Issue: I need to document a consultation. How do I do that?
Resolution: Physicians may use Option 1 or 2 below. Mid-level providers should use Option 2 below.

Option #1: For Physicians (only)
Digitally dictate Full Consult using phone, then document Dictation Job number via Brief Consult Note.

1. Use the Dictation phone line to dictate your consult. You will be given a Dictation Job Number.
2. In PowerChart, open the workflow and click Create Note.
3. Select Type: Consult.
4. Select Note Template: Brief Consult Note.
5. Title the note with your specialty: Consult Note - < Specialty >
6. In the note, type auto-text =dictation and click Enter.

7. The Auto text Dictation Job Number displays.
8. Type or Dragon the dictation job number provided on the phone.
Option #2: For Physicians and Mid-level providers
Document Full Consult via Consult Note

1. In PowerChart, open the workflow and click Create Note.
2. Select Type: Consult.
3. Title the note with your specialty: Consult Note- <Specialty>.
4. Select Note Template: Consult Note.
5. Click OK.

6. The Consult Note displays.

- Date and Time of Service
- Title
- Date: 5/23/2014
- Time: 1:45
- Chief Complaint
- Reason for Consult
- History of Present Illness
- Review of Systems
- Physical Exam
- Vital Signs & Measurements
  - T: 37.2 (Oral), HR: 88
- Assessment/Plan
- Hiccups
- Syncope
- Additional Recommendations or Comments
- Past Medical History
  - Chronic: No chronic problems
- Procedure/Surgical History
- Home Medications
  - Inst: acetaminophen - CODENE (Tylenol with Codeine #3) 300/30, 30 MG, 1 TAB, PO, QID, PRN
  - Add: Cephalexin Tab, 500 MG, 1 ORAL, PO, Daily
  - Add: Metoprolol Tartrate (Topmax), 50 MG, 1 TAB, PO, Daily
  - Add: Furosemide (Lasix), 40 MG, 1 TAB, PO, BID
  - Home: Aspirin 81 mg oral tablet, 81 mg oral delayed release capsule, 81 MG, 1 CAP, PO, Daily
  - Add: Ativan oral 5 mg oral tablet, 50 MG, 1 TAB, PO, Daily
- Allergies
  - penicillin (ask)
- Social/Family History
  - No qualifying data available.
- Lab Results
- Diagnostic Results
- I&O

7. When finished documenting, select Sign/Submit.
8. Mid-level providers should then forward the note to the Attending Physician.