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Procedure: Telephone Call Log

To record a phone call in a patient's chart have the patient's history open in EHR under the Patient History tab select a new encounter and click the new template button. To be able to select Telephone Call you should click on the bubble for "All". If the bubble is selected on Preferred you will most likely not see it. A window will pop up for you to place the information of the telephone call and you will be able to fill out the kind of communication it was as well as the details of the phone call. If the phone call needs to be sent to a member of the staff click "send and close", otherwise click "save and close". Select the staff member it is to be sent to and select Add User(s)