# 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.



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