

Documentation

PowerForms – Adhoc Charting

PowerForms are used to chart patient information. As the information is entered, the form can be saved or signed.

If the form is **saved**, this information can be found as a form “**in progress**” on

- Tasklist tab
- Form Browser tab.

If the form is **signed** this information can be found in the following tabs

- Form Browser
- Assessments
- Documents
- Overview
- Review Chart








If applicable the information will also flow to the following tabs

- Handoff
- Discharge Summary
- Intake and Output/ iView
- Results Review
- Assessments
- Allergies
- Histories
- Problems and Diagnosis

PowerForms Basics

Forms Toolbar

Components of the toolbar vary depending on which form is open. The Forms toolbar contains all or some of the following elements:

-  **Sign Form** - Enters the information as verified (completed)
-  **Save Form** - Saves the information entered. (in progress).The results are only viewable on the form in the Tasklist or Form Browser.
-  **Cancel** - Cancels the charting session without saving any entered information.
-  **Clear** - Clears information from the form so the user can start over.
-  **Previous** - In a form that has separate sections (screens), this arrow allows you to move up to the one section or screen. .
-  **Next** - In a form that has separate sections (screens), this arrow you allows to move down to the one section or screen In a form
-  **Clinical Calculator** - Opens the Online Clinical Calculator window.

Working with Forms

Forms can be associated to tasks and accessed from

- Care Compass
- LaunchPoint
- Task List,
- MAR.


In addition, forms can be accessed on an as-needed basis from the Ad Hoc Charting window.

Ad Hoc Charting / Accessing Blank Forms

Ad Hoc

- Is a filing cabinet of blank forms.
- Allows a user to open any new form, any time.
- Can be opened from either Care Compass or LaunchPoint by highlighting the patient name and click on the Activities column

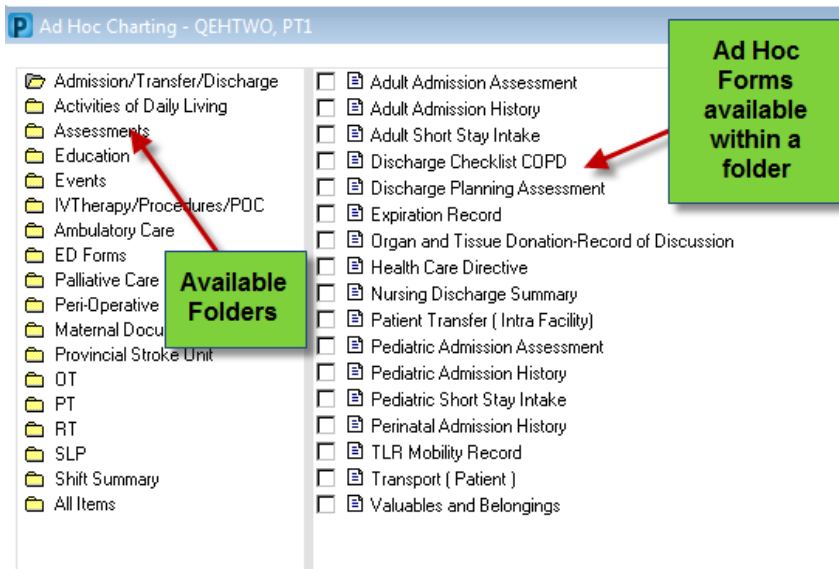
OR

When the chart is open by clicking the Ad Hoc Charting toolbar button .

The Ad Hoc charting window contains two panes

The left side displays folders that group similar forms together.

The right side contains the forms grouped under the selected folder.



- Multiple forms can be selected from within one folder allowing you to chart on these forms in succession
- The specific forms available may vary according to your role.
- Do not search for forms in the "all items" folder. The forms for your specific discipline will be available in the folders listed above the "all items" folder.

To Open a Form

1. Select the appropriate form(s) within the folder
2. Click on the box, a checkmark appears beside the form(s)
3. Click "chart" (lower right corner)

or

double click on the form