

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.

- 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.

*Performed on: 2017-Jan-20 1039

- * Vitals
- * Subjective/Assess
- * Conley Fall Risk
- Education
- Preprocedure Education
- Bilateral and Orthostatics Blood F
- Primary Pain - CA
- Additional Pain
- Cardiovascular
- CV Detailed
- EENT

Indicates a required field

Blood Pressure Measurement Location: Left arm, Right thigh, Left thigh, Left ankle

Blood Pressure Measurement Device: Automated, Doppler, Arterial

Required

Vital Signs

Height: [Yellow box] cm

Weight: [Yellow box] kg

Height- Actual or Estimated: Actual, Estimated

Weight- Actual or Estimated: Actual, Estimated

Height Weight BMI

BMI: []