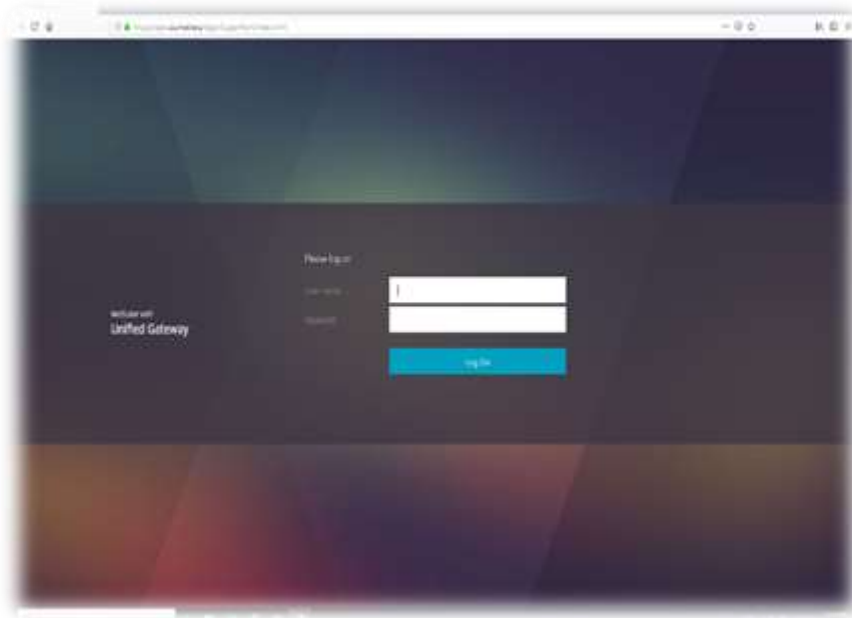


# TouchWorks: SOAP Note Documentation

Access <https://apps.siumed.edu> via the Google Chrome or Internet Explorer browser.



User Name:

SIUSOM email ID

Password:

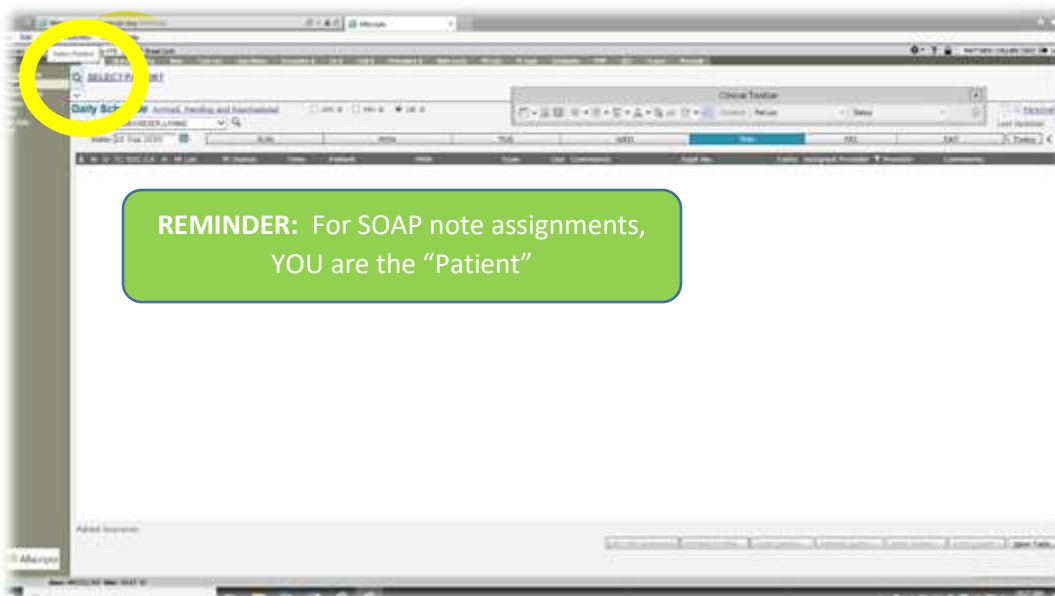
SIUSOM email password



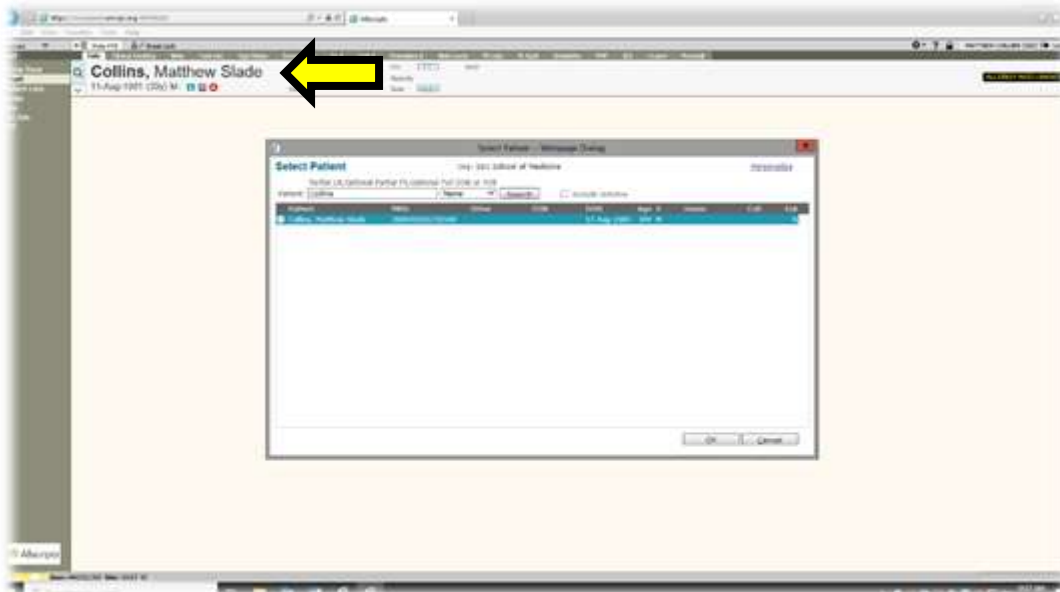
Log in to **TouchWorks Student**.



*\*Your username was provided during training. Your password will be your 9 digit DAWG tag #\**



Search for **YOUR** name using the magnifying glass in the top left corner.



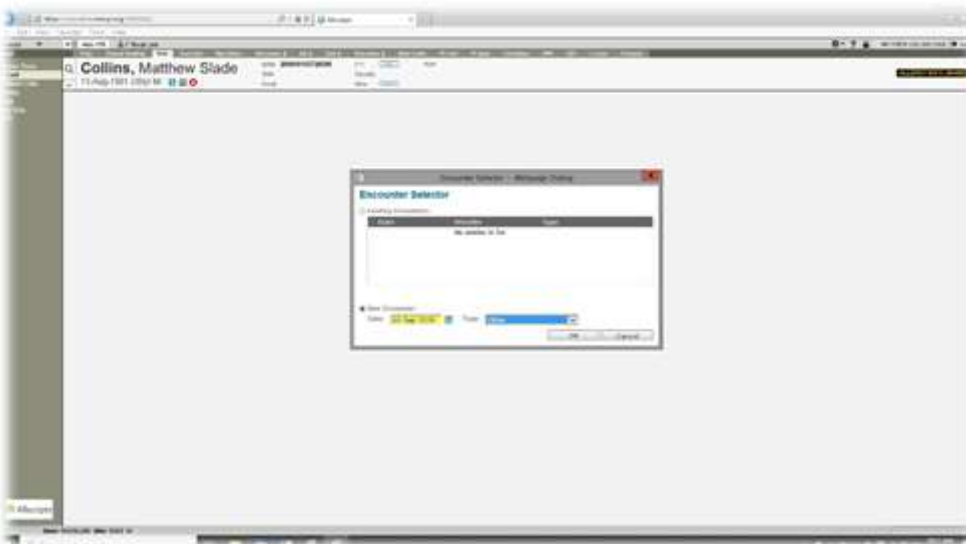
SOAP notes throughout the year will be documented under **YOUR** patient name.



*\*This message may appear while searching for your patient. This is mirrored over from the live environment to prevent users from accessing their personal record(s). In the student environment, we can proceed by selecting OK.\**

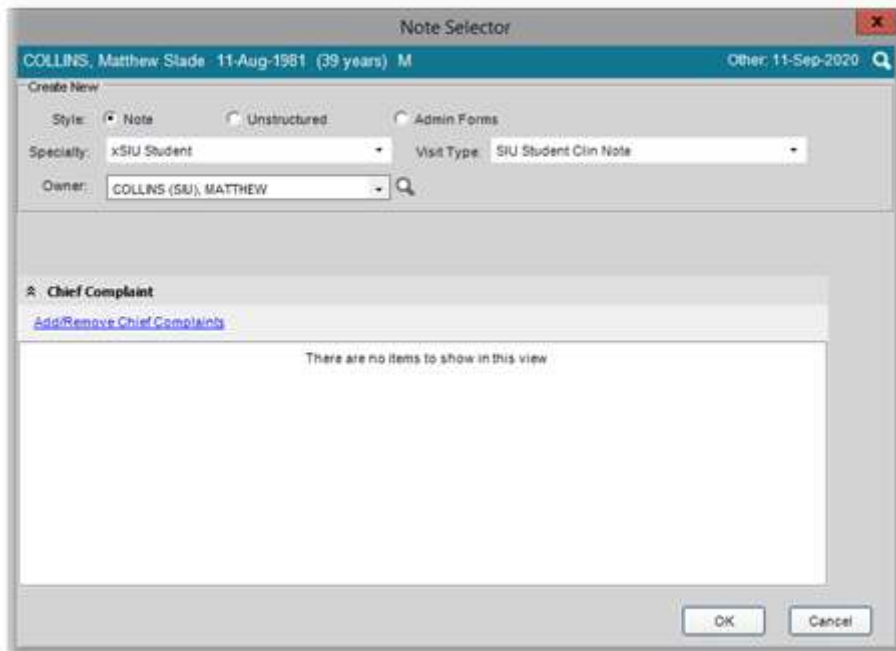


To begin a new note, choose the **Note** tab from your banner bar.



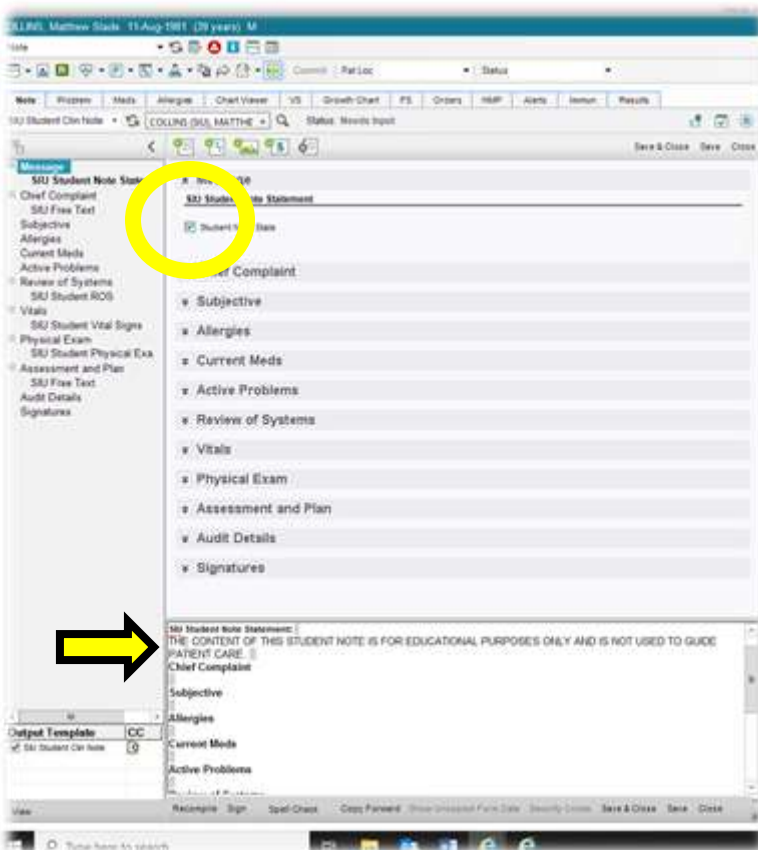
Select the **New Encounter** radio button (this will autofill the current date). Select note type **Other** from the drop down menu.

## Note Selector options:

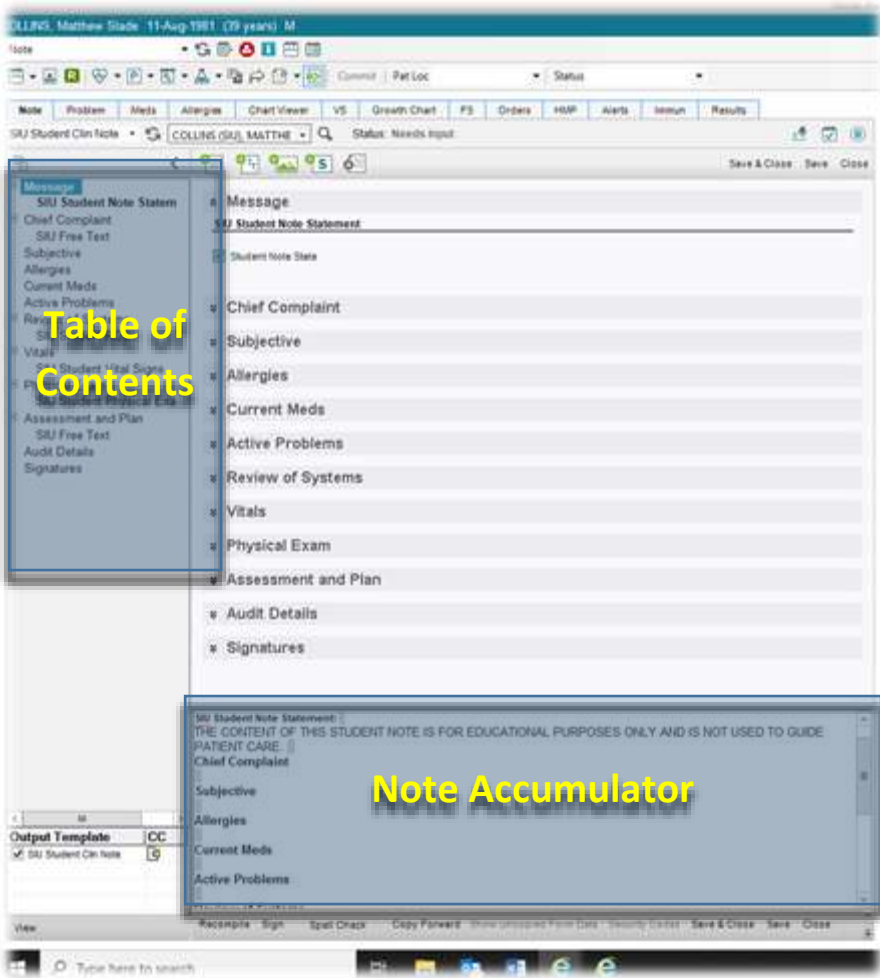


The style will default to **Note**. Specialty is **xSIU Student**. Visit type for SOAP notes will be **SIU Student Clin Note**.

**\*If your name does not auto-populate as Owner, use the magnifying glass to the right to search and select your name\***



**Always** ensure the **Student Note State** box is checked. Once selected, it should populate a statement in your Note Accumulator.



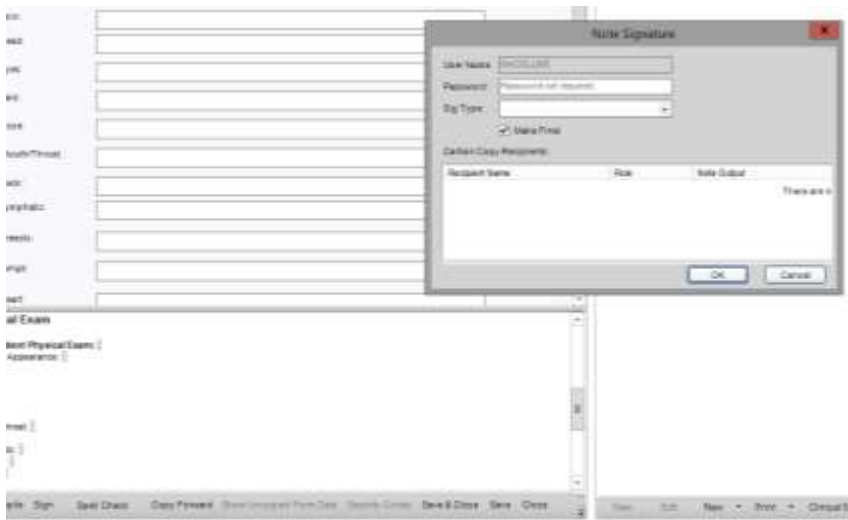
**Contents** along the left hand side of the screen to navigate the various sections of your note. Your Chief Complaint, Subjective, and Assessment and Plan will be documented along the bottom of the page in the **Note Accumulator**.

*\*As a reminder, you will NOT utilize Review of Systems for your year 2 SOAP notes. Pertinent ROS data should be included in the HPI.\**



At any time, you can view your note in final (rendered) format by selecting **View** in the bottom left hand corner.

*\*If, for some reason, you're having difficulty viewing your note, ensure the box next to your note template is selected under the Output Template window\**



- **Save and Close:** Use this feature if you wish to save your progress and work on your note at a later time.
- **Close:** Selecting this will give you the option to discard your note. **Only choose this if you *do not* wish to save your note for retrieval later.**

When your note is complete, choose **Sign** at the bottom left of your screen. When the Note Signature window populates, enter your TouchWorks password (if requested). The **Sig Type** field can be left blank. Ensure the **Make Final** box is checked. Select **OK**.