NCIS GUIDE
Case Notes in NCIS Chart

National Cancer Control Programme
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Document/Version no: NCISTrain25/3
Date: 18/03/2025
Review Date: 18/03/2028

Background

NCIS.Chart includes "notes on this case" functionality in the patient's tumour case. To see the summary of these notes, search and enter into the patients tumour case and the entry window is located on the right hand sidebar (figure 1 and 2). A more detailed view can be seen by clicking on the magnifying glass icon (figure 3). NB – Case Notes have been designed by C37 as a way of recording workflow information for a patient rather than full medical notes.
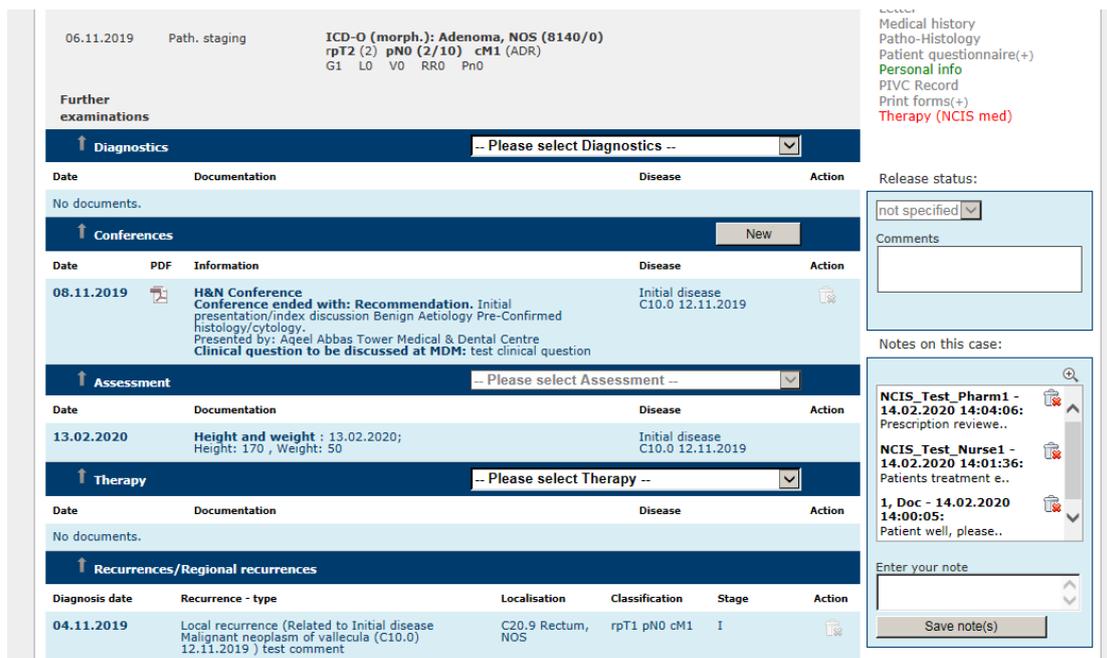
Figure 1: Patient view showing summary view of Notes
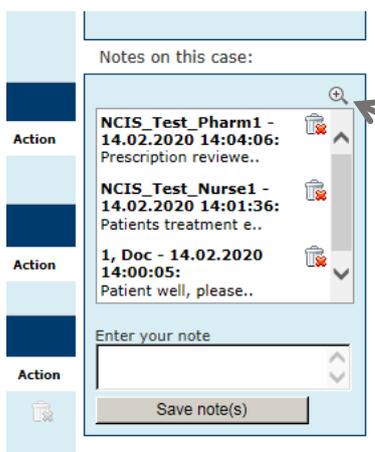
Figure 2: Summary view of Notes
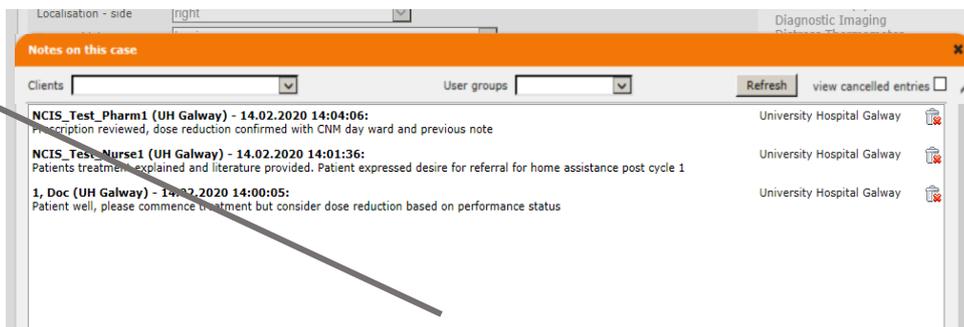
Figure 3: Detailed view of Notes (click magnifying glass icon)

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Adding a Note

A new note can be added by typing into the box in the summary view or the detailed view, see figures 4 and 5.
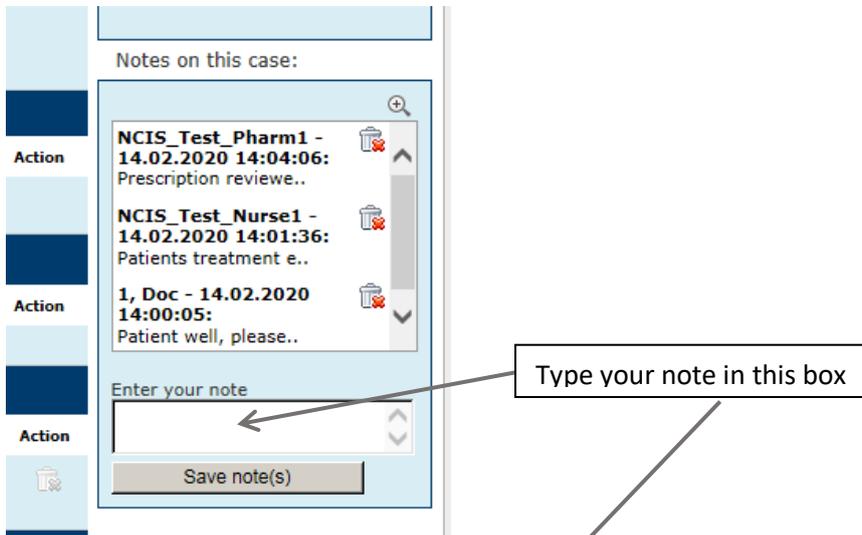
Figure 4: Adding a note in the summary view
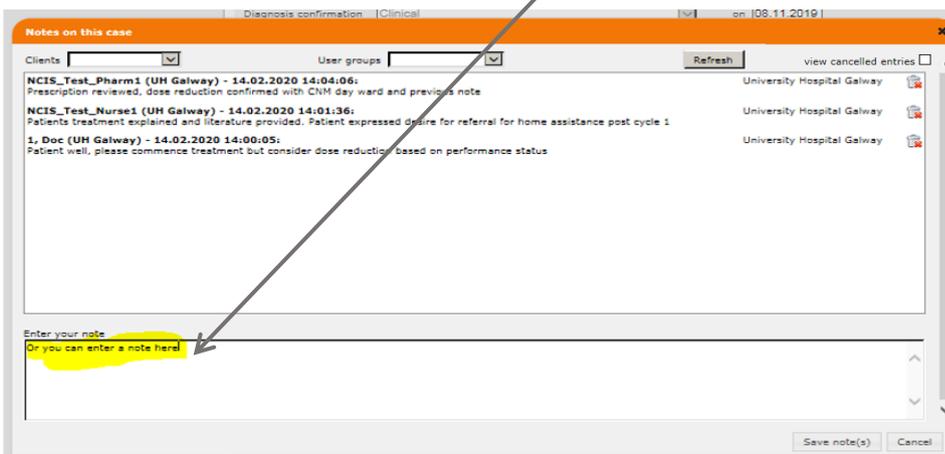
Figure 5: Adding a note in the detailed view

Deleting a note

Users can delete a note by clicking the Trash Can icon next to the note. The user will then be asked to select a reason for the deletion.

Three grey dots indicate the presence of a note that has been cancelled (figure 6).
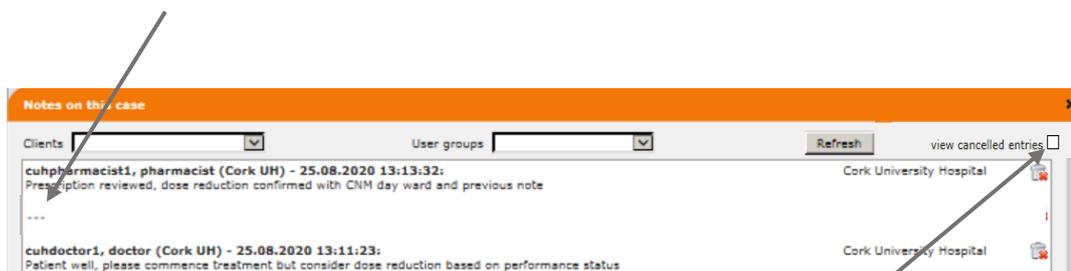
Figure 6: Notes Detailed View with 3 dots indicating presence of cancelled note

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To view notes marked as "cancelled" tick the check box in the detailed view. They will appear greyed out in the detailed view, see figure 7.
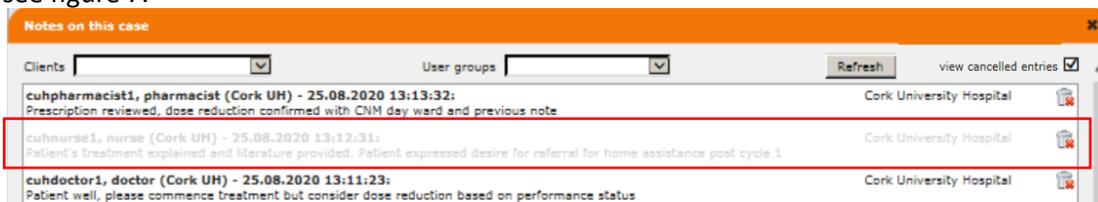
Figure 7: Notes Detailed view – greyed out cancelled note

Filtering notes by user group

Notes can be filtered by user group by using the usergroup dropdown list in the detailed view. See figures 8 and 9.
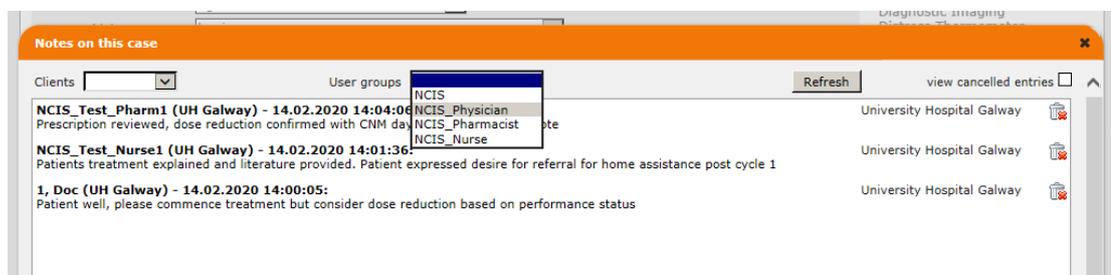
Figure 8: Detailed Notes View showing User Groups filter
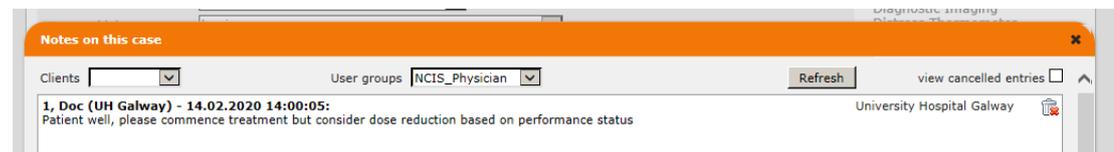
Figure 9: Detailed Notes View filtered to only show Physician notes

To use this feature individual users must be assigned to a specific user group by your local administrator, see figure 10. The three specific user group options in NCIS.Chart are: NCIS_Physician, NCIS_Nurse & NCIS_Pharmacist.
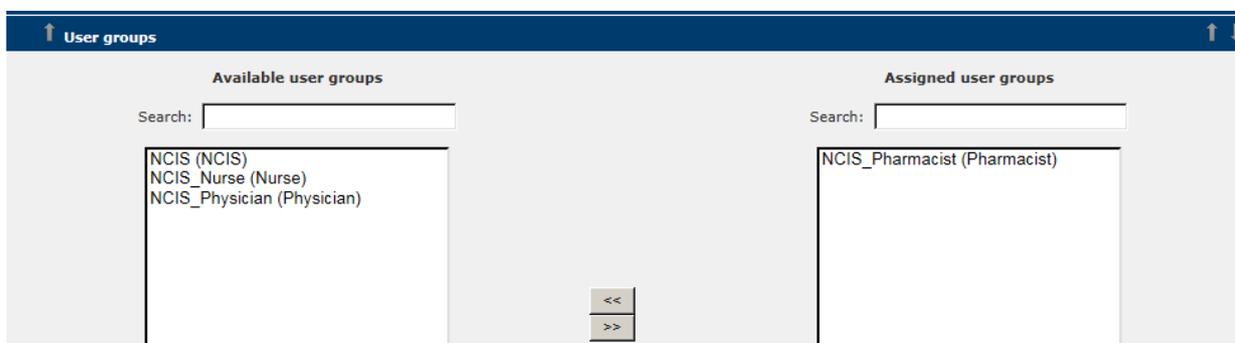
Figure 10: User assigned to NCIS_Pharmacist user group

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Filtering notes by client (hospital)

Notes can be filtered by Hospital group by using the client dropdown list in the detailed view. See figures 11, 12 and 13. Note – for multi-site patients the drop down list only allows to filter by your own site.
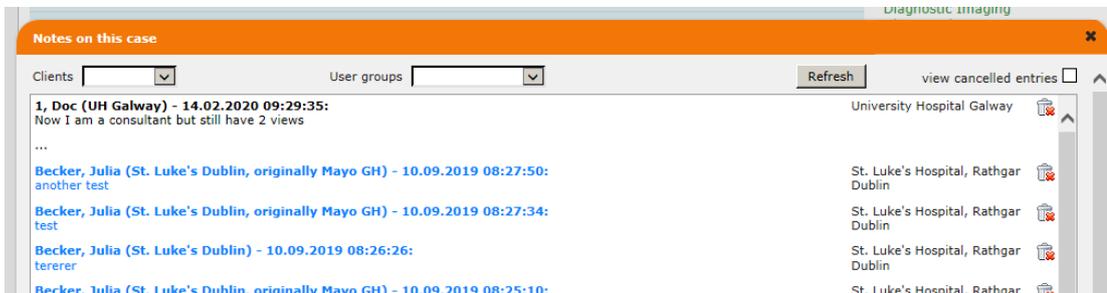
Figure 11: Unfiltered detailed notes view
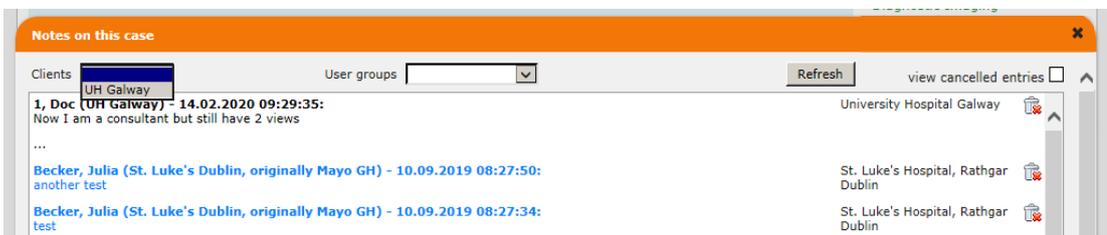
Figure 12: Detailed notes view showing Client Filter

Figure 13: Detailed view filtered by Hospital (Client)