NCIS GUIDE

Case Notes in NCIS Chart

National Cancer Control Programme
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Document/Version no: NCISTrain25/2
Date: 12/12/2022
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Background

NCIS.Chart includes "notes on this case" functionality. A summary of notes on the case can be seen by searching for and entering into the patient you are working with (figure 1 and 2) and a more detailed view can be seen by clicking on the magnifying glass icon (figure 3). NB – Case Notes have been designed by C37 as a way of recording workflow information for a patient rather than full medical notes

Figure 1: Patient view showing summary view of Notes

Figure 2: Summary view of Notes

Figure 3: Detailed view of Notes (click magnifying glass icon)

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Adding a Note

A new note can be added by typing into the box in the summary view or the detailed view, see figures 4 and 5.
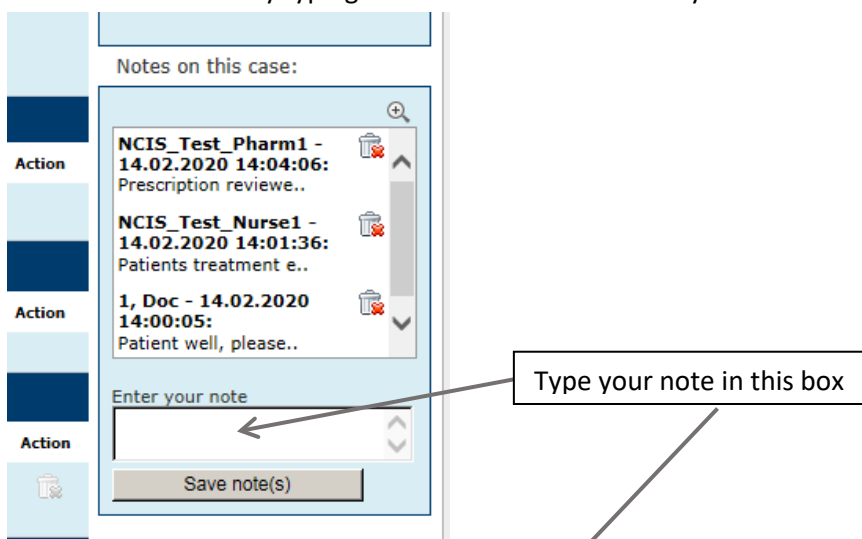

Figure 4: Adding a note in the summary view
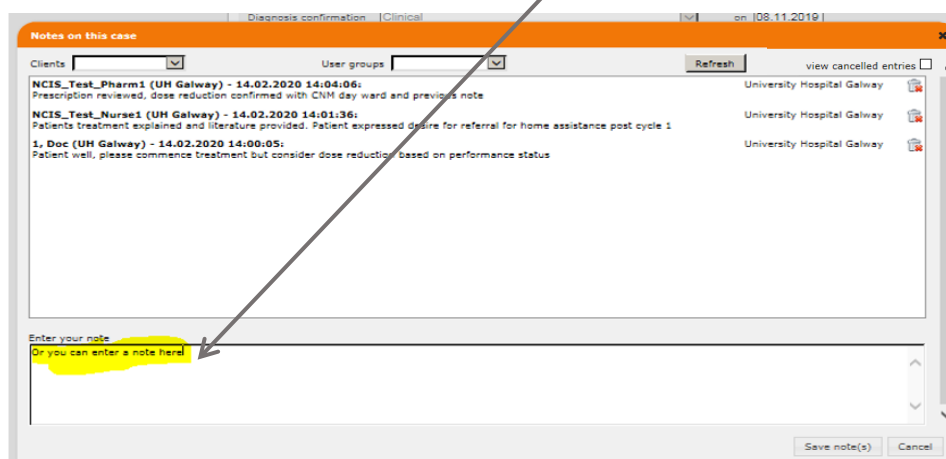

Figure 5: Adding a note in the detailed view

Deleting a note

Users can delete a note by clicking the Trash Can icon next to the note. The user will then be asked to select a reason for the deletion.

Three grey dots indicate the presence of a note that has been cancelled (figure 6).
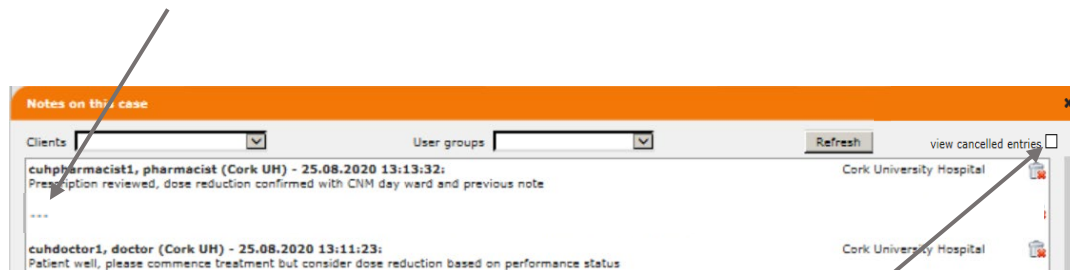

Figure 6: Notes Detailed View with 3 dots indicating presence of cancelled note

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To view notes marked as "cancelled" tick the check box in the detailed view. They will appear greyed out in the detailed view, see figure 7.
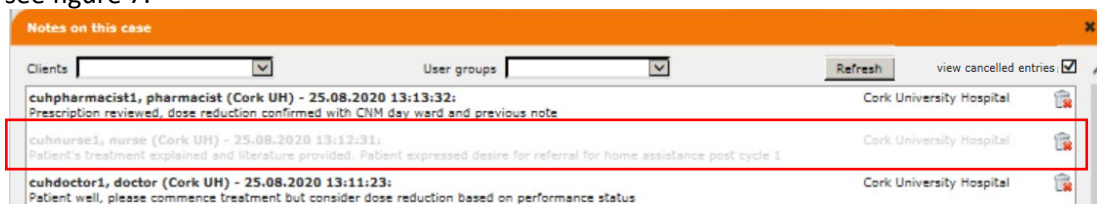

Figure 7: Notes Detailed view – greyed out cancelled note

Filtering notes by user group

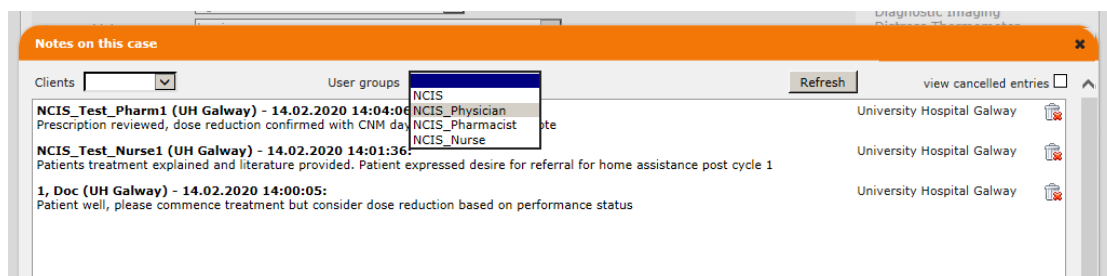Notes can be filtered by user group by using the usergroup dropdown list in the detailed view. See figures 8 and 9.

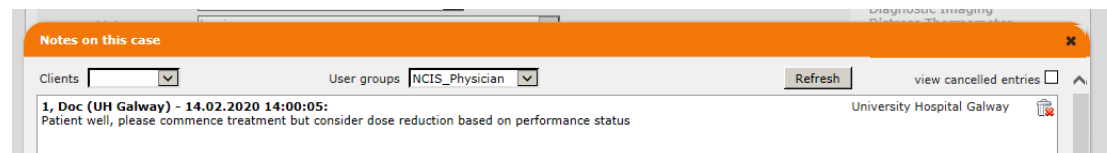**Figure 8: Detailed Notes View showing User Groups filter**

Figure 9: Detailed Notes View filtered to only show Physician notes

To use this feature individual users must be assigned to a specific user group by your local administrator, see figure 10. The three specific user group options in NCIS.Chart are: NCIS_Physician, NCIS_Nurse & NCIS_Pharmacist
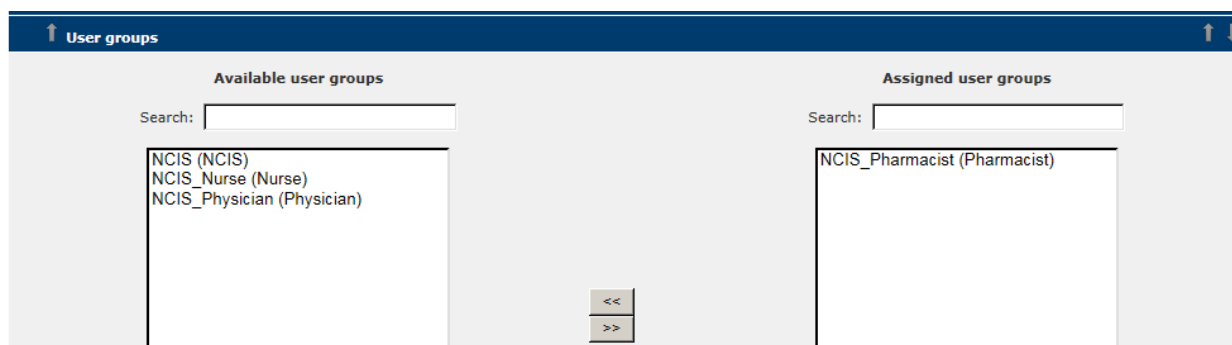

Figure 10: User assigned to NCIS_Pharmacist user group

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Filtering notes by client (hospital)

Notes can be filtered by Hospital group by using the client dropdown list in the detailed view. See figures 11, 12 and 13. Note – for multi-site patients the drop down list only allows to filter by your own site.
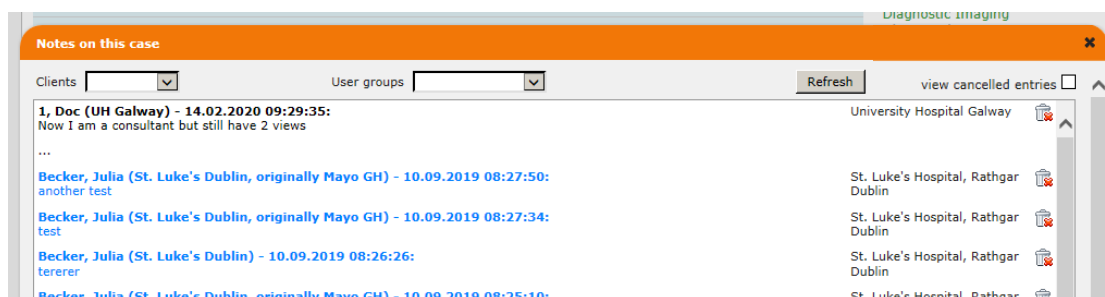

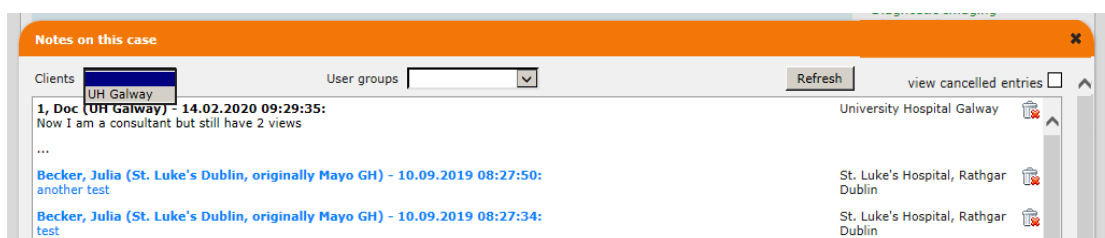**Figure 8: Unfiltered detailed notes view**
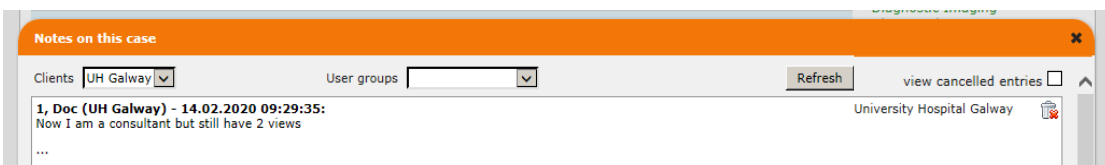

Figure 12: Detailed notes view showing Client Filter

Figure 93: Detailed view filtered by Hospital (Client)