

Writing Progress Notes – Individual and Nurse

Record No:

Add Mode

Date:

Billing Information

Appt. Status
Appt Kept
Unscheduled
Emergency
Broken
Rescheduled
Documentation

Cost Center
45
50
51
52
60
61
62
71
72
80
83

Start Time	
Hour	Min.
12	00
1	15
2	30
3	45
4	
5	
6	AM <input type="radio"/>
7	PM <input type="radio"/>
8	
9	
10	
11	

Duration	
Hour	Min.
0	00
1	15
2	30
3	45
4	
5	
6	
7	
8	

Service
BRK
CC
IAC
IT
MMD
MMN
SIT
TCM
TO
ANT
ASD

Location
Contract-Alpine FAC
Alpine House - (Sub
Contract 102-Alpine
Contract 101-Alpine
Contract-DSPD
CMHC Place of Ser
Contract 131-Domes
DCFS-Shelter
Contract 131-Domes
Contract-Provo FAC
DCFS-Family Prese

Co-Therapist:

Cancel Add
Sign & Save
Save
Page 1
Page 2
Page 3
Spell-Check
Potential Services

Click the Add Record tab to generate a new progress note. If an existing note needs to be changed, find the desired note then click the Modify tab. When a note is modified, a copy of the original is created so changes can be made. There is no way to delete a note in Junction after it has been signed and saved.

Select the date of service.

Appt. Status Definitions:

Appt. Kept – This selection is used when recording a billable service, e.g., individual therapy, case management, et al.

Broken – Used when clients cancel or do not appear for a scheduled appt.

Documentation – Select this option when writing notes that are not billable.

Ignore all other options in Appt. Status

Continue through the rest of the form by selecting the Cost Center, Start Time, Duration, Service and Location.

Page 2 is optional.

Progress Note Record No: 3

100954! ONE.CLIENT 6/7/2007 Add Mode 1

Appearance:	<input type="checkbox"/> Appropriate	<input type="checkbox"/> Meticulous	<input type="checkbox"/> Casual	<input type="checkbox"/> Eccentric	<input type="checkbox"/> Seductive	
Hygiene:	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Unkempt	<input type="checkbox"/> Body Odor	
Mood:	<input type="checkbox"/> Normal	<input type="checkbox"/> Dysphoric	<input type="checkbox"/> Anxious	<input type="checkbox"/> Elevated	<input type="checkbox"/> Angry	<input type="checkbox"/> Labile
Affect:	<input type="checkbox"/> Congruent	<input type="checkbox"/> Full Range	<input type="checkbox"/> Bright	<input type="checkbox"/> Flat	<input type="checkbox"/> Blunted	<input type="checkbox"/> Incongruent
Attitude:	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Uncooperative	<input type="checkbox"/> Guarded	<input type="checkbox"/> Defensive	<input type="checkbox"/> Argumentative	
Thought Process:	<input type="checkbox"/> Logical	<input type="checkbox"/> Disorganized	<input type="checkbox"/> Tangential	<input type="checkbox"/> Blocking	<input type="checkbox"/> Incoherent	
Thought Content:	<input type="checkbox"/> Normal	<input type="checkbox"/> Delusional	<input type="checkbox"/> Hallucinations	<input type="checkbox"/> Hopelessness		
Danger To:	<input type="checkbox"/> None	<input type="checkbox"/> Self	<input type="checkbox"/> Others	<input type="checkbox"/> Property		
Comments:	<input type="text"/>					

Cancel Add Sign & Save Save Page 1 Page 2 Page 3 Spell-Check Potential Services

Page 3 is where the narrative is entered.

The screenshot shows a software window titled "Progress Note". At the top right, there is a "Record No:" field with the value "3". Below this is a header bar with several fields: "100954!", "ONE.CLIENT", "6/7/2007", "Add Mode" (in red text), and "1".

The main area of the form is divided into sections. On the left, there is a "Problem Area Menu Items:" label with a dropdown menu currently showing "Get better". Below this is a "Todays Presenting Problem:" label with an empty text box. To the right of the "Problem Area Menu Items:" dropdown, there is a "Date: 6/18/2007" label. A context menu is open over the "Get better" dropdown, listing the following items: "Click on one of the following Items", "Goal: Get better", "Objective: Get better quickly", "Objective:", "Interventions", "Therapeutic Outcome:", "Progress Towards Goal", "TCM Activity:", and "TCM Content:". Each of the last four items has a right-pointing arrow next to it.

Below the "Todays Presenting Problem:" text box is a large empty text area. At the bottom of this area is a "Plan:" label with another empty text box.

At the very bottom of the window is a navigation bar with several buttons: "Cancel Add", "Sign & Save", "Save", "Page 1", "Page 2", "Page 3" (which is highlighted), "Spell-Check", and "Potential Services".

Move the mouse pointer into the Problem Area Menu Items and click once with the left mouse button. This brings up a menu that is tied to the Goals and Objectives listed on the Specific Change Plan. From the menu, use the mouse to click one of the selections to copy it into the main text box. Text can also be entered manually in the main text box. If needed, Today's Presenting Problem and the Plan boxes can be filled out.

Clicking the Save button will save the work so additional information can be entered at a later time. Using the Sign and Save button locks the form electronically. If data needs to be entered, the only option (after using Sign and Save) is to use the Modify tab.

Nurse Notes

Select the Nurse-Note tab on the client chart cover

The screenshot shows a software window titled "Nurse Note" with a "Record 1" indicator in the top right. Below the title bar, there are input fields for "100954!", "ONE.CLIENT", "6/7/2007", and "Add Mode" with a "1" in a small box. The main area is titled "Billing Information" and contains a "Date:" dropdown set to "6/18/2007". Below this is a row of five empty dropdown menus. The central part of the form is divided into six columns: "Appt. Status", "Cost Center", "Start Time", "Duration", "Service", and "Location". Each column has a list of options with scrollbars. The "Start Time" column includes "AM" and "PM" radio buttons. Below the columns is a "Co-Therapist:" label and an empty text field with a small icon. At the bottom, there is a row of buttons: "Cancel Add", "Sign & Save", "Save", "Page 1", "Page 2", "Page 3", and three empty buttons.

Appt. Status	Cost Center	Start Time	Duration	Service	Location
Appt Kept	1	12 00	0 00	BRK	Contract-Alpine FACT
Unscheduled	2	1 15	1 15	CC	Alpine House - (Sub-p)
Emergency	3	2 30	2 30	IAC	Contract 102-Alpine Lif
Broken	4	3 45	3 45	IT	Contract 101-Alpine Sc
Rescheduled	5	4	4	MMD	Contract-DSPD
Documentation	7	5	5	MMN	CMHC Place of Servic
	8	6	6	SIT	Contract 131-Domestic
	9	7	7	TCM	DCFS-Shelter
	10	8	8	TO	Contract 131-Domestic
	11	9		ANT	Contract-Provo FACT I
	12	10		ASD	DCFS-Family Preserv
	21	11		BC60	Weber Human Service

Select an Appt. Status, Cost Center, Start Time, Duration, Service and Location.

Page 2 is optional

Nurse Note Record 1

100954! ONE.CLIENT 6/7/2007 Add Mode 1

Appearance	<input type="checkbox"/> Appropriate <input type="checkbox"/> Meticulous <input type="checkbox"/> Casual <input type="checkbox"/> Eccentric <input type="checkbox"/> Seductive
Hygiene	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unkempt <input type="checkbox"/> Body Odor
Mood	<input type="checkbox"/> Normal <input type="checkbox"/> Dysphoric <input type="checkbox"/> Anxious <input type="checkbox"/> Elevated <input type="checkbox"/> Angry <input type="checkbox"/> Labile
Affect	<input type="checkbox"/> Congruent <input type="checkbox"/> Full Range <input type="checkbox"/> Bright <input type="checkbox"/> Flat <input type="checkbox"/> Blunted <input type="checkbox"/> Incongruent
Attitude	<input type="checkbox"/> Cooperative <input type="checkbox"/> Uncooperative <input type="checkbox"/> Guarded <input type="checkbox"/> Defensive <input type="checkbox"/> Argumentative
Thought Process	<input type="checkbox"/> Logical <input type="checkbox"/> Disorganized <input type="checkbox"/> Tangential <input type="checkbox"/> Blocking <input type="checkbox"/> Incoherent
Thought Content	<input type="checkbox"/> Normal <input type="checkbox"/> Delusional <input type="checkbox"/> Hallucinations <input type="checkbox"/> Hopelessness
Comments	<div style="border: 1px solid gray; height: 20px;"></div>

Cancel Add Sign & Save Save Page 1 Page 2 Page 3

Select page 3 to enter narrative.

The screenshot shows the 'Nurse Note' application window. At the top right, it says 'Record 1'. Below that, there are input fields for '100954!', 'ONE CLIENT', '6/7/2007', and 'Add Mode' with a '1' in a box. The main area is divided into sections: 'Vital Signs By on' with fields for BP, Pulse, Temp, Weight, Height, and Resp; 'Import', 'Import All', 'Modify', and 'Modify All' buttons; 'Pos SX:', 'Neg SX:', 'QIDS-SR:', 'AIMS:', 'BBDSS:', 'BAI:', and 'WDR:' fields; 'Global Symptom:' and 'Global Side Effects:' fields; a 'Notes:' section with a circular arrow icon and a text area; 'Import' and 'Modify' buttons for 'PCP:' and 'Phar:' fields; 'Allergies: By on' with an 'Import' button; and 'Other Meds: By on' with an 'Import' button. At the bottom, there are buttons for 'Cancel Add', 'Sign & Save', 'Save', and page navigation buttons for 'Page 1', 'Page 2', and 'Page 3'.

Click the Notes button to bring up the template shown below.

The screenshot shows a checklist form within the 'Nurse Note' application. The checklist items are:
- Received PROLIXIN DEC. 25 mg/ml [] cc IM.
- Received HALDOL DEC. [] cc IM.
- Received a [] supply of medications, to help monitor compliance, prevent relapse, avoid misuse of medications, and increase responsibility. Refer to Drs. Orders.
- Received ANTABUSE [] mg, patient denies drinking at this time. Cannot smell alcohol on patient.
- Patient is doing well at this time.
- Does not report hallucinations or delusions, no side effects noted or reported.
- Seen and evaluated in MED CLINIC. Refer to Drs. Orders.
- INSTRUCTED REGARDING MEDICATION CHANGES, AND SIDE EFFECTS, patient is currently on as per Drs. Orders.
At the bottom, there are two buttons: 'Cancel & Go Back' and 'Save & Insert'.

Click one of the two buttons at the bottom of the form when done. On the Nurse Note form, click the Save tab if you plan to return to the note to add additional information or click the Sign and Save tab if you are finished with your work.