

## HOT LISTS

Using CareNotes **Administrator**, group frequently used documents under the **Hot Lists** tab, making them easier to locate.

Go to the **Hot Lists** tab. Select the desired hot list to see all documents within that list. To view a document, click the appropriate hyperlink.

Documents can also be added to the **Print List** by checking the box next to the document and then clicking the **Print Later** button.

## ADDITIONAL FUNCTIONS

To browse all **Care & Condition Titles** by category or alphabetically, select the **Care & Condition Titles** tab at the top of your screen. To browse **Drug** or **Lab Titles** alphabetically, click the corresponding tab.



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HC-3869 10/08 BH

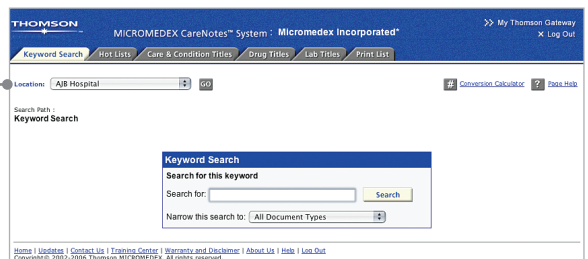
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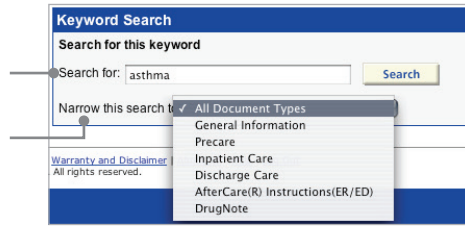
# THE CareNotes® SYSTEM

The more patients understand about their conditions and care, the more comfortable they are likely to be with their treatment. As part of the **Micromedex® Healthcare Solutions**, CareNotes documents help you give your patients complete, easy-to-understand information about their care and health. If your facility's CareNotes administrator has created specific locations, they will be listed here. Select the appropriate location. Then click the **Go** button.



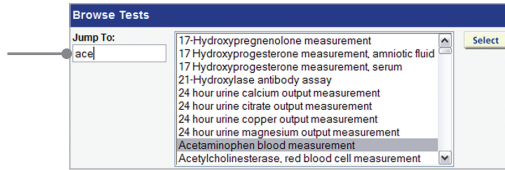
## SEARCHING

Type your search term(s) in the **Search For** box.  
Then click the **Search** button for a list of available titles.  
(For this sample scenario, "asthma" is used.)  
You can narrow your search by selecting a document type.



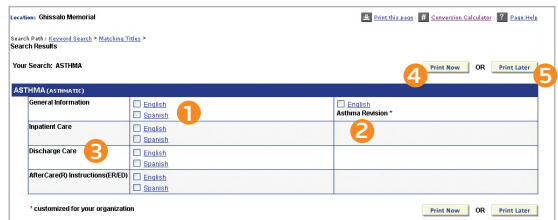
## BROWSING LAB TITLES

Under the **Lab Titles** tab, simply type the first few letters of your search term. Highlight the appropriate test name within the alphabetical list and click **Select**.



## SELECTING A DOCUMENT

1. Click on the blue-underlined language of choice to preview the document.
2. Customized documents created by the CareNotes administrator for your facility appear here.
3. Click the box next to each document to add items to your **Print List**.
4. If you want to print immediately (without adding to the Print List), click **Print Now**.
5. To build a list of multiple documents to customize and print simultaneously, click **Print Later** after selecting one or more documents.



## PRINTING AND CUSTOMIZING DOCUMENTS

All the documents you selected to **Print Later** appear in your **Print List**. To view the document(s) you add, click the **Print List** tab at the top of your screen. You will see a list of all documents selected to print.

Click the **Print Now** button to specify how you want the documents to print.

Customize document prior to printing by filling in the following fields:

1. **Patient/Caregiver Information**  
Fill in the patient and caregiver names.
2. **Add Signature Line**  
Click the checkbox to include a line on the top of the first printed document for both patient and caregiver signatures.
3. **Header/Footer Selection**  
If your facility has customized CareNotes, select the headers/footers to be included. (Grayed out headers/footers are mandatory and cannot be deselected.)
4. **Choose Font Size**
5. **Print Images**  
Images in the document will print when the box is checked.
6. **Special Instructions**  
Add Special Patient-Specific Instructions. These will appear at the top of each document.
7. **Patient Education Record**  
Select the box next to **Print Education Record** if you need documentation for the patient's file.

Choose the **Print Now** button, or preview what will be printed by selecting **Print Preview**.

