Encounter: Document Chief Complaint, History of Present Illness, and Review of Systems
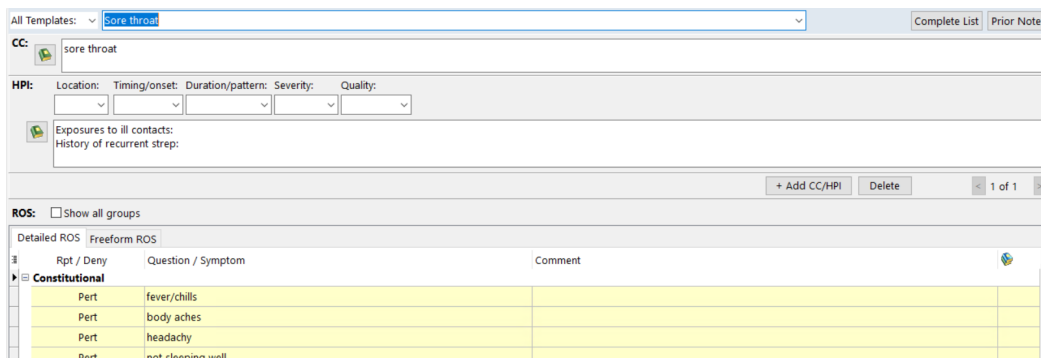
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Version 20.10

About

The CC/HPI/ROS section of the Encounter Note is divided into three sections to document the Chief Complaint (CC), History of Present Illness (HPI), and Review of Systems (ROS).

Pediatric practices differ on who is responsible for documenting these sections of the CC/HPI/ROS. As always, follow your practice's policy for entering this information.

Document Chief Complaint (CC)

The CC field is a text box where:

- The field is populated with the chief complaint from the template applied.
- You may click into the text box and type additional information.
- You may use the Phrase Construction button and select phrases to insert.

Document History of Present Illness (HPI)

The HPI is a combination of elements with drop-down menus and a text field. The elements of the HPI include:

- Location
- Timing/onset
- Duration/pattern
- Severity
- Quality

1. Click into the drop-down for each pertinent element and select from the list.
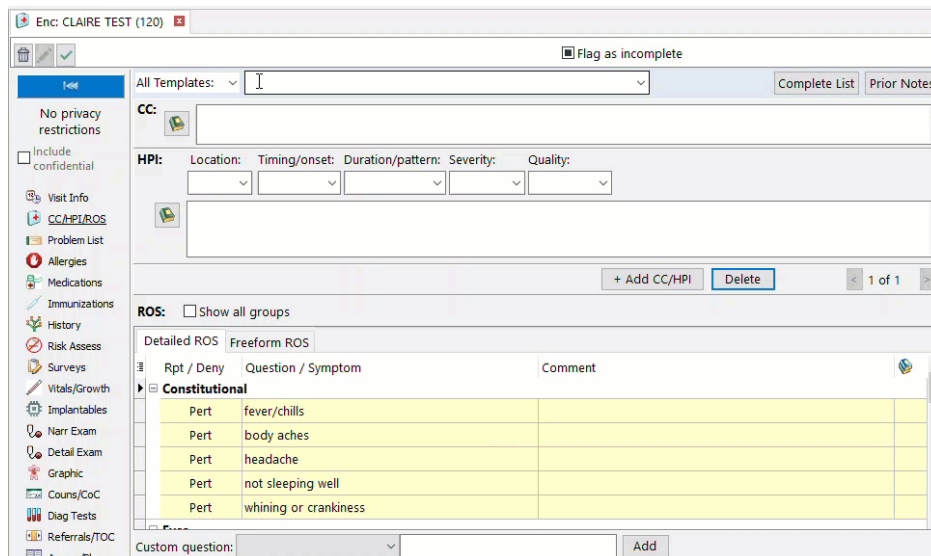2. Click into the text field:

   - Type in the answer to any question/statement populated from the template applied.
   - Click into the text field and type additional information.

Adding Additional Complaints

The steps below are used when adding an additional CC/HPI form when a template is not selected from the All Templates or Author Specific lists.

1. Click the **+ Add CC/HPI** button. A blank form is displayed.
2. Type a complaint into the CC field and select from the drop-downs or type in the text field of HPI.

> **Note**: In the animation below, you will see Sore Throat being entered as the first CC, and then Ear Pain layered on top of it. You will also see the toggle count increase to two and the use of the forward and backward arrows. To view additional CC/HPI information, click the right-facing or left-facing arrow. To remove an added CC/HPI, click the **Delete** button after confirming you are on the correct form.

Document Review of System (ROS)

The ROS section is where you can assess and document the patient's symptoms categorized by body systems.

1. To change the symptoms of the ROS, click on the word in the **Rpt/Deny** column.

   - Click **Pert** once to change to **Reports** and click again to change to **Denies**. If the symptom is not applicable, and you do not want it in today's note, simply leave the items as **Pert**.

> **Note**: Any symptoms left as pertinent (Pert) will not be seen on the final note. If a symptom is marked as Reports or Denies, and should not appear on the note, click through until you see **Skip**.

2. To add additional comments or notes to an ROS line, click in the Comment field and enter your comment. Phrase Construction can also be used by clicking the **Phrase Construction** button located in the **Comment** field.

Overview

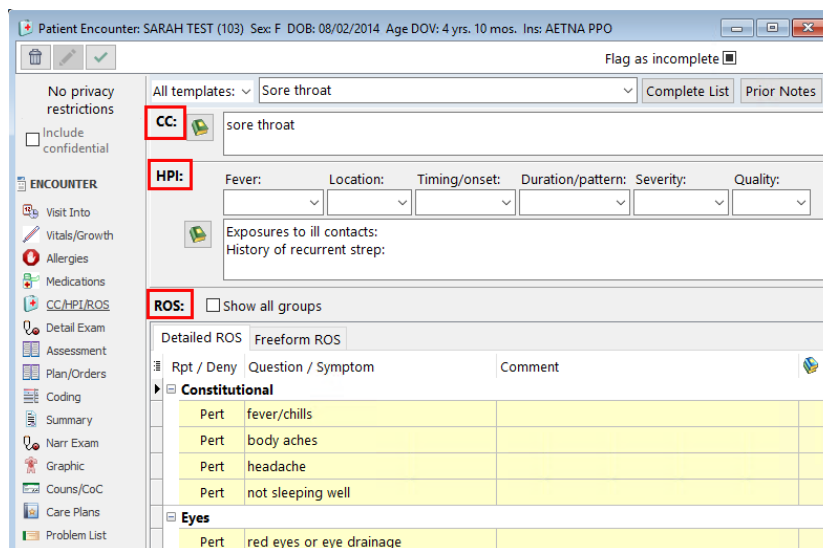The CC/HPI/ROS section of the Encounter Note is divided into three sections to document the Chief Complaint (CC), History of Present Illness (HPI), and Review of Systems (ROS).

Pediatric practices differ on who is responsible for documenting these sections of the CC/HPI/ROS. As always, follow your practice's policy for entering this information.

Document Chief Complaint (CC)

The CC field is a text box where:

- The field is populated with the chief complaint from the template applied.
- You may click into the text box and type additional information.
- You may use the Phrase Construction button and select phrases to insert.

Document History of Present Illness (HPI)

The HPI is a combination of elements with drop-down menus and a text field. The elements of the HPI include:

- Fever
- Location
- Timing/onset

- Duration/pattern
- Severity
- Quality

1. Click in to the drop-down for each pertinent element and select from the list.
2. Click in to the text field:

   - Type in the answer to any question/statement populated from the template applied.
   - Click in to the text field and type additional information.

Document Review of System (ROS)

This is the section where you can assess and document the patient's symptoms categorized by body systems.

1. To change the symptoms of the ROS click on the word in the **Rpt/Deny** column.

   - Click **Pert** once to change to **Reports** and click again to change to **Denies**. If the symptom is not applicable, and you do not want it in today's note, simply leave the items as **Pert**.

📌 **Note**: Any symptoms left as pertinent (Pert) will not be seen on the final note. If a symptom is marked as Reports or Denies, and should not appear on the note, click through until you see **Skip.**

2. To add additional comments or notes to an ROS line, click in the comment field and enter your comment. Phrase Construction can also be used by clicking the **Phrase Construction** button located in the **Comment** field.

Rpt / Deny	Question / Symptom	Comment	
ROS: ☐ Show all groups			
Detailed ROS Freeform ROS			
⊟ **Constitutional**			
Reports	fever/chills		
Pert	body aches		
Reports	headache	You can type your comments here, or use ---->	
Pert	not sleeping well		
⊟ Eyes			
Pert	red eyes or eye drainage		
⊟ **ENT**			
Pert	runny nose and/or nasal congestion		
Reports	sore throat		
Pert	postnasal drip		