

## CONNECTIONS Clue

### *Save Time with “New Using” in Progress Notes*

Have you ever wondered what the New Using button on the Progress Notes window was all about? Maybe you never even noticed it. But the New Using button can reduce the number of steps to complete the progress note.

1. When you are getting ready to create a progress note, review the list of existing notes for one with the same Type, Method of Contact. Location and/or Purpose as the one you want to create.
2. Select that note and then select New Using. The Type, Method of Contact. Location and/or Purpose will display on the new note.
3. Now you just enter the date, time, participants/focus and content. This saves you up to 8 clicks!

This is really helpful when entering casework contacts month after month. Over the course of a year you will save up to 96 clicks!