Epic TIP SHEET

MSMC NICU Consults in SinaiLink

The 'Notes' activity in Link allows community providers at Nicklaus Children's doing a NICU consult to complete their note documentation electronically



Adding a Note

1. Log into Epic Link with your credentials (<u>https://sinailink.msmc.com</u>) and click on the "**Patient**" icon in the header and find the baby chart that you need to add your consult note to. Double-Click to open the chart.

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2. You can view their Mount Sinai NICU chart by selecting the **Chart Review** > **Encounters** tab and selecting the current Admission. You can also view other things in the chart like Results, Medications, Notes, etc.

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3. Hover over the patient chart button to expand the menu options and select Notes



4. Select the +Add button to create a new note

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5. Type "**.nick**" to access the **NICKLAUS CHILDRENS TELEMEDICINE PROGRESS NOTE.** Double click the smartlink to open the template. Once selected, the template will auto populate with patient information from the Mount Sinai Medical Center chart.

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- 6. Press F2 to go find all <u>required</u> items in the note that need to be filled out.
 - *** is a wild card and is a required free text field
 - Other fields will have an automatic drop down where you can select the options. Double-click to keep moving through selections.
 - Note: if you've filled something out and want to find the next required field, press F2 again
 - When you are finished, press SIGN

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Once signed, the note will be visible to MSMC NICU Staff. This note will part of the legal medical record and will be visible by patients and proxies as well.