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MHS Genesis

If you put in the time early on to customize Genesis, it can really help save time later on. Playing around with the program, setting up SmartPhrases/Autotext, favorite medications/labs/diagnoses, and doing some of the below customizations will make you much happier in the long run. Search the page for "**High Yield**" see especially useful tips. Also, while there are two sections below, one for PowerChart/Clinic and one for FirstNet/ED, there may be useful overlap on tips between the two even if you only use one.

If you received this guide as a PDF and would like access to the larger screenshots, just request an account at https://knowyourchit.mywikis.wiki or https://www.navyopmed.com. Be sure to mention your affiliation with military medicine and your current billet in the request.

Contents

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Remote Access

High Yield You'll need to have an internet capable computer with a Smart Card reader.

1. Download and install Citrix Workspace (https://www.citrix.com/downloads/workspace-app/windows/workspace-app-for-windows-latest.html)
2. Double click the Citrix icon in the system tray (Figure 1)
3. After installation is complete, copy and past the following address into the Window (Figure 2): https://access.mhsgenesis.health.mil (You may also be able to access directly by having CITRIX installed and going to this site in a web browser).
4. Click Next
5. Citrix will load - find the PowerChart icon and click on it once to open Genesis
6. To open again, simply double click the Citrix Icon in the system tray. It should automatically load without further input.

If errors occur, click the cogwheel in the right hand corner and click "Refresh Apps." If that doesn't work, access via the website (https://access.mhsgenesis.health.mil).

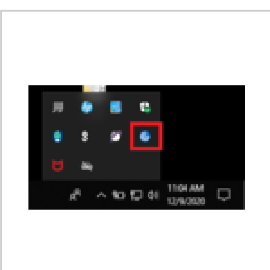

Figure 1

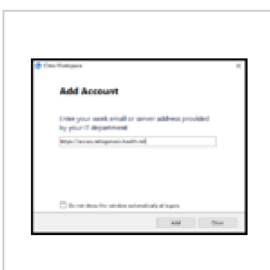

Figure 2

Note: If you're having difficulty on a USMC computer, find the "Proxy On" shortcut on the desktop and double click that. Wait 2-3 minutes and try again. If it still doesn't work after that, you may need Citrix Workspace installed. Install from the Software Center. Call the Enterprise Help Desk 1-855-373-8762 for additional assistance (or ask your S6).

Citrix Workspace for Mac (https://www.citrix.c ... p/mac/workspace-app-for-mac-latest.html) (if anyone wants to provide Mac specific i

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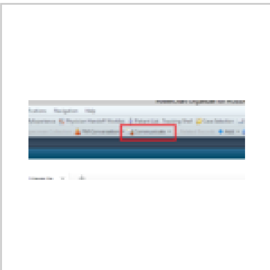
Inbox and Messages

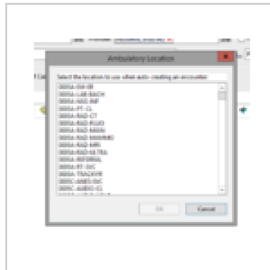
T-Cons

High Yield

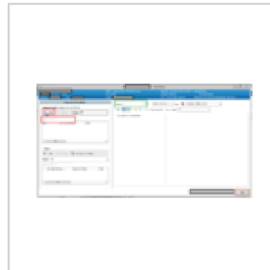


Communicate Button

Message Window



Select Ambulatory Location



Orders input

The equivalent in AHLTA of telephone consults (or TCons) in Genesis is the messaging function. Steps

1. Click the Communicate button in the Toolbar to start a new message (typically in the center of the toolbar with the Exit on it)
2. Choose the correct patient by clicking the binoculars next to the "Patient" text box (Note: even if the correct patient is there, you may still need to clear them, and search for them again)
3. After selecting the correct patient, **DO NOT** select an encounter from the bottom box to associate the message with
4. Click "ok"
5. Type whatever you want in the note body and subject line, if no orders are to be submitted, skip the next few steps
6. If trying to submit orders (meds, consults, labs, etc), click "Launch Orders" in the top right hand corner
7. An "Ambulatory Location" window will pop up for you to choose what clinic you are affiliated with and click ok - these aren't intuitive, so you'll need to know this number (at the end of the it isn't critical, just choose one if it's urgent). If this doesn't pop up, then you may have done something wrong.
8. In the current orders window that pops up, click the "Add" button in the top left
9. In the Add Order window that opens, search for the orders you want as needed and select
10. Add a diagnosis on the left hand side of the Add Order window (in Genesis, every order requires an associated ICD10 code (administrative code Z02.9 or Screening due Z76.89, for basic labs))
11. Search for your orders as necessary and add them the way you normally would and sign once all required details are completed
12. To confirm submission of orders, the order should appear in the message and say "SUBMITTED" above it.
13. Ensure the subject of the message hasn't changed from what you want it to be
14. Check who you want to send the message to (send to yourself if you want to keep adding orders when you reply to yourself), or leave that field blank and just "save to chart" and click send

TIP: Set up a default clinic to make it easier (see below)

If you intend to use this function for placing any type of order, it can be finicky. In order to do it correctly the message can't be associated with any encounter. If you see a patients name in message when you open it, and you do not get prompted to select your ordering location/ambulatory location, then it will not work. Click the binoculars and reset the search window and search for the patient. Do not associate with an encounter (just choose their name at the top and click ok in the search window).

Your edit was saved. ×

Inbox Proxy

If you go on leave, or will be away, you can forward your messages and results for another provider to cover.

1. Go to your inbox
2. Go to the Inbox menu at the top (next to Help) and select it
3. Select "Manage Proxy"
4. Click the "Add" button (lower left)
5. Select the user that will manage your various inboxes for you
6. Choose what inboxes they will manage and "Grant" them access to those
7. Choose the period for which this will apply
8. Click ok

Personal Address Book

If you send a lot of messages to other providers/corpsmen/nurses, this will save you a few steps and some time in having to type and search their each time you want to send a message:

1. Open a new message and click the binoculars to pick who you'll send/CC to
2. Type their name in the text box and hit enter to search
3. Right click the person you'd like to add to an address book
4. Click "Add to Personal Address Book"
5. Repeat for all the names you use frequently
6. Next time, when you click in the "To" or "CC" box it should show your address book without you having to click the binoculars
7. Otherwise. to pull up your address book, in the top right of the same window click the dropdown menu below to "Show names from" and choose "Personal Address Book"

Also, if they have a unique enough name, simply typing "last, first" in the "To" box and hitting enter should input their name

Inputting images into Genesis

Correct way

1. From patient’s chart, go to the menu bar up top and click "Patient" -> "View Images"
2. Click the "New" button
3. Select "Image Type" from available options
4. Fill in an appropriate image title and change author if necessary
5. Click "Import" and find the file (this can be difficult finding it, as Genesis operates as aa virtual machine), or click scan if you have an attached scanner
6. Click sign

Screenshots coming soon

Your edit was saved.

Quick and Dirty

Note the "correct way of doing this"

1. Take a screen shot of the image on your computer
2. Copy and past that screen shot into a message that you then save to the patient's chart with appropriate title

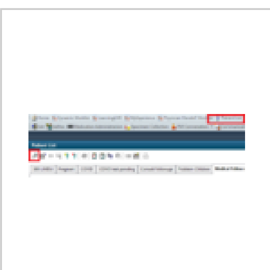
Patient lists

High Yield

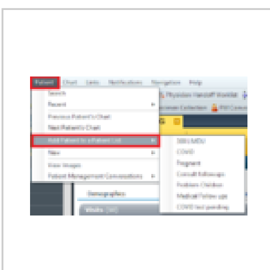
Regular patient lists

This allows you to create multiple patient lists for different purposes - inpatient, outpatient, LIMDU, COVID trackers, requiring follow up, etc:

1. In the top toolbar you should see "Patient List," click it
2. Click the wrench icon
3. Click "New" in the "Modify Patient Lists" window that comes up
4. Select "Custom" for patient list type and click next (can alternatively choose "Military Unit" and search for your unit)
5. Enter a name for your list - corresponding to its purpose (LIMDU, COVID, Squadron, etc)
6. Click Finish
7. Move the list over from Available lists to Active Lists (max of 10 lists can be active at once) and click ok
8. Click the little blue man to add a patient
9. Search for your patient, select any encounter to add them to the list
10. Repeat



Creating the list



Add to list while in a chart

Referral Tracker

This will allow you to follow up on all the referrals you place:

1. Find the referral viewer in the menu
2. Click "List Maintenance"
3. Click "Add" to create a new worklist
4. Name a new list, then select your filter criteria for the list, starting with the location from which you placed the referral, then move on to select yourself as the referring provider

5. Click done
6. In the top right, you can filter the referrals by

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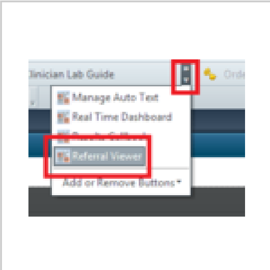
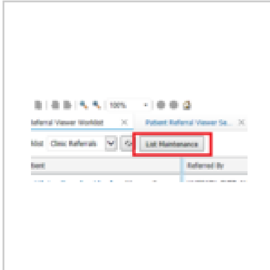
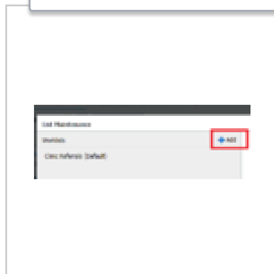


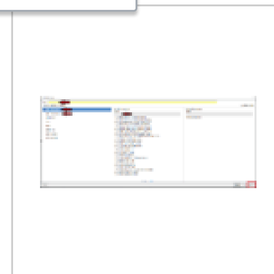
Referral Viewer Menu



Select List Maintenance



Add worklist

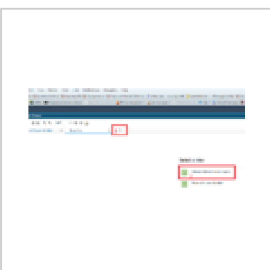


Referral Viewer filters

Note: Referral Tracker is not available in FirstNet, only in PowerChart. Referral Viewer for an individual (below) is available in both.

To View all referrals for a single patient

1. Click the plus sign
2. Select the "Patient Referral Viewer Search" view
3. In the new Referral Viewer, click Patient search
4. Search for your patient and click ok



Patient Referral Viewer Search

Patient search

Orders

Order Sets

You cannot create a new outpatient order set (PowerPlan) from scratch in Genesis, however you can modify an existing outpatient order set and customize it to your liking, and save it in your favorites. More specific instructions to follow with pictures, but for now, try the following:

1. Open the order input window
2. Search for "STI" (or any other PowerPlan you'd like to use as a base to customize) and you'll see the order set pizza box thing
3. Select it and add it to your orders, and get out of the add order window
4. Go to your orders for signature (if you aren't already there)
5. Click the "Add to Phase" dropdown and click "Add Order"
6. Add any additional orders you would like

7. At the bottom, click "Save as My Favorite," L[illegible] click "Save"

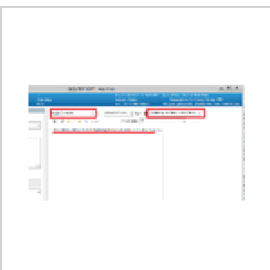
Your edit was saved.

It should now be available under your favorites, [illegible] Favorites" folder

DME

There are two types of DME orders. One is a consult/referral, the other will be a regular order.

- DME consults - these are the more formal ones that require you to put in a DME referral to the consult service "Durable Medical Equipment." These can be handled by the MTF, or will more than likely be sent out into town to be handled by a contracting service.
- DME Orders - these are typically handled by the MTF and would include putting in an order for a brace from ortho, or shoe inserts from podiatry, etc., for the patient to pick up
  - This order should be set up as shown in the below image
  - Make sure the type is "Ambulatory - In Office"
  - Search for the order "DME Delivery, Set Up, And/Or Dispensing Service Component..."
  - Note: This process may vary by MTF



Genesis DME Order in the MTF

EKGs

Genesis has the ability to sync with most EKG machines and automatically upload the EKG to the patient's chart. If your EKG has a wifi or ethernet connection, the process is as follows:

- Place the "CV Electrocardiogram" order in Genesis
  - Ensure the ordering location is set to your MTF (this should be default)
- Have the corpsman/nurse/you go into patient orders, find the "CV Electrocardiogram" order, right click it, and click activate -> then sign the order activation
- On the EKG machine, the corpsman will have to "sync" or "download" the latest data from the servers
  - Then they find the order for the patient and select them -> this will also import all correct data into the EKG
  - The corpsman completes the EKG and ensures they resync/download after completion of the Ekg
  - The EKG will go into whatever EKG EMR is used, and possibly into Genesis, and be uploaded to the MTF for a cardiologist to overread it

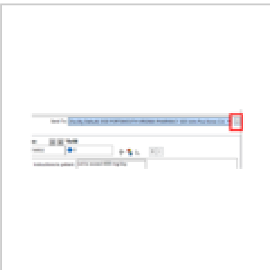
Mail Order Prescriptions

You can have prescriptions mailed to any US address, including foreign bases/deployed locations, via the Tricare mail order pharmacy program run by Express Scripts. If the patient has an Express Scripts account, they can also request refills while deployed and you don't have to worry about anything. But they must have an Express Scripts account. To send to Express Scripts do the following. Use the same instructions to send to any US pharmacy that accepts electronic prescriptions.

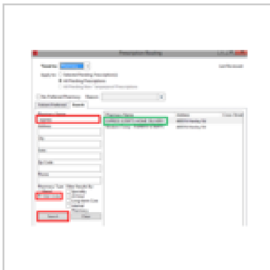
Your edit was saved.

1. Place your prescription orders as you normally would
2. Next to the default pharmacy, click the little 3 dot button
3. Search for "express scripts" and select "mail order" radio button
4. Choose the first option that pops up
5. Sign the prescription as you normally would

Of note, if you right click whatever pharmacy you choose, you can have that as the default option for the patient by choosing "Preferred Pharmacy."



Select the elipsis button



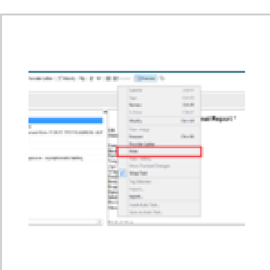
Search for any pharmacy you want

Saving/Printing Notes and Labs as PDFs

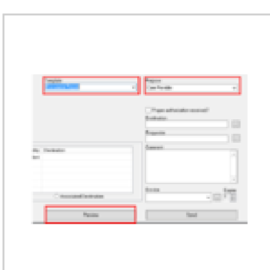
More capable than AHLTA, but more difficult. It is probably easiest to save to a "Genesis folder" in your network drive, unless you know how to navigate through the C drive to your desktop/documents on a Navy computer.

Printing Notes:

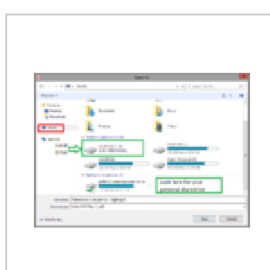
1. Navigate to the note you would like to print
2. Right click in the body of the note and click print on the menu that pops up
3. In the top right of the Medical Record Request window that pops up, choose a template (Document Report) and a purpose (Care Provider) from the dropdowns.
4. Click the "Preview" button in the new Window that pops up
5. Confirm "Yes", that you would like to preview the record
6. An Adobe PDF should open in Adobe Acrobat - this instance of Acrobat is running through Citrix, not locally
7. Go to File -> Save as/Print
8. In the Save window that opens, Navigate to the top directory by clicking "This PC" on the left
9. You should be able to see your local drive, or your network drives - navigate to where you'd like to save and save



Right Click > Print



Print Preview

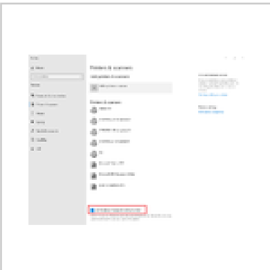


Select save location

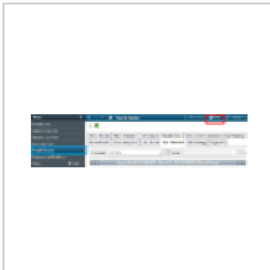
Printing Labs:

Your edit was saved. ×

1. On the local search function of your compute ers"
2. After the list of printers and scanners, there is a check box labeled "Let Windows manage my default printer". Uncheck this box.
3. Click on the printer or Adobe PDF and select "Manage"
4. Select "Set as default"
5. Navigate to the desired labs/results that you would like to print
6. Click the print icon on the top right of the MHS Genesis Interface
7. Select Adobe PDF and save to your local drive or wherever else you would like to save it



Default Printer Selector



Print Button MHS Genesis

Miscellaneous problems

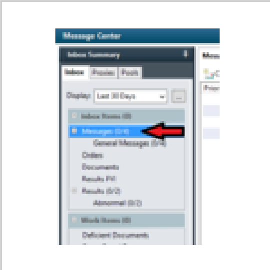
- Individual aren't showing up in Genesis - Genesis does not pull from DEERS. Patients have to manually transferred in. If your patient is not showing up, they are probably located in a different Tricare/MTF region and will need to contact your local MTF to get a profile created in Genesis. Also your local MTF may be able to do a batch transfer if you send them your unit alpha roster.
- Pharmacy lifetime encounters - these encounters exist in Genesis just for pharmacy use, and individuals may not have them if they were incorrectly inputted into Genesis (such as if they were inputted by the clinic). They won't be able to get any meds until they get this encounter created, which must be done by the MTF Patient Admin office.

Misc Tips

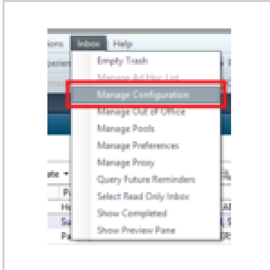
Setting up Default Clinics

High Yield When placing orders or sending messages, you have to choose your location (as mentioned in the T-Con section above). Instead of digging through the whole list for your ordering location, you can narrow down the list.

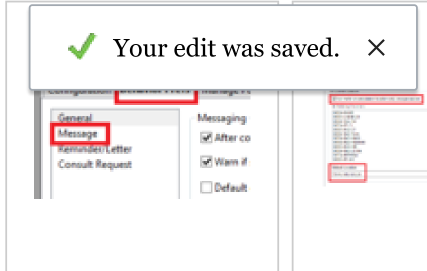
1. Go to your message inbox and click on "Messages" on the left Inbox Summary
2. In the top menu, select "Inbox" (next to the Help menu)
3. Then Select "Manage Configuration"
4. Go the "Behavior Prefs" tab and then select "Message" on the left of the window (between General and Reminder/Letter)
5. Scroll down to the Encounter Creation section
6. Select your clinic from the available options on the left and add them to the right "I typically work at" box
7. Alternatively (or additionally) Choose your default location if you'd like to speed things some more - this will autohighlight the ordering location from the "I typically work at" list



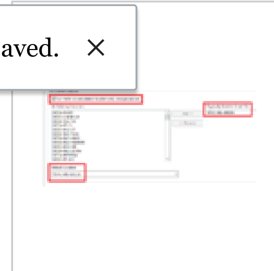
Select Inbox



Manage Configuration



Behavior Prefs



Select default clinic

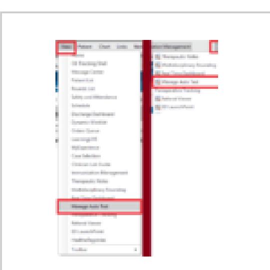
Smart Phrases

Smart phrases can be created while doing a note, hover over the button for autotext. Alternatively you can go to the "View" menu at the top and click on "Manage Auto Text." From here you can search for other users' auto texts, or create your own by using the "manage autotext" button on the right side section for your autotext library.

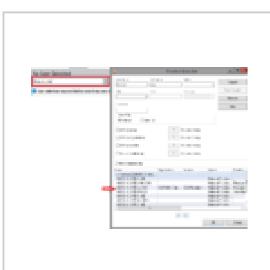
- F3 - allows you to switch between underscores in note/smartphrase
- F9 - allows you to switch between smartphrases with a dropdown/select options and opens it in a note/smart phrase
- Rename smart phrases - if you switch work environments, or there's a smartphrase you anticipate not needing, then change the symbol to an X, or a Z, so that it goes to the bottom of the list and doesn't pop up when you're going through your normal smart phrases
- Creating pre-completed notes (not sure if this is available in MHS Genesis) - https://physiciantraining.dhr-rgv.com/PN-PreCompletedTemplate.aspx or http://docport.columbia-stmarys.org/LinkClick.aspx?fileticket=iGB9K1p7d2M%3D&tabid=391&mid=1524

Stealing Smart Phrases

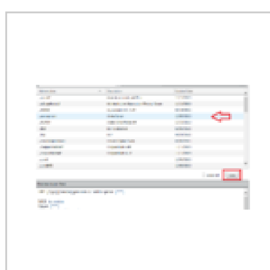
1. Open the "Manage Autotext" menu from one of several areas
2. Search for the user whose autotext you'd like to "borrow"
3. Select and copy the autotexts you like
4. Rename the autotext as you'd prefer and click copy
5. Exit and restart Genesis to be able to use and edit the autotexts that you copied previously



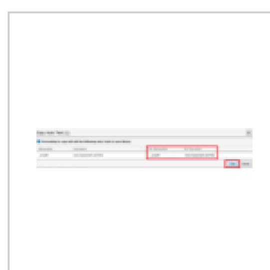
Open Manage Autotext Menu



Search for another user



Selecting and Copying Autotext



Renaming the autotext

Tear Off function

Arguably **High Yield** If you would like to have [illegible] open at once, side by side, you can do so using the Tear Off function. This allows you t[illegible] Navigation Tabs (ex. Results Review, Documents, Documentation, Medication List, e[illegible]u have dual screens, you can pull up results, or another data set on one screen, and document while scrolling through on the other screen.

Your edit was saved. ×

1. Find the tab you would like to "Tear Off" and open it
2. Click the "Tear Off" button which is located on the far left of one of the top toolbars and click it
3. Drag the now torn off window to where you would like it
4. Navigate to the other tab that you would like to have up and do whatever you wanted to do
5. When done, click "re-attach" in the same location as the "Tear Off" button was

Viewing Radiology Images

1. Open the patient's chart
2. Enter the results viewer from the table of contents (left side of screen)
3. Double click on the imaging result you're interested and the report will open
4. At the top of the window, click the "View Image" button that looks like a little picture

Other Misc. Tips

- **Test patients** - You should be able to search for several test patients to chart on and practice placing orders, etc. Simply search for ZZZTEST or QQQTEST as the last name and you'll find all sorts of patients (newborns, through adults). You may need to add a comma and the first letter of the first name, such as "QQQTEST, B" or "QQQTEST, E."
- **Results Journal** - When looking at new results in Message Center, the far right button is Results Journal. You can use this to pull up a list of all labs/imaging you were sent that you may have already cleared.
- **Patients can see notes** - Be aware that patients can review all the notes that you write about them by going to the online Patient Portal (https://patientportal.mhsgenesis.health.mil/).
- **CTRL + Z** - unlike in AHLTA, you can use CTRL + Z to undo things without the system locking on you. Hallelujah!
- **Patient Portal** - patients can view almost their entire chart here - https://patientportal.mhsgenesis.health.mil/

See Who Scheduled an Appointment

Useful for when stupid stuff gets put on your schedule, or packets aren't screened correctly and you waste a clinic slot.

- Navigate to the Ambulatory Organizer (Home/your schedule)
- Right click on a patient
- Click on either "Appointment View" or "Appointment History"
- Navigate to the tab at the top called "Action History"
- You should be able to see everyone that interacted with this appointment, from the first person to book it, till you close out the chart

Special Duty Status

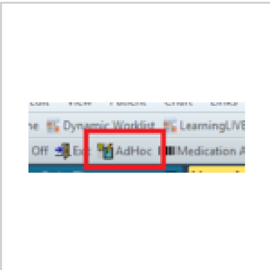
To update someone's special duty status (such as aviation, dive, etc) do the following

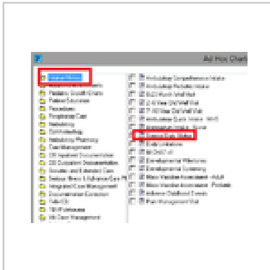
1. Open the patient's chart
2. Click the "AdHoc" charting button
3. Under the "Intake/History" folder, select special duty status on the right

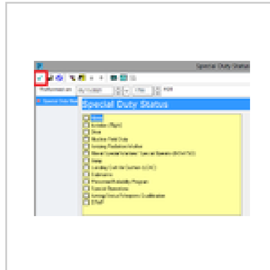
4. Select what categories they fall under
5. Then click the Green check mark in the top l

Your edit was saved.

NOTE: The same can be done for duty limitations (LIMDU, SIQ, etc) by selecting the "Duty limitations" form below the special duty one


AdHoc Charting


Special Duty Status form


Special Duty Status selection

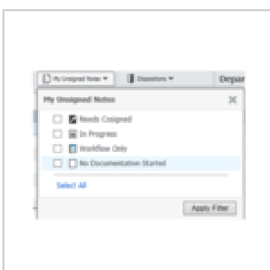
FirstNet (ED) Tips

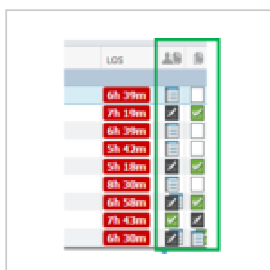
Checkout Tab

This is where you go to look for unsigned charts, or determine which charts need documentation and such

1. Click "Check-out" tab that is on the top line of the LaunchPoint tracker screen
2. Filter by date range (if you don't see anything, expand to 72 hours)
3. Click "My Patients"
4. Filter by what you're looking for if you click the "My Unsigned Notes" dropdown
5. Scroll to the right and the last two columns will show you what needs to happen


Configure Checkout tab


Checkout filter by unsigned notes


Progress check (scroll right)

Fix a Prescription After Discharge

1. Open the patient chart
2. Go to orders in the left hand pane
3. Find the prescription
4. Right click -> “Cancel/Reorder” (to change dose/route/sig) OR “Cancel/Discontinue” (to completely change med)
5. Add a new prescription (ensure the environment is set to prescription and not inpatient)

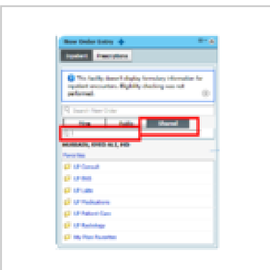
6. Sign orders

Your edit was saved. ×

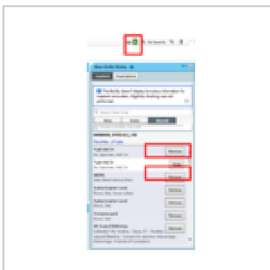
Stealing Favorite Labs/Orders

High Yield

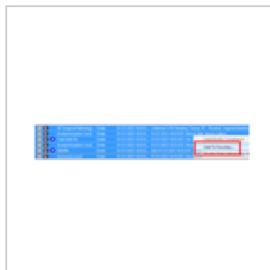
1. Search for shared labs (my name is inserted as an example, can search for anyone in the DoD)
2. Go through their folders and order everything you want to steal
3. After a bunch, click the green order thing at the top to sign
4. Click modify details
5. Select everything by clicking the first one and dragging down
6. At the bottom, ensure they're all set to "**stat**," "**nurse collect**," and **NOT** a future order
7. Right click and click add to favorites
8. Create the following folders exactly as written here (LP Consult, LP EKG, LP Labs, LP Medications, LP Patient Care, LP Radiology)
   1. This naming convention is helpful for ED LaunchPoint only, for outpatient, name it whatever you want
9. Select the folder you want it to go into and click ok



Search for user to steal from

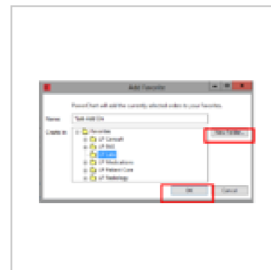


Click order on everything you want



Select all to add to favorites

Ensure they're all set to stat (before clicking add to favorites)



Create Folders

Pro Tip - if you have one favorite folder you want to always open up first, right click it and select as "Home folder"

Good People to Steal from - Michelle Wright is a pharmacist that has a really good, organized, outpatient prescription set by system/diagnosis. And Christopher Weissman is an ED doc that has good inpatient order favorites and power plans.

Fixing favorites

If you've made an error in how you want to organize your favorites, or the contents of your favorites, you will need to fix it from the orders window.

1. While in a patient chart, open up the "Add New Orders" window
2. When that comes up, you will need to navigate to your favorites (Gold star button)
3. Then go into your favorite folders, right click and delete what you don't want.
4. To reorganize folders and subfolders, click the down arrow next to the star and click "organize favorites"
5. To change location of a favorite to a different folder, you must delete it from one folder and re-add to a new folder

Cosign Intern/Resident Notes

Couple ways to do this. Below is likely the "best practice" to keep things clean.

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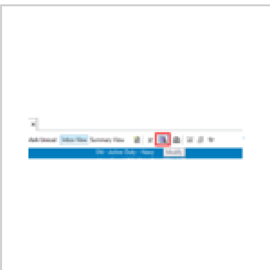
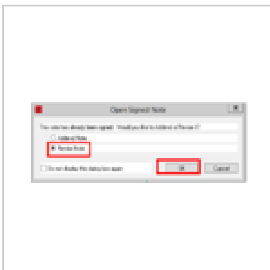
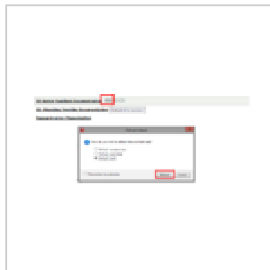
1. The intern/resident will sign the note and forw[...]attending - ensure they click the "Sign" radio button and NOT the "Review/CC" button
2. The resident/attending will open the message center and open the message received
3. In the top bar above the note, click the "Modify" button next to the printer
4. Click "Revise Note" then click OK
5. Scroll down to the section for either Senior Resident or Attending Provider Documentation
6. Click the "refresh" button at the top of that section and then "Refresh both" chart and narrative data and hit "Refresh"
7. Sign and save the note (bottom right corner)
8. Back in your message, click the sign button, check the "additional Forward action" box, choose "sign" in the dropdown, and then use the binoculars to search for your attending
9. Add the attending to your Personal Address Book" then add as a recipient
10. Click "ok and close" or "ok and next" don't just click "next" or it'll only sign and won't forward to the attending



Modify Note from Message Center

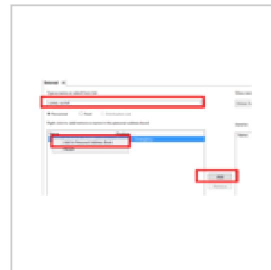


Select Revise Note



Refresh note content

Sign and Forward to attending



Add attending physician as recipient

Send your note to the PCM

To help facilitate follow ups, you can CC the patient's PCM with your note when signing it. Similar to sending it to an attending for signature, except you will send it to them for "Review/CC." See image below.

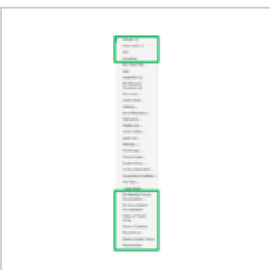
1. Click the "Relationships" box in the note signature window
2. Scroll down till you see the Primary Care Manager
3. Hover over their name and click the plus sign
4. Add any relevant quick comments in the message
5. Click the sign button

Your edit was saved.

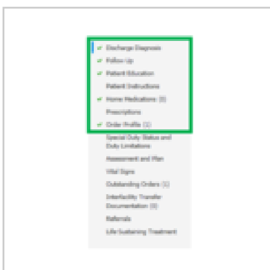
CC to the PCM

Recommended Order Workflow tabs

Adjust these as you become more proficient. But here's a recommended order to model yours off of to minimize scrolling and be more efficient. The sections in green are the most commonly used. If you have a wide screen, then it's recommended to pin the sections in the bottom to the right of the screen. To pin a section to the right, find that section, and click the little box in the top right corner of the text field. (screen shot to follow).



Workflow Tab



Discharge Tab

Contextual View

Misc tips

Creating Pre-Arrivals

To put an inbound patient on the board (EMS, transfers, etc) that is still a far ways out

1. Hover over the little person with a plus sign next to them at the top left of the tracker board/launch point view, and click on the "Add Prearrival" that comes up
2. Enter in relevant information and click ok

Condensed Tracker Board

Easier to see more patients

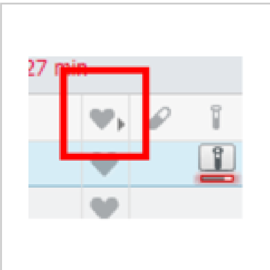
1. Open LaunchPoint
2. Next to your name in the top right, click the horizontal bars with a small down arrow
3. Select Display Settings
4. Select all on the menu that pops up

5. Hit Apply Changes

Expaneded Vitals signs

Instead of click on the heart each time, to open vitals, this will display all vitals on the tracker board

1. Find the Heart Column
2. Click the small arrow in that box



Outpatient referral

This is places as a "Referral Request 2.0" order. If it needs to be "stat" or "ASAP," mark it as urgent. See the section entitled Referral Tracker above to follow up.

Other Misc Tips

ED Specific Smart phrases

Start typing the following DoD wide SmartPhrases

- .ed - (ROS, Physical, etc)
- .us - (ultrasound templates)
- .proc - (procedures templates)
- .gme - (supervision notes)

Admission Consults

To request a consult to an admitting team, order the "Consult to ____ " order. This will notify the clerk to page the consultant as well as populate the patient in the on-call consultant's patient list.

Lab statuses

- Dispatched - you've order it and that's it
- Collected – Nurse has printed the labs and told the system they have it
- In-lab – lab has received it
- In-process – lab is processing it
- Complete – it's done and should have resulted

Dosage calculators

When ordering prescriptions, use the dosage calculator to enter in desired weight based dosing then patient's weight in the chart will auto calculate the dose. Small calculator symbol in the section when you're filling out prescriptions and med orders. **Renaming and Retiming Notes** It is recommended to rename notes to a standard naming convention at your MTF that indicates CC or diagnosis to help with finding notes in the future. If you save a note as the default "ED/UC Provider Note - DOD" and would like to rename it. Click modify, and at the bottom of the note, click on the blue text that states the note details

Your edit was saved. ×

of the note. Doing this will also allow you to retime a note's file time.

References

- A lot of tip sheets and instructions can be found at the MilSuite page for Genesis - scroll to ambulatory care section - https://www.milsuite.mil/book/community/spaces/mhs-genesis-mtf

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