

Tiaki – Quick notes

Overview

Here you can add a “Quick note” or a reminder relating to a woman that you can refer to like a trail of notes. They will be saved in your Quick note tab and under the woman’s connect profile.

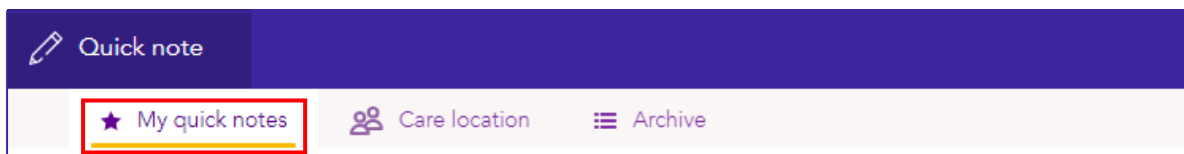
Quick notes follow the woman and are treated like a clinical note. That means, if there was a change in LMC and both midwives are using Tiaki, then the second midwife would be able to see first midwife’s quick notes. This is the same flow and restrictions as MIS.

Click the three lines to the right-hand side to find your menu, from the drop-down menu and click on ‘Quick notes.’



My quick notes

Under ‘My quick notes’ you will find all of your saved and active quick notes.



Filter

You can filter your notes by your woman (contacts), the midwives in your care location or by entering keywords into the search function.



My latest notes

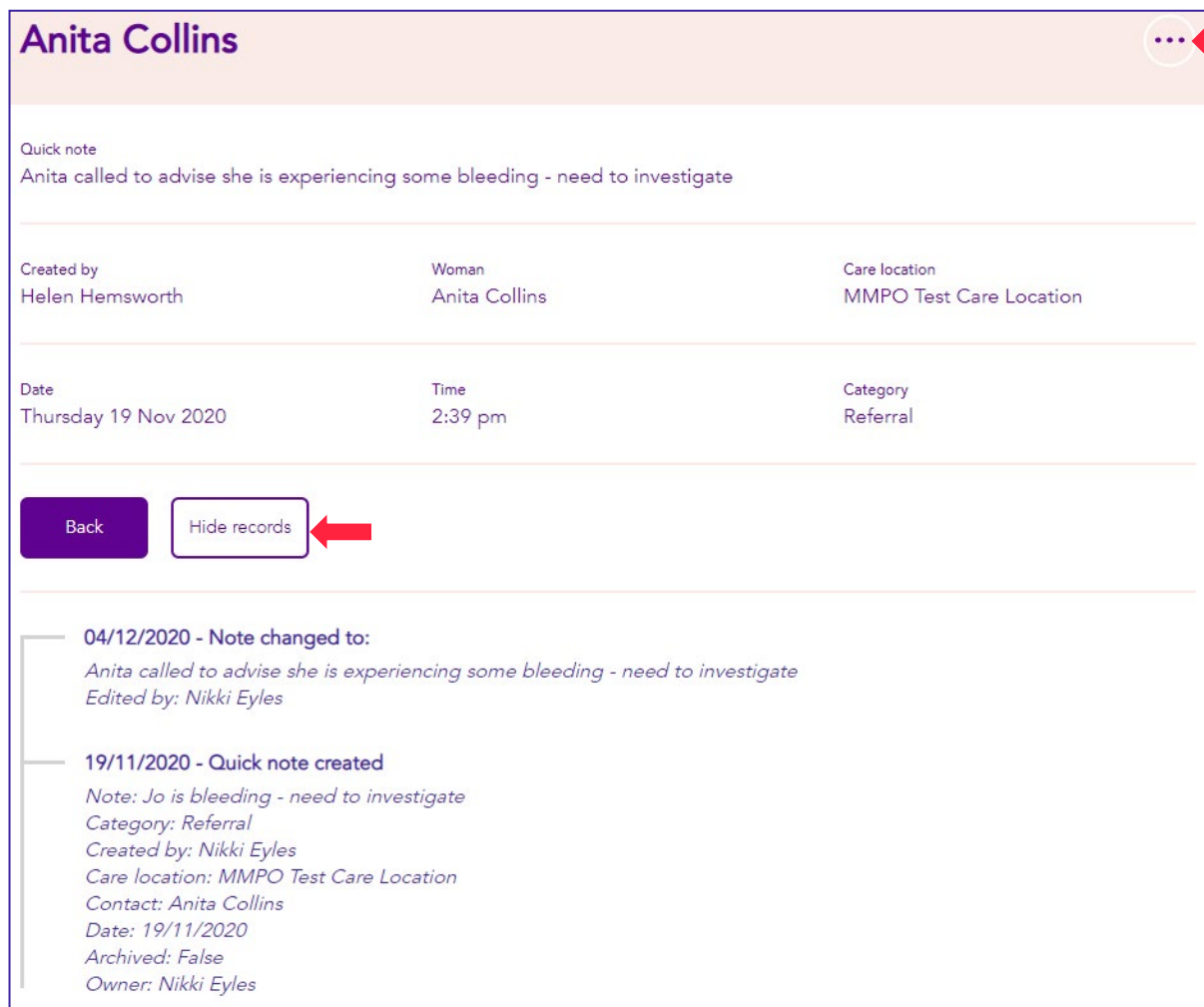
As per the title you will see your notes are filtered by most recently added or “latest.” You can click on a pink banner to view the quick note or click the three dots to the right to ‘edit’ or ‘archive’ the quick note.




If you click on the pink banner, this will open the quick note where you can view the whole note as pictured below. You can also click on ‘Show Records’ to view the audit trail of the note then click

'Hide Records' to hide them again.

You will also find the three dots within the note, with the same 'Edit' or 'Archive' options.



Anita Collins 

Quick note
Anita called to advise she is experiencing some bleeding - need to investigate

Created by Helen Hemsworth	Woman Anita Collins	Care location MMPO Test Care Location
Date Thursday 19 Nov 2020	Time 2:39 pm	Category Referral

[Back](#) [Hide records](#)

04/12/2020 - Note changed to:
Anita called to advise she is experiencing some bleeding - need to investigate
Edited by: Nikki Eyles

19/11/2020 - Quick note created
Note: Jo is bleeding - need to investigate
Category: Referral
Created by: Nikki Eyles
Care location: MMPO Test Care Location
Contact: Anita Collins
Date: 19/11/2020
Archived: False
Owner: Nikki Eyles

Creating a new Quick note

To create a new quick note simply click on the purple circle on the bottom right hand corner of the page as pictured here.



To fill in the new note first you need to select the midwife under 'Owner' if you have a practice partner/s then your care location if you work with multiple care locations. Select a category for the reason or outcome of the quick note. Now select your woman from the drop down list.

The date and time will appear in real time however you can change the time if you are entering the note retrospectively.

Click save and the note will appear under the 'My quick notes' tab for the midwife who was selected.

Owner*
Helen Hemsworth ↓

Care location*
MMPO Test Care Location ↓

Category*
 No action required
 Referral
 Prescription
 Referral consultation
 Other

Quick note*

Woman*
 Choose woman ↓

Date/time*
 Wednesday 27 Jan 2021 11:09 am

Save Cancel

Care location

Here you will find all notes associated with your care location or practice, they are displayed by most recently added or as it says 'latest'. You can filter the quick notes by the woman, the midwife or by keywords in the search function.

Quick note

★ My quick notes **👥 Care location** ≡ Archive

All contacts ↓ All midwives ↓ 🔍 Search

You have the same options in the care location tab as you do in the my quick notes tab including edit, review, archive and creating a new quick note.

Archive

Here you will find all of your quick notes that have been archived from 'My quick notes'. You can filter, create a new note edit and review a note.

When a record is closed or you are no longer the LMC the quick note will automatically move into this list, Tiaki will hold the quick note for a minimum of 10 years as per your clinical requirements. We are also working on sending these quick notes in to MIS.

Quick note

★ My quick notes 👥 Care location **≡ Archive**

All contacts ↓ All midwives ↓ 🔍 Search

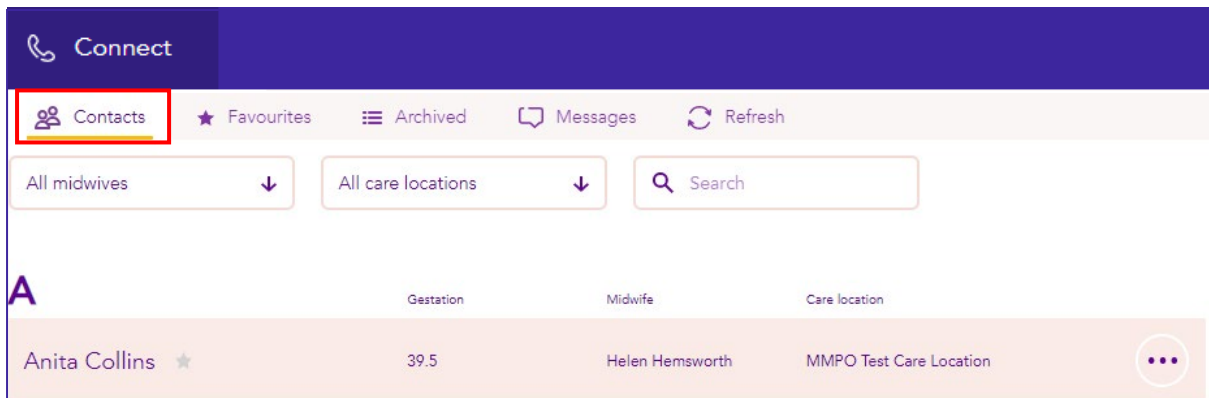
Quick notes are like referrals and they follow the woman i.e., if there is a change in LMC and both midwives are using Tiaki, the new midwife will have access to the quick note/s you have created. This is in line with the same permissions in MIS.

Viewing a Quick note under the woman's contact details in Connect

To view the Quick note through the woman's contact details click on the three lines at the top right hand corner to bring up the menu and select 'Connect'.



You will now see the below on your screen. Next click on the woman's banner that you would like to view.



The woman's contact details will now appear, click on the tab "Quick notes" and you will see all Quick notes related to that woman. From here you can view a quick note, edit and archive.

