Introduction: The Progress Note View provides Full Text, Date Ordered, Fully Searchable list of all Outpatient Progress Notes (inc. selected MH notes).

Navigation:
1. Open Progress Notes – PC from the Patient Tree

   1. Progress Note View is available directly from the Patient Tree in CWS

Progress Note View:

Progress Note view opens the 20 most recent Progress Notes forms – Most recent at the top.

Combines Progress Note Documents and Progress Note forms into one view
Breaks apart multi-row forms and re-sorts into combined date order.
**Find and Search**

CTRL – ‘F’ (Find) opens the Internet Explorer Find tool bar {hold CTRL and tap letter ‘F’}

**Using Search (Filter)**

Search: **Oncology**

Hides entries which **do not** contain the search term

Only notes containing the word **Oncology** are displayed

**Limitation: Both Find and Search are limited to text currently displayed on screen**

**Creating New Progress Notes:**

Use the **New** or **New (Pop-up)** buttons to create a new Progress Note

There is no systematic review mechanism for progress notes created by a Primary Care clinician – creating a progress note is not a substitute for direct communication with the care team. This feature has been added to allow LMCs to prepare for possible delivery at hospital.