

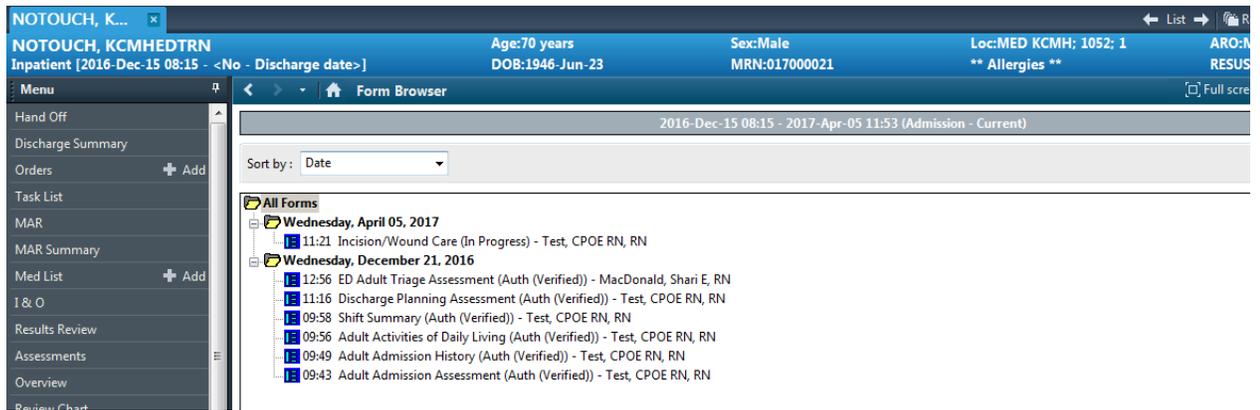
Working with Form Browser

Retrieving Forms

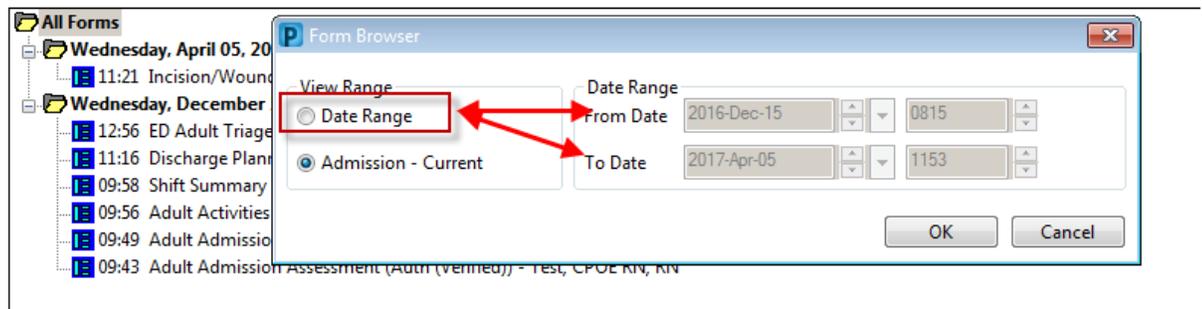
The Form Browser Component displays a default time range from admission to current time.

A user can change the time range for the **current** session by completing the following steps:

1. Select the Form Browser tab. All forms for patient are retrieved for a defaulted time span.



2. Right-click the clinical range bar where the time range is displayed and select Search Criteria,



Viewing a Form

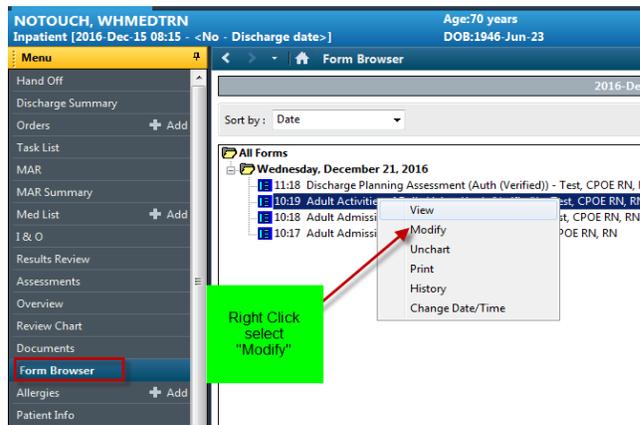
To view information that has been entered click on the Form Browser tab, complete the following steps.

- The forms may be displayed in different views. To select the appropriate view, click on the Sort By box and choose from -date, form, status, encounter date, or encounter form.
- Double click on the form, or right-click the form and select "View". The form is displayed in a read-only format.
- Click  in the upper right corner to return to the previous window.

Modifying a Form

To modify the information on a form, complete the following steps:

1. Select the Form Browser Tab.
2. Select the appropriate form.
3. Right click on the form and select “Modify”.

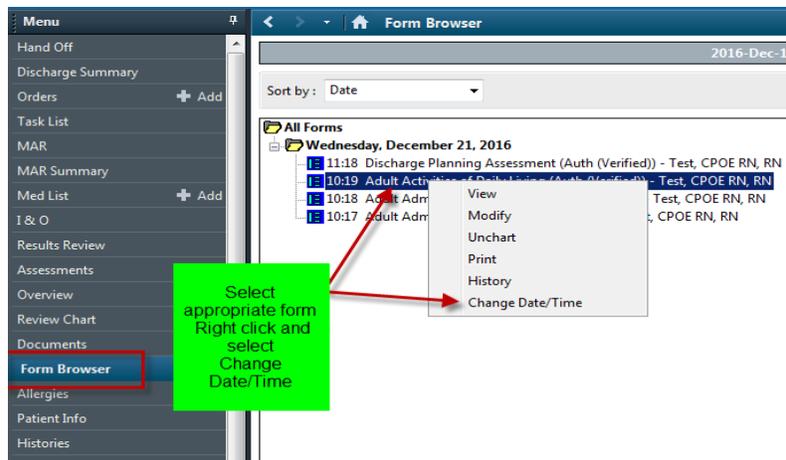


4. Enter corrections and/ or additions.
5. Click  to chart the information.

Changing the Date and Time of a Charted Result

To change the date and time a result was charted, complete the following steps:

1. Open the patient chart to the Form Browser tab.
2. Select the appropriate form.
3. Right-click the form and select Change Date/Time from the drop down menu.



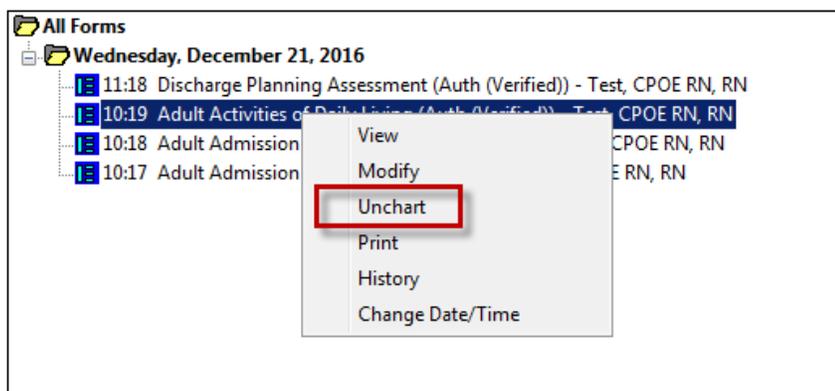
4. Enter the correct result date and time or use the spin boxes to select the date and time.
5. To enter a comment, click in the Comments box to place the cursor, and enter the comment.
6. Click  to Sign your changes and return to the Form Browser Component. To cancel your entries and return to the Form Browser Component, click .

Uncharting a Form

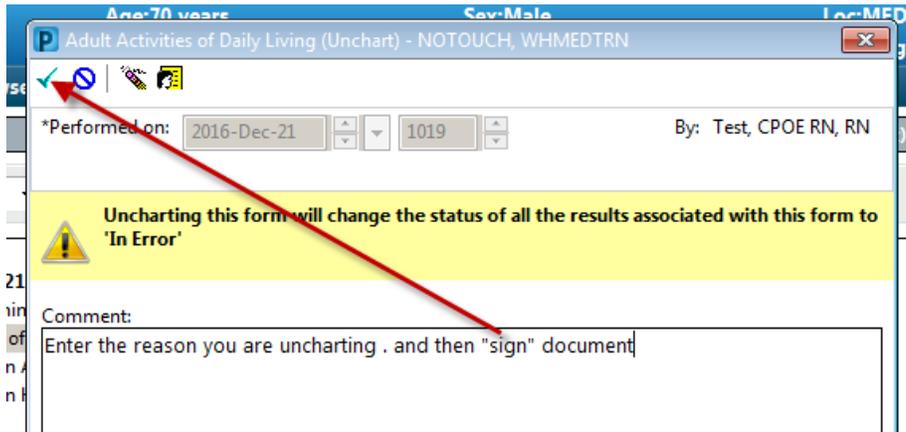
Results that were entered in error (charted to wrong patient, for example) can be uncharted from the flowsheet or from the form that originally captured the data. You should only unchart information you have personally charted.

To unchart results that were entered in error by using the form, complete the following steps:

1. Open the patient chart to the Form Browser tab.
2. Select the appropriate form.
3. Right-click the form. A drop down menu will appear.
4. Select Unchart.



- A comments dialog box will appear. Enter an uncharting reason in the comment box.

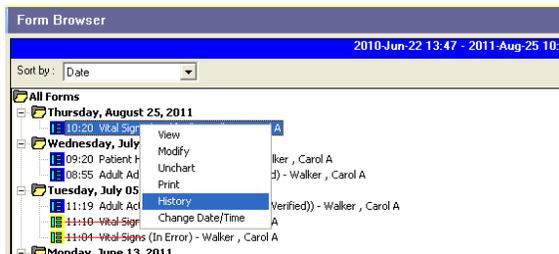


- Click  to chart the information. The results displayed on the flowsheet for this patient now display as In Error and the Form Browser displays the form with a strike through.

Viewing Document History

There is a right-click menu option that allows a user to view the documentation history of a form. To view a form's documentation history, complete the following steps:

- Open the patient chart to the Form Browser tab.
- Select the appropriate form.
- Right-click the form and select History in the drop down menu.



- The Action List dialog box opens, listing the name of the contributor, the date and time the action took place

