

# ***CMS Net***

# **Electronic Post It Notes**

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## Electronic Post It Notes

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**Electronic Post It Notes**

The Electronic Post It Note option allows a user to enter, edit, print or delete a SHORT note on a clients record. This option provides a way to alert another user of issue(s) associated to the case. Example: over 40k, turning 21 check b-day or client deceased do not contact family. This does not replace the narrative or comment function.

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**Important Note**

**Electronic Post It Notes are NOT a legal part of the record.** All Electronic Post It Note entries can that can be viewed, edited or deleted by anyone within the client's legal county.

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Electronic Post It Notes, Continued

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**To Enter  
Electronic Post  
It Notes**

The Electronic Post It Notes prompt displays immediately after the Patient Identification screen on all menu options other than the Electronic Post It Notes option.

Users may also access the Electronic Post It Notes option directly from the Primary, Eligibility and Event Tracking menus.

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<b>Step</b>	<b>Action</b>
1	Type “EV” for <i>Event Tracking</i> .
2	Press <Enter>
3	Type “E” for <i>Electronic Post It Notes</i> .
4	Press <Enter>.

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**Identify  
Patient**

After pressing <Enter>, the Patient Identification Screen, CMSPI-10 appears.

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CMSNET	PATIENT IDENTIFICATION FOR Electronic Post it Notes	CMSPI-10
<hr/>		
Enter one of the following identifiers:		
CCS Number:		
Pt Name:		
Birthdate:		Gender:
Client Index Number:		
Social Security Number:		

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For instructions to identify the client, see the Patient ID section of this manual.

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<b>Step</b>	<b>Action</b>
1	The cursor defaults on the first line. Enter <A> for adding a new line of free text. <A> can be entered in lower case or upper case text. Up to 42 characters.
2	Pressing <Enter> to begin entering text. When you have completed the entry press <Enter> and your cursor will jump to the next line to add additional text. The current date and user name auto populates after saving the entry.

**Important Note**

Each line is considered as standalone. Entries are to be kept brief. Comments or narratives can be utilized to provide more detailed information about the case.

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After you complete typing the Electronic Post It Note, do the following:

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<b>Step</b>	<b>Action</b>
1	Press <F2> action menu key

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The following prompt appears:

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Select One:  <input type="radio"/> Save <input type="radio"/> Print <input type="radio"/> Delete <input type="radio"/> Cancel  _____
[Quit]

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**To Save the  
Electronic Post  
It Note**

This option allows a user to save all Electronic Post it Notes.  
To save the Electronic Post it Note, do the following:

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<b>Step</b>	<b>Action</b>
1	Press Up Arrow key highlight <Save>.
2	Press <Enter>.
3	After pressing <Enter>, the user will return to the previous menu:

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**To Edit an  
Electronic Post  
It Note**

After selecting a client for the first time on the Patient Identification screen from any menu option, *with the exception of the Electronic Post it Notes*, the following prompt will appear:

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Would you like to view the Electronic Post It Note?:

- (?) NO
- ( ) YES
- ( ) QUIT

---

<b>Step</b>	<b>Action</b>
1	Press <Enter> to bypass the Electronic Post It Note screen. By selecting the default of <b>NO</b> the user to the option selected from the menu.
2	Press Down Arrow to select <b>YES</b> to access the Electronic Post It Note screen.
3	Press Down Arrow to select <b>QUIT</b> to return back to the Patient Identification screen for selecting a different client.

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Press the down arrow select **YES**. Press <Enter> to access the Electronic Post It Note screen. To add, edit and/or delete any line move the cursor beside the number associated to the line and enter the appropriate letter. Text can be entered similarly to word processing with some limited editing functions.

Enter the letter <A> to add a line

Enter the letter <E> to edit a line.

Enter the letter <D>to delete a line.

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CMS TEST	ELECTRONIC POST-IT NOTES	CMSEPN-10
Pt Nm: XXXXXXXXXXX1XXXXXXXX2XXXXXXXX3XXXXXXXX4    CCS#: 9999999    CIN: 99999999X 9		
Gender: X    DOB: 99/99/9999    Lgl Co: XXXXXXXXXXX1    REG=XXXXXXXXXX    MED=X    F/R=X		
	Note	Date                      User
1	XX	99/99/9999    XXXXXXXXXXXXXXXXXXXX
2	XX	99/99/9999    XXXXXXXXXXXXXXXXXXXX
3	XX	99/99/9999    XXXXXXXXXXXXXXXXXXXX
4	XX	99/99/9999    XXXXXXXXXXXXXXXXXXXX
5	XX	99/99/9999    XXXXXXXXXXXXXXXXXXXX

Step	Action
1	Press <F2> Action Menu to Save, Cancel, Delete or Print the Electronic Post It Note(s), <b>OR</b> Press <Enter> to edit or add additional lines.

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**Electronic Post It Notes, Continued**

**To Print the Electronic Post It Note**

This option allows a user to print all Electronic Post it Notes.  
To print the Electronic Post it Note, do the following:

<b>Step</b>	<b>Action</b>
1	Press <F2> action menu key from the Electronic Post it Note screen
2	Press Up Arrow key to highlight <Print>.
3	Press <Enter>.
4	After pressing <Enter>, the device screen will display: After printing the Electronic Post It Note screen will redisplay for making additional changes or additions.

CMS TEST	ELECTRONIC POST-IT NOTES	CMSEPN-10
Pt Nm: XXXXXXXXXXX1XXXXXXXX2XXXXXXXX3XXXXXXXX4 CCS#: 9999999 CIN: 99999999X 9		
Gender: X DOB: 99/99/9999 Lg1 Co: XXXXXXXXXXX1 REG=XXXXXXXXXX MED=X F/R=X		
Note	Date	User
1 Testing line one of the post it notes	01/13/2005	RUNDALL,JULIE
2 This is line two of the post it notes	01/13/2005	RUNDALL,JULIE
3 Each line is independent of one another	01/13/2005	RUNDALL,JULIE
Press ENTER to continue		
?) Press Enter		

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**Electronic Post It Notes, Continued**

### To Delete the Electronic Post It Note

This option allows a user to delete **ALL** Electronic Post it Notes.  
To delete the Electronic Post it Note, do the following:

Step	Action
1	Press <F2> action menu key from the Electronic Post it Note screen
2	Press Up Arrow key to highlight <Delete>. This will delete ALL Electronic Post It Notes on this case. This action is irreversible.
3	Press <Enter>.

---

After pressing <Enter>, the following prompt appears:

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```
All entries will be deleted.  
Are you sure you want to DELETE?
```

```
( ) NO  
(?) YES
```

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Step	Action
1	Press the down arrow to select <b>YES</b> to delete ALL Electronic Post It Note entries. After selecting the <b>YES</b> prompt and pressing <Enter>, all lines will be deleted and the cursor appears on the first blank line.  Press <Enter> to select <b>NO</b> to quit the deletion process and return to first line for editing.

### Important Note

*Be careful using this option. After the Electronic Post It Notes have been deleted there is no option to restore deleted entries.*

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**Electronic Post It Notes, Continued**

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**To Cancel the Electronic Post It Note**

This option allows a user to cancel all edits to existing Electronic Post it Note entries.

To cancel the Electronic Post it Note edits, do the following:

<b>Step</b>	<b>Action</b>
1	Press <F2> action menu key from the Electronic Post it Note screen
2	Press Up Arrow key to highlight <Cancel>. This will cancel any additions or edits made in the screen.
3	Press <Enter>.

After selecting Cancel and pressing <Enter>, the previous menu will display and all edits will be removed.

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**NOTES**

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