

Create Document Type List

To speed documentation and prevent using the wrong note type, set defaults by:

1. Click **Add** to open a new PowerNote.
2. Click **View** on the toolbar.
3. Select **Customize**.
4. Click **Document Types** tab.
5. Click the drop-down arrow to select **Default Note Type** (see below for selection) and **Default List Type** to **Personal Note Type List**.

ED UNMH: choose ED Note - Provider
ED Urgent Care: choose ED Note - Urgent Care
ED SRMC: choose SRMC ED Note - Provider

6. Double-click each **ED Note** listed to move it to the **Personal Document Type List**.

ED UNMH: choose notes in blue
ED Urgent Care: choose notes in yellow
ED SRMC: choose notes in pink

7. Click **OK**.

Set Default List

From within a new PowerNote window:

8. Right-click the **Type** field.
9. Select **Personal Note Type List**.

For future PowerNotes, the Type field will only list the document types that are set in the Personal Note Type List.

