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:
• 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 your name 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) Log into Clinical Portal (use utad username & password): click “Results” tab
B) Select “HAC,” then “HAC Location”: current clinic is listed, if any
C) Choose your clinic location from the list: click “Submit”
C) Log into HAC: select patient and open current encounter

Questions? Email Herbert.hoskins@utoledo.edu