# Create Note Titles

Creating Note Titles consists of: (1) selecting or creating a document class and (2) creating a new Note Title in that document class.

## Document Class Creation (not frequently needed)

If you are creating a new Note Title in an existing Document Class, skip to Page 3.

Go to Document Definitions menu.

--- Manager Document Definition Menu ---  
   
 1 Edit Document Definitions  
 2 Sort Document Definitions  
 3 Create Document Definitions  
 4 Create Objects  
 5 Create TIU/Health Summary Objects

Figure 1: Manager Document Definition Menu

Start with Number 3: Create Document Titles.

Basics screen with an arrow pointing to the "Select Action: Next Level" prompt, with text reading "Choose Next Level and select Number 2 to move down to PROGRESS NOTES." Text in Name column reads as follows:
Clinical Documents
Progress Notes
Addendum
Discharge Summary
Clinical Procedures
LR Laboratory Reports
Nursing Notes



Figure 2: “Select Action: Next Level” prompt

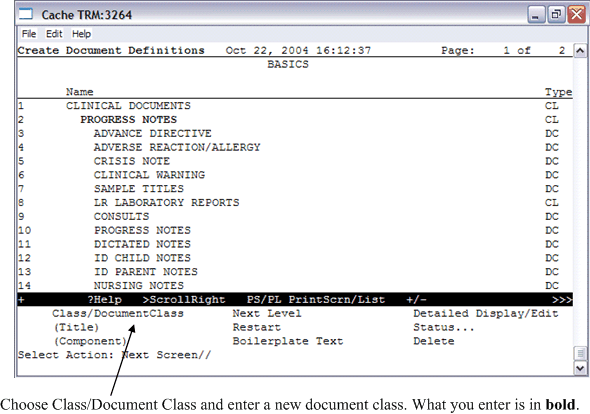


Figure 3: The Class/DocumentClass option

Enter the Name of a new PROGRESS NOTES: **HAGER NOTES** <- Put your name in   
TYPE: (CL/DC): **DC** DOCUMENT CLASS  
CLASS OWNER: CLINICAL COORDINATOR Replace <- Leave this  
STATUS: (A/I): INACTIVE// **A ACTIVE** <- Make it active  
SEQUENCE:  
MNEMONIC:  
MENU TEXT: Hager Notes//  
   
 Entry Created  
   
 If you wish, you may enter another PROGRESS NOTES:

Figure 4: Creating a Progress Note

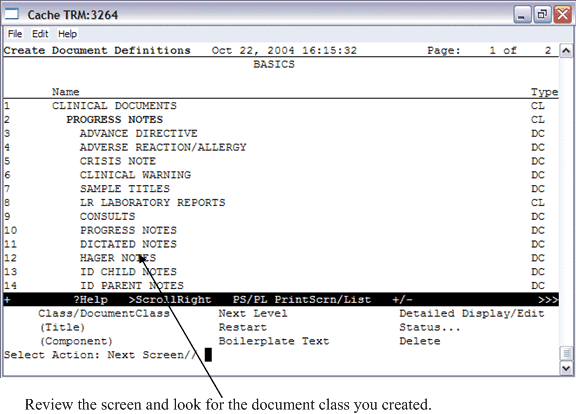


Figure 5: The new document class displays

## Note Title Creation

For most new Note Titles, start here.

Now, choose Next Screen and pick the appropriate document class: (example) HAGER NOTES.

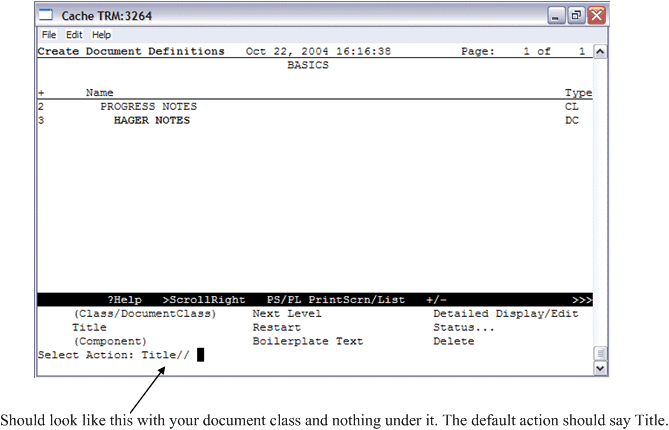


Figure 6: The “Select Action: Title” prompt

Script: Make two titles each with your name in them. What you enter is in bold.

Select Action: Title// **Title**  
 Enter the Name of a new HAGER NOTES: **HAGER NURSING NOTE**  
CLASS OWNER: CLINICAL COORDINATOR Replace  
STATUS: (A/I/T): INACTIVE// **A ACTIVE**  
SEQUENCE:  
MENU TEXT: Hager Nursing Note//  
   
 Entry Created  
  
If you wish, you may enter another HAGER NOTES: **HAGER ENCOUNTER NOTE**  
CLASS OWNER: CLINICAL COORDINATOR Replace  
STATUS: (A/I/T): INACTIVE// **A ACTIVE**  
SEQUENCE:  
MENU TEXT: Hager Encounter Note Replace  
   
 Entry Created

Figure 7: Creating a new title

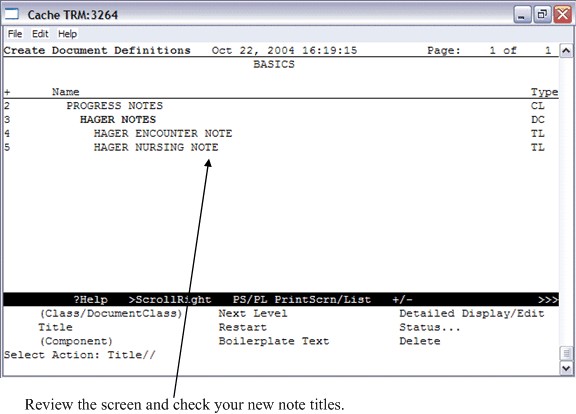


Figure 8: New note title