1. In PowerChart, access the patient’s chart for the current encounter.

2. In the Menu, click **Documents**. **OR**
3. Click **Add**.

4. In the **Type** field, select **Progress Note**.
5. In the **Subject** field, type **Behavioral Health – Consultation**.
6. In the **text** field, type 

```plaintext
=behavioral_health_consultation*
```
7. Then double click on `=behavioral_health_consultation*`
8. The auto-text for Behavioral Health Consultation auto-text displays.

**BEHAVIORAL HEALTH CONSULTATION**

Reason for Referral

Mental Status Exam

Psychosocial History

Impression

Plan/Recommendations

9. Press **F3** on the keyboard to move to the first field.
10. Type the appropriate information.
11. Press **F3** to move to the next field.
12. Continue this process until all of the appropriate fields are completed.
13. Click **Sign**.
14. Your name, the date and time will be added to your note. The note displays under Documents in the Progress Notes folder or in the list on Document Viewing.
1. In PowerChart, access the patient’s chart for the current encounter.

2. In the Menu, click Documents. OR 2. In the Menu, click Document Viewing.

3. Click Add.

4. In the Type field, select Progress Note.

5. In the Subject field, type Behavioral Health– Followup.

6. In the text field, type = behavioral_health_followup

7. Then double click on =behavioral_health_followup*

8. The auto-text for Behavioral Health Followup auto-text displays.

```
BEHAVIORAL HEALTH FOLLOWUP

Follow-Up

Plan

Recommendations
```

9. Press F3 on the keyboard to move to the first field.

10. Type the appropriate information.

11. Press F3 to move to the next field.

12. Continue this process until all of the appropriate fields are completed.

13. Click Sign.

14. Your name, the date and time will be added to your note. The note displays under Documents in the Progress Notes folder or in the list on Document Viewing.