Documenting on Forms

- In the information bar, confirm that the name of the person completing the form is correct.
- If your name is not displayed, log off and log back on to the system.
- Confirm the date and time are correct. To change the date and/ or time, click on the date and time fields and adjust appropriately.

P Adult Admissi	on Assessment	EST, CAROL		_							– 🗆 X
*Performed on:	*Performed on: 2023-Mar-28 + v 10.46 + ADT COTTeCL										By: Walker, Carol A, RN
Add Admission V Parter is name Market Editory											^
* Subjective/Nursin	vital Signs										
* Conley Fall Risk	T	01	degC	degC	-	degC	A diama	degC			
Primary Pain - CA	remperature	Orai	i ympanic		i emporai		Axillary				
Additional Pain			bpm beleat the	bpm	Marchand	bpm				Before you document make	
Cardiovascular	Pulse	Confirm	data and Rate		Heart Rate					sure your name displays here	
CV Detailed	Heart Rate	time are	e correct			O < 2 records		O Ver	_		
Controlatentical	Heart Rhythm		10 II , 000			O > 2 seconds	Fetal				
GILAeraremant		Heart Rhythm	O Kregularly inegular O Begularly inegular		Capillary Refill	O Other:	Heart				
Glascow Coma	Capilary Refil		C nogenary mogena				, and				
Mental Health - C.		Desciptores	br/min	2		L/min					
Suicide Risk Estin		Rate	SpO2		O2 Flow Rate						
Suicide Risk Inter							-				
Musculoskeletal /			Nosal cannula	Aerosol mask Nonrebreather mask	: 🗆 Na	al anway sal Pharyngeal Airway	U Uther:				
Neurological	Respiratory		High flow nasal cannula Heated high flow nasal cannula	T-Piece	🗆 Ba 🗆 Su	g Valve Mask. praglottic airway					

- Sections available within the form display in the Navigator on the left side of the screen.
- Access the sections by clicking on the section name in the Navigator or using the Previous and Next toolbar buttons.
 - Sections with **light blue** background are available and have not been accessed but are not currently open.
 - Section with **dark blue** background is the section that is currently open
 - Sections with **medium blue** background have been accessed, are accessible but not currently open.
 - Sections with **gray** background are conditional sections that are dithered until an appropriate data field is accessed.
 - Sections with a red asterisk * contain required fields



• Some forms have **required fields**. These are denoted by a red asterisk on the section on the Navigator Bar and by yellow data boxes that **must** be completed before signing the form.



