

HAC CHARTING - MEDICAL STUDENT

ENCOUNTER	Select patient and open current encounter; then see Option A or B below
ATTENDING TAB	OPTION A – If “Visit Note” with MD’s name displays: click “Make Active” (Then SKIP B) OPTION B – If Template Selector Screen displays: <ul style="list-style-type: none">• Ask attending which template to add;• Search for and select the template to add;• DO NOT CHANGE THE OWNER OF THE NOTE, it must remain the Attending;• Click OK
ADD MEDICAL STUDENT NOTE	Click “Add Note” (button at the bottom right), then select Med Student template (Your name will appear as owner of the note)
TABS	Med student tab will always be displayed on left of Attending’s (with <u>your name</u> listed)
CHARTING	Always click on your name (tab) before you chart Do not chart in the attending’s tab (per UTMC policy). Always click your name first
SIGNING NOTE	DO NOT sign the note when done charting!
NOTIFY ATTENDING	Send task message to notify attending note is ready for review

CHANGING HAC LOCATIONS - MEDICAL STUDENT

CHARTING	A) Change HAC Location in Clinical Portal before launching HAC B) Always make sure you are charting in the correct HAC Location
CHANGING LOCATIONS	A) <u>Log into Clinical Portal</u> (use utad username & password): click “Results” tab B) <u>Select “HAC,”</u> then “ <u>HAC Location</u> ”: current clinic is listed, if any C) <u>Choose your clinic location</u> from the list: click “Submit” C) <u>Log into HAC</u> : select patient and open current encounter