NOTE ENTRIES IN NC EDSS

Although NC EDSS is not a medical record, it is a permanent surveillance record, notes should be professional and without personal comment or salutations. Notes should be written in clear, concise language using only abbreviations generally recognized across disciplines. Many note fields currently have an option for "public" and "sensitive", we do not currently use the sensitive option. Information that should be restricted to users by permissions found that is found in areas not controlled by the appropriate permissions should be reported to the Help Desk, as well as entries which relate personal opinion, use inappropriate language or information unrelated to the case.

Notes should be entered into the appropriate areas available throughout the event. The following are the most common note fields and their use:

- **Person Notes** should be used when information applies to a person across events and all state and local health department staff who may have contact with an individual should be aware of the information, Examples are allergies or conditions like hard of hearing or limited vision that anyone interviewing or evaluating treatment would need to consider. Because person notes can only be seen when the person tab and then the note tab has been clicked, it may be useful to repeat some person notes in the event notes space when information is pertinent.

- **Event Notes** should be used when information applies only to a specific event and should not be available to all users such as treatment compliance, dates of treatment or contact etc. This field is also useful for notes to clarify historical/chronological issues for the event such as it was created from an ELR attached to a previous event. Notes entered into this field are automatically stamped with the users name and date of entry. Notes may be edited by the user until another note has been placed behind it. After that, the note content is fixed. Notes entered into the note field in the Edit Event Properties screen appear in the event note on the dash board.

- **Investigation Trail Note** field should be used to identify reasons for assignment/reassignment of the event from jurisdiction to jurisdiction. It may include instructions or explanations of changes for the receiving jurisdiction. It should not be used to document entries that would be appropriately placed into question packages or person information.

- **Laboratory Comment Field** should be used to include information that the user may not be able to enter into other fields on the lab screen. It may also be used to clarify circumstances of the lab such as "Entered from treating physicians Communicable Disease Report Part 1, no other information available for entry."