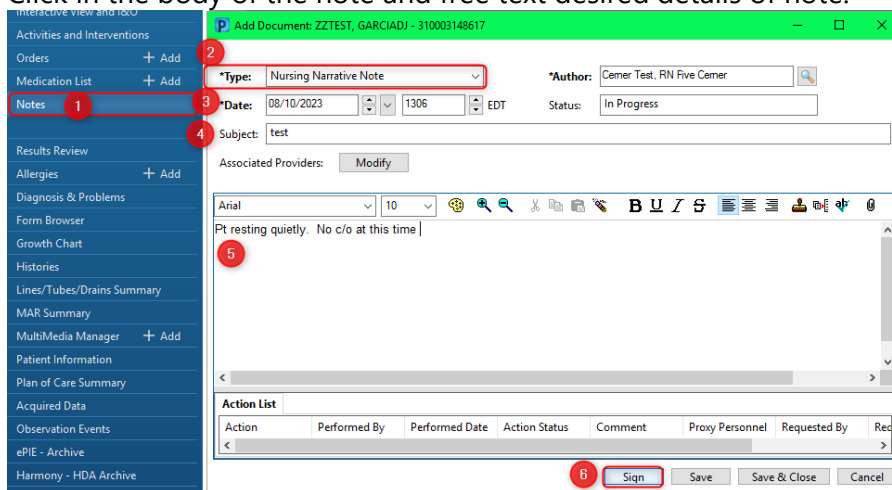


## Creating Nursing Narrative Note

Clinical staff have the ability to create a Nursing Narrative note. Follow these steps to create:

1. Select 'Notes' from the menu.
2. Under 'Type' choose the desired note type
3. Date/time field will default to current date/time but can be changed as needed.
4. Complete the 'Subject' line as appropriate.
5. Click in the body of the note and free text desired details of note.



6. Once complete select the 'sign' option to make note part of permanent record. See other options below.

**\*Important\***

Sign Save Save & Close Cancel

**Sign**- click this to make it a permanent record of the chart. This should only be done ONE time.

**Save**- Saves the note 'as is' and leaves it open.

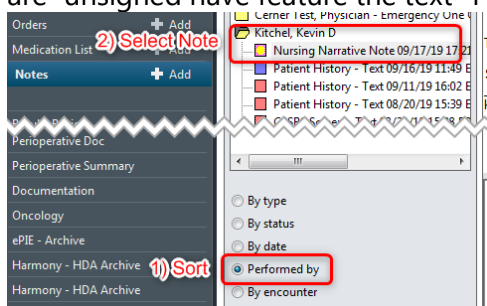
**Save & Close**- Saves the note and closes the document. But it is still 'in progress'.

**Cancel**- cancels the creation of the document.

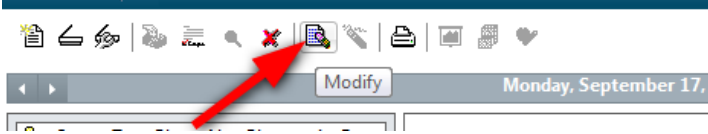
### Notes that are not signed do not become a part of the permanent medical record.

Follow the instructions below to sign a **saved** note in Cerner.

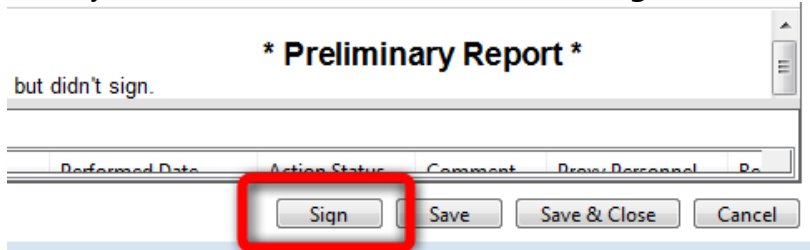
- a. Search for and open patient's chart.
- b. Open the notes section, Sort **Performed by**, then **open the folder with your name**. Notes that are unsigned have feature the text **\*Preliminary Report\***. **Select the note you need to sign**.



- c. Click the modify button.



- d. Modify the note if needed. Ensure to click **Sign** to finalize the note.



- e. The note is now signed, as designated by the text **\*Final Report\***.

