

## CSR Navigator – Adding Clinical Notes

### Introduction

This guide will show how to add Notes to Service Requests from the Client Service Request Navigator screen. It is preferable to always add clinical notes through the diary appointment; this function enables you to identify instances where a note may be missing


### NSQHS




Governance for Safety and Quality in Health Service Organisations.

From the Navigator screen locate and highlight the client that requires Notes

**NB: Ensure you have the correct client by checking the DOB**

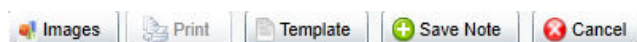
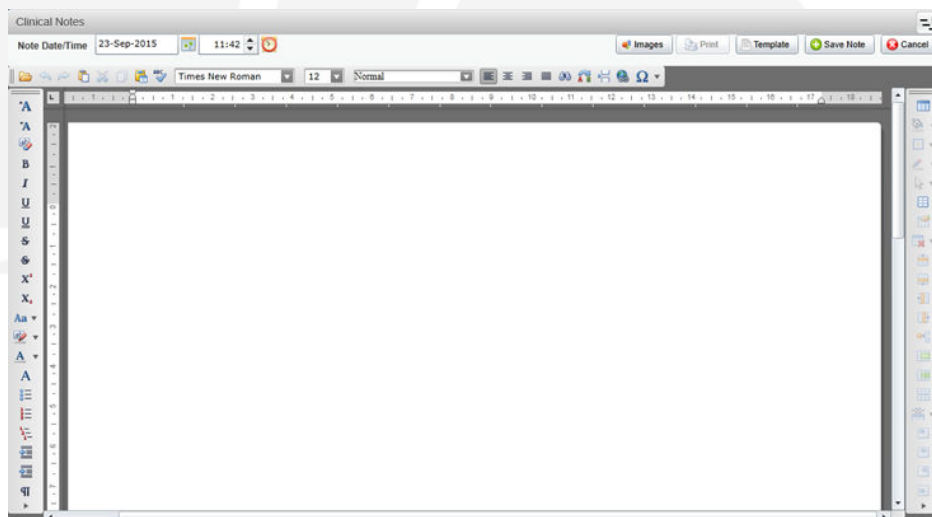
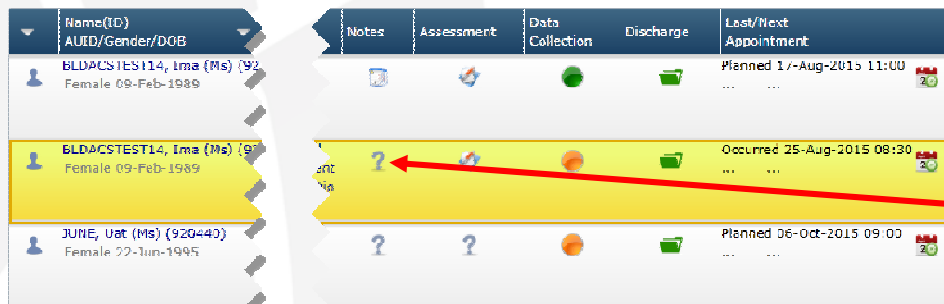
Click on the  con under the Notes column to add notes.

**NB:**  Indicates the client has previously had Notes added and clicking the icon will take you to the last clinical note for that Service Request

A new Clinical Note will open.

Type in relevant information.

When the note is completed select **Save Note**



BLDACSTEST14, Ima (Ms) Born 09-Feb-1989 (26y) Sex Female UI/PMI

Address: 56 Albert St, CHATSWOOD, NSW, 2067, Austr Preferred Telecoms: Identifiers: (1) Clinical Alerts: (0/0)

Summary Client Info Service Request Reports Nac - DACS CANNABIS CLINIC BL occur/allocated test (01-Sep-2015,8055511)

Clinical Notes


Note Date/Time	Author	Service Request	Templa
23-Sep-2015 11:42	WINTER, Emelia (55671)	Nac - DACS CANNABIS CLINIC BL occur/allocated test (01-Sep-2015, 8055511)	


Note Date/Time: 23-Sep-2015 11:42 Display

Provider: WINTER, Emelia (55671)

Template Name: MultiLine...

The completed note will appear on the left hand side

 Close the Window to go back to the CSR Navigator

Name(ID)	AUID/Gender/DOB	Notes	Assessment	Data Collection	Discharge	Last/Next Appointment
Female 29-May-1993						Planned 26-Jun-2015 11:00
BLDACSTEST14, Ima (Ms) (922)	Female 09-Feb-1989					Occurred 31-Aug-2015 10:00
BLDATESTCLIENT01, Ima (Mr) (	Male 07-Aug-1976					Occurred 14-Aug-2015 08:30

You will now see the notes icon indicating that notes are present on this Service Request.

**NB:** Single click on the note icon to open the Notes