

ADDING AN ACP PROGRESS NOTE

1: Click on 'add new document' and then 'ACP progress note' in HCS document tree

The screenshot shows the 'Clinical Documents' interface. On the left, under 'Dynamic Patient Summary', the 'Add New Document' button is highlighted with a red box and a red arrow. On the right, under 'Document Link', the 'ACP Progress Note' option is also highlighted with a red box and a red arrow. Other options include 'Acute Plan Form', 'Advance Care Plan', 'Anaesthetic Assessment', 'Assessment', and 'Blue Card Information'.

2: Choose specialty (this is likely renal in this situation)

The screenshot shows the 'Specialty Search' interface. The 'Specialty' dropdown is set to 'renal' and is circled in red. Below the search bar, a table lists various specialties and their corresponding facilities. The 'Christchurch Hospital' facility is circled in red in the table.

Specialty	Facility
Renal Medicine	Ashburton Hospital
Renal Medicine	Nelson Hospital
Renal Medicine	Christchurch Hospital
Renal Medicine	Dunedin Hospital
Renal Medicine	Timaru Hospital
Renal Medicine	Southland Hospital
Renal Medicine	Grey Base Hospital
Renal Medicine	Mercy Hospital
Specialist Paediatric Renal Medicine	Southland Hospital

3: Add the date and the content of the email in the progress note section

The screenshot shows the 'Christchurch Hospital' ACP Progress Note form. The 'Conversation History' section is expanded, and the 'DESCRIPTION & DATE' field is highlighted with a red box. The form includes fields for 'Patient Details', 'Referral Details', and 'Diagnosis'. The 'Clinician' field is set to 'Jane Goodwin (Clinical Nurse Specialist)'.

4: Once details added click on the '+' button to enter and then on the 'finish' button at the bottom of the page.

Christchurch Hospital
Canterbury District Health Board
Other Medical Services
(CDHB ACP Progress Note)

GP: [REDACTED]
Cc: [REDACTED]

▣ Patient Details
Home Phone: [REDACTED]
Mobile Phone: [REDACTED]
Email: [REDACTED]

▣ Referral Details
Referral Date: [REDACTED]
Referrer: [REDACTED]

Diagnosis

▣ Conversation History
+ DESCRIPTION & DATE [REDACTED]

Documentation provided
 CI My Advance Care Plan
 ACP preparing for the end of life
 ACP PDF Guide
 Other

Conversation History [REDACTED]

Clinician: Jane Goodwin (Clinical Nurse Specialist)

Save Finish Print Exit

This will then add an 'ACP progress note' to the document tree for anyone involved in the person's care to access.

Dynamic Patient Summary

Timeline

Add New Document

SDHB Documents

▼ Clinical Documents (41)

▶ ACP Progress Notes (1)

▶ Assessments (1)

▶ Booking Forms (1)

▶ Care Plans (1)

▶ Clinical Summaries (2)

▶ Discharge (5)

▶ Letters (21)

▶ Notes (2)

▶ Operation Notes (2)

▶ Referral (5)

▶ Clinical Investigations (1)

▶ Laboratory (134)

▶ Radiology (15)