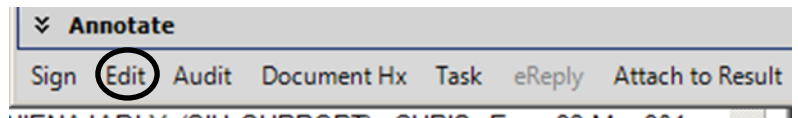# Medical Student Documentation in TouchWorks

1.) Open the draft of a provider note (a pencil icon to the left of the note indicates one in draft form). You will always <u>contribute to a provider note</u> rather than opening a new note as the owner.

***<u>Only document on notes with the 'SIU'</u> prefix. **Do NOT document in 'Springfield Clinic SC' or Memorial Physician Services 'MPS' notes**.

<u>Students are NOT to document 'Procedure Notes'</u>.

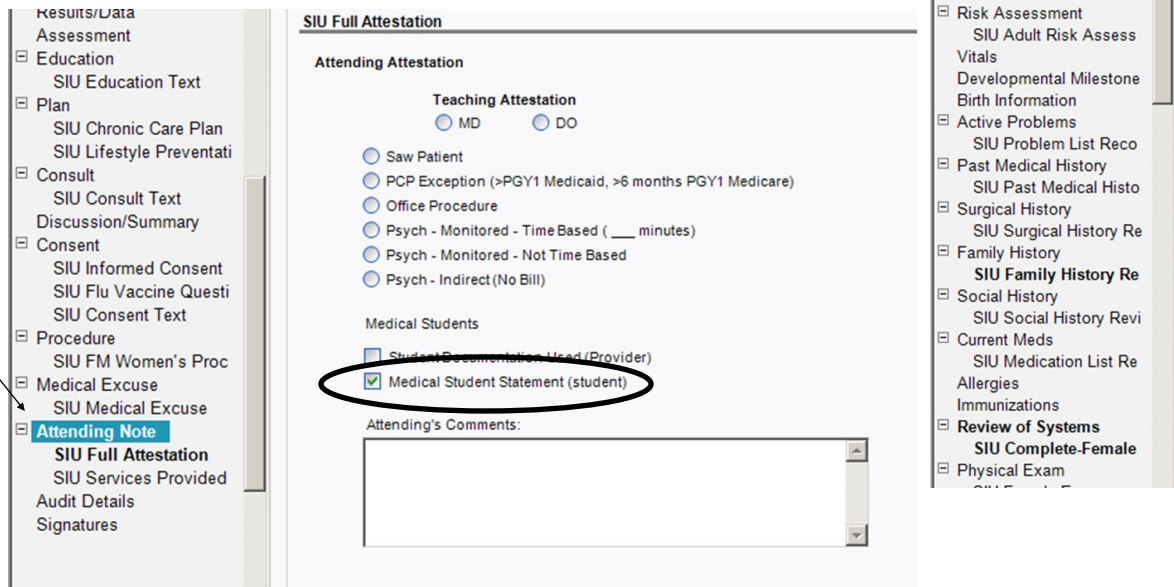2.) Select 'Edit' to contribute to the document.

3.) Use the 'Table of Contents' on the left side of the screen to select the area in which to document.
<u>Students are NOT to document: allergies, medications, med reconciliation, orders</u>.
Students <u>are</u> allowed to enter a new dx/problem.

4.) When finished documenting, at the bottom of the 'Table of Contents' select 'Attending Note'. Select 'Medical Student Statement (student)' box:
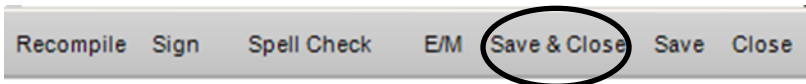
Selecting the 'Medical Student Statement', places the name of the medical student involved in the care in the note, and notes the date and time of the entry. This serves as your signature.
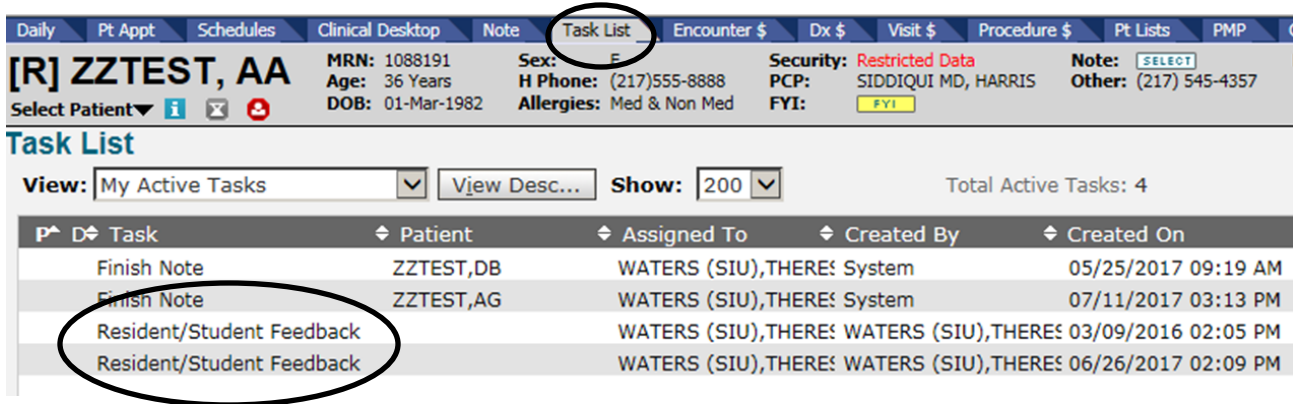
Attending Note

I, THERESA WATERS (SIU) participated in the documentation of this service as a medical student.
06/11/2018 04:01 PM

Medical Student Documentation in TouchWorks (continued)

5.) Select 'Save and Close'. You will <u>NOT</u> 'Sign' the note. Once you 'Save and Close' , the note automatically appears in the 'Task List' of the attending physician, who is the 'Owner' of the note.

6.) Physician Feedback: You will receive feedback on your note verbally or through a 'Task'. Check your 'Task List' frequently for physician feedback. The tab is located at the top of the screen.
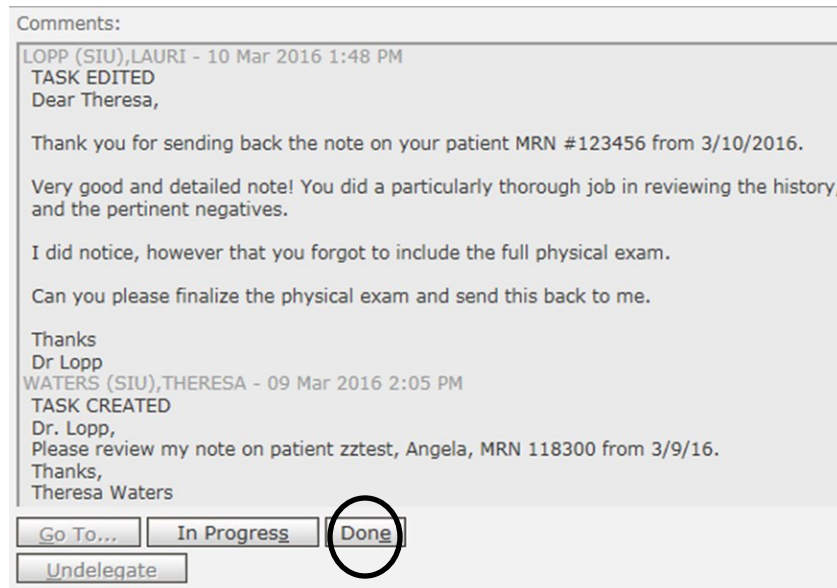

7.) Open and review the feedback. Once you are finished with the feedback, click 'Done' to delete the 'Task' from your Task List.

8.) Once a note is signed by a physician, do NOT edit the note or it will be pushed back to the physician's 'Task List'.

June 2018