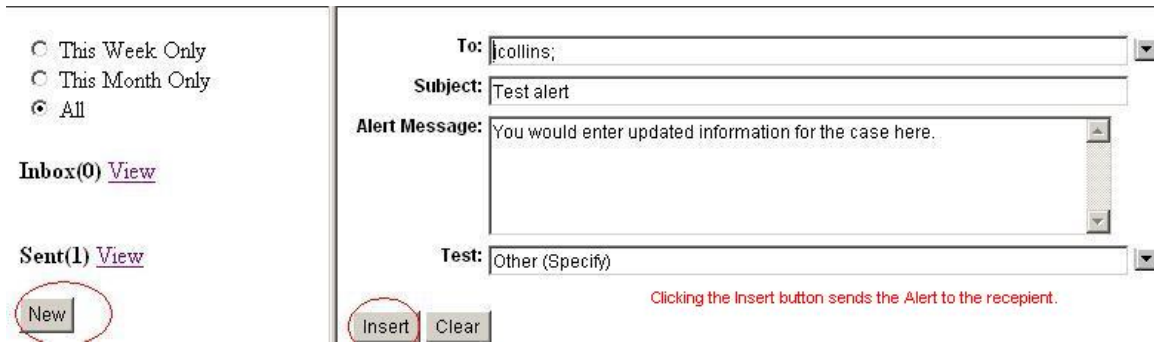


Figure 3: Creating an Alert

A successfully created Alert will also display test information if it has been attached, as shown in **Figure 4**.

Success! Message when an alert has been entered successfully.
Row inserted

To: jcollins (Not yet read)
From: matt.osborn
Subject: Test alert
Message: You would enter updated information for the case here.

The following test was attached to this message:

Test Group:
Test Name: Other (Specify)
Other Test Name: Additional Blood Test
Result: Negative
Normal Range: -
Date Specimen Collected:
Date Lab Tested:
Specimen Source: Blood capillary
Specimen Collection Facility: ARH (Hazard) Regional Medical Ctr
Analyzing Laboratory:

Figure 4: An Alert has been successfully created

What is the difference between Progress Notes and Alerts?

You use a Progress Note if the Notification has not been moved to Investigation. An Alert is used if the Notification has been moved to Investigation status. For example, a local health department infection control nurse reviews a notification and decides that it warrants further research and moves it to Investigation status before the hospital lab has completed an assessment of the

culture. After the hospital lab returns the results, an Alert could be sent (along with faxing the lab results) to the health department review nurse, detailing the findings.