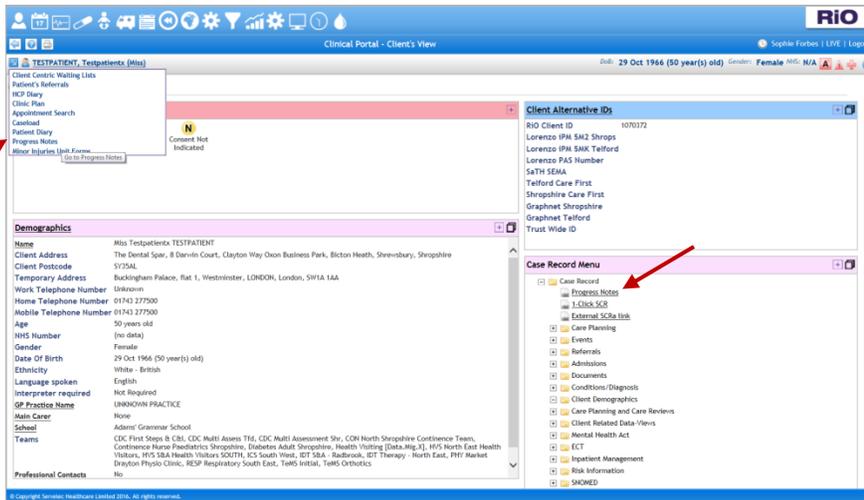


# RiO - Progress Notes



Go to the patient's **Clinical Portal**.

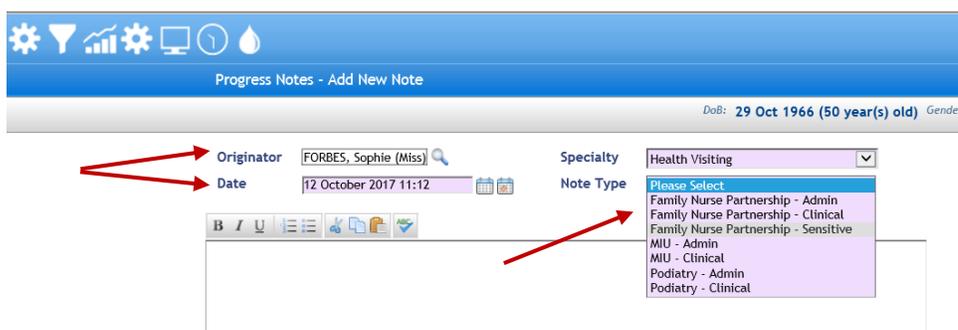
From the **Case Record Menu** panel, click **Progress Notes** or use the **Quick Links Menu** in the patient banner to get to **Progress Notes**.



The **Progress Notes** screen will show all progress notes written on the patient's record.

Click **Detail** to see the history of a progress note or click **Amend** to edit the content of an un-validated progress note.

Click **Add New Note** to create a new progress note.



Complete fields as appropriate in the **Progress Notes - Add New Note** screen.

**Originator** - this defaults to you. If you need to write a **Progress Note** on behalf of someone else, use the spy glass to search for them. The note will be in their name and track that you wrote it.

**Specialty** - if you work across specialties/services, select the one applicable to this patient note.

**Date** - this defaults to now, the time you are typing the note. You can edit the date if required.

**Note Type** - every service has **Admin** and **Clinical** note types. Some services also have **Sensitive**

Progress Notes - Add New Note

Originator: FORBES, Sophie (Miss)    Specialty: Health Visiting

Date: 12 October 2017 11:12    Note Type: Family Nurse Partnership - Admin

Validation Status: **Unvalidated**     This is a significant event

This Note contains third party information     Conceal from Client

Add to Risk History

Associated Documents

Save Changes  
Back to Progress Notes

note types. Make sure you select the correct note type for the note you are writing.

**Validation Status** - if you have not finished typing your note and need to come to add more detail later, you can leave the status as **Unvalidated**. Otherwise, ensure you select **Validated** to complete the note.

**Significant Event** - if this note is significant, ticking this box will include the note in the significant event screen.

If any documents are to be added, click on the **+ sign** by **Associated Documents**.

Progress Notes - Add Amendment

Originator: TAYLOR, Colin (Mr)    Specialty: [PODIATRY SERVICE]

Date: 13 Mar 2017, 12:57    Note Type: [Clerical]

Validation Status: Validated     This is a significant event

Entered in Error     Conceal from Client

This Note contains third party information

Add to Risk History

Save Changes  
Back to Progress Notes

If you wish to conceal a progress note from a patient, tick the **Conceal from Client** checkbox.

Conceal From Client

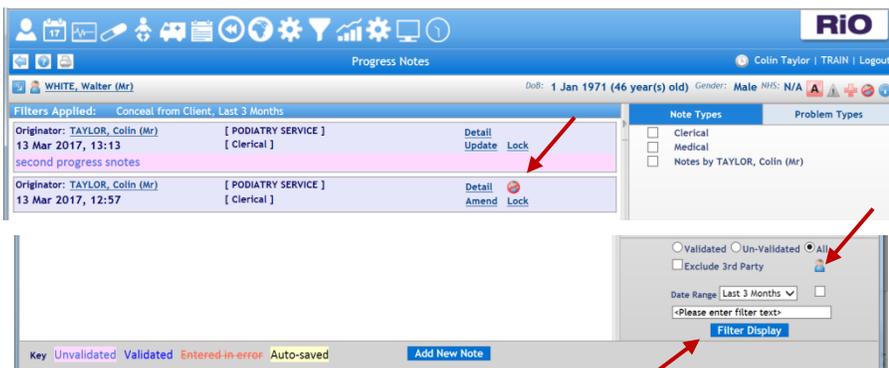
You are about to add a status of "Conceal from Client" for this Progress Note, please enter the reason for doing so.

Sensitive information

Confirm    Cancel

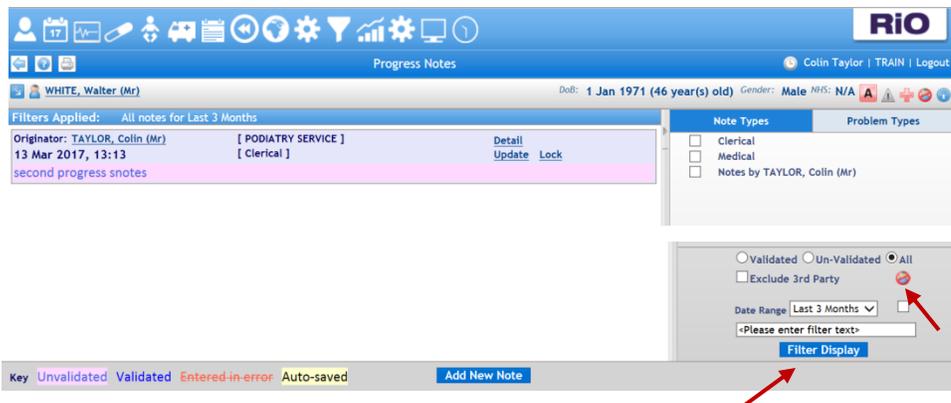
Enter a reason in the **Conceal From Client** pop-up window.

Click **Confirm**.

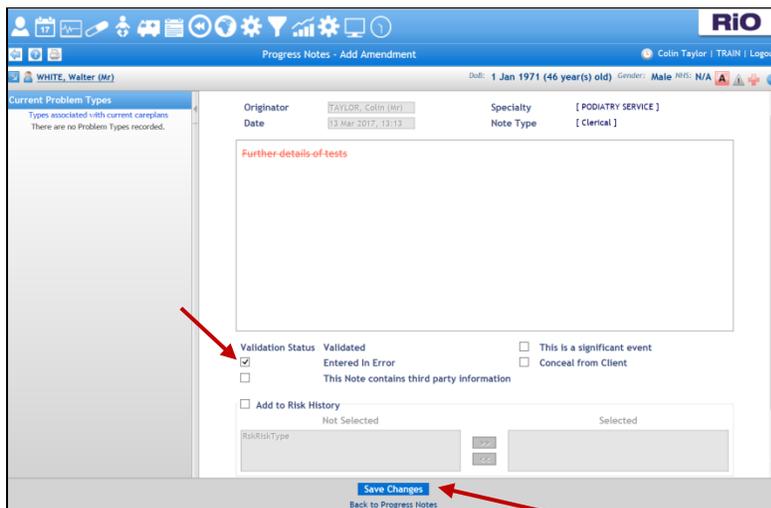


The **Concealed** icon  confirms that the details of the progress notes have been concealed, though the existence of a progress note will still display.

Click the **Patient** icon  and click **Filter Display** if you wish to hide the existence of a progress note.



Click the **Concealed** icon  and click **Filter Display** if you wish to re-display the existence of a progress note.



Once a progress note has been validated it will not be possible to amend the details. However, it will be possible to record that the progress note has been entered in error.

Tick the **Entered in Error** checkbox.

Click **Save Changes**.