

The University of Tennessee Medical Center

SUBJECT: DOCUMENTATION IN THE MEDICAL RECORD BY MEDICAL, PHYSICIAN ASSISTANT (PA) OR NURSE PRACTITIONER (NP) STUDENTS

Documentation by a Medical, PA or NP student in the hospital medical record is recognized as a significant part of their medical education. As such, UTMC permits the student to access and use the electronic medical record to document their learning activities as part of the educational experience. Student notes are prepared for educational purposes only and are not considered in the patient care process.

Definitions:

- A. **Instructor:** The physician, provider or faculty member who has responsibility for review, approval and oversight of the student's activities.
- B. **Student:** A medical, physician assistant, or nurse practitioner student who is engaged in medical training at UTMC.

Procedure:

- A. Student will be educated in the use of PowerChart and given access as a student.
- B. Student's NOTE TYPE will be preset so that his/her only choice is Student Note.
- C. Student will follow the Student Documentation Guidelines attached.
- D. Student will not have Dragon privileges.
- E. Instructor may review, edit and approve the student note if desired.
- F. Student documentation will be routed to and found in the NOTES section of the EMR in the STUDENT NOTES folder.
- G. Student documentation will not appear in the Results flowsheets.
- H. Student Notes will not be considered part of the permanent medical record and, as such, will not be released in response to external request for copies of the EMR.
- I. Failure of a student to follow the Student Documentation Guidelines by altering the Note Type (which determines the location of the Student's Note within the EMR) will result in course failure and may result in removal from the program.

Student Documentation Guidelines Proposed Workflow

- Student has PowerChart Access from the Student Position for privileges.
- Student opens patient record in PowerChart and selects Dynamic Documentation.

Devised: 08/15

- Student may select any Note Template.
- Student uses keyboard to enter information into the note to satisfy documentation requirement.
- Student signs note.
- Note goes in Preliminary Status.
- Student forwards note to reviewing Instructor.
- Reviewing Instructor may review note and may edit any part of the note (does NOT add addendum at this time, but can with subsequent action after signing the note).
- Reviewing Instructor may sign note (otherwise it will sit in his/her message center indefinitely).
- Note is routed to the Student Folder in the Notes section of the EMR. It is also visible in the Dynamic Documentation list of notes, clearly labeled as "Student Note". It does not appear on the Results flowsheet.