

## Add Text to the Visit Notes for Every Visit

You may add a box of text (which can include blanks to be filled in by the clinician) to the beginning of each visit note. This may be discipline-specific and you may specify different text for hospice and non-hospice. You may treat this as a template that clinicians must complete as part of their visit.

1. From the main menu, click on the **Codes** button. Select **POC Codes**. Select **[T] Text Items**.
2. To add a text item, click on the **New** button. Enter the **Code** number you wish to use.
3. For **Category 1**, type "**Startup Notes**". If you want just one text item for all clinicians, this is the only setting you need to specify.
  - Select **Y** or **N** for **Hospice** if you wish to have separate text items for hospice and non-hospice patients.
  - Select **Skill** if you wish to have separate text items for different disciplines.
4. Type in the **Text** description. Use the underscore to create blanks that need to be filled in, like this: \_\_\_\_\_.

(The other option is to create the text in Word and then copy it and paste it into the Barnestorm Text Item.)
5. Click the **Save** button to save the text item. Make a note of the code number.
6. Go to **Codes > Security > Global Settings > POC > 0711**: The default value for the comment section in new assessments. Type the 4-digit code number into the right column.
7. No save is necessary.

Clinicians will need to synchronize before the text items will appear in their notes. The text will appear on the Start screen (the first one in the visit note) in the narrative area at the bottom of the screen. On the visit note printout, the text will be at the top of the note.

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Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50818.aspx>