


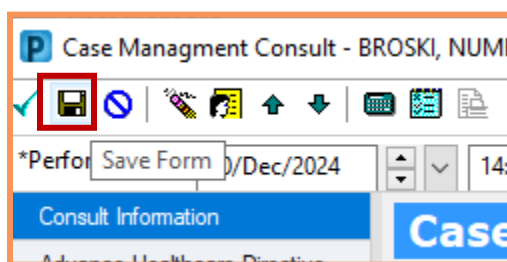
CASE MANAGEMENT

This Tip Sheet is intended to help the end user modify a saved and signed PowerForm within the Hospital Information System (HIS).

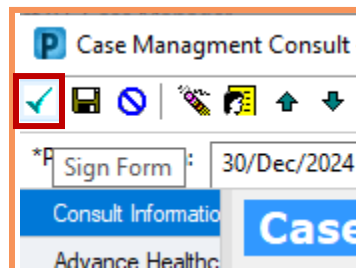
Saving and Signing a PowerForm

To **SAVE** a PowerForm, click the middle  floppy disk icon.

- ***Note:** A Saved PowerForm will not leverage last charted values or publish DTA results to a patient's chart. Only a **Signed** PowerForm will do so.



To **SIGN** the PowerForm, click the green checkmark. 



Locating Signed and Saved PowerForms

In the patient's chart, navigate to **Form Browser** via the blue Table of Contents. This is where the end-user will find both saved and signed PowerForms.


- ***Note:** Form Browser can be sorted by "Date", "Form", "Status", and "Encounter" through the dropdown menu.

Forms can be differentiated based on status:

- Saved PowerForms can be identified by a status of "**(In Progress)**"
- Signed PowerForms will show "**(Auth(Verified))**"
- PowerForms that have been signed, but then edited at a later time, will have a "**(Modified)**" status



MODIFYING A SAVED/SIGNED POWERFORM HOSPITAL INFORMATION SYSTEM (HIS)

- A red icon  denotes a PowerForm that has been signed, but with a remaining **required** field (Interdisciplinary Team Conference PowerForm – HDS only).

ZZREHAB, CURTIS

ZZREHAB, CURTIS
Admin Sex:Male
*Code Status:<No Data Available>

MRN:088000021
DOB:17/Sep/1986
Isolation:<No Data Available>

Allergies:
Age:38 ye
Alerts:No

Menu

Therapist View (Rehabilitation)

Activities and Interventions

Appointments

Orders + Add

Interactive View and I&O

Medication List + Add

Diagnoses and Problems

Histories

Allergies + Add

MAR Summary

Notes + Add

Documentation + Add

Form Browser

Results Review

Clinical Media + Add

Plan of Care Summary

Growth Chart

Patient Information

Patient Preferred Pharmacy

Sort by: Date

All Forms

- Tuesday, October 15, 2024 EDT
 - 10:53 EDT AAC Assessment (Auth (Verified)) - NHS Test03, Speech Language Pathologist
- Friday, October 11, 2024 EDT
 - 13:37 EDT AAC Treatment (Auth (Verified)) - NHS Test, Equipment Manager
 - 13:34 EDT AAC Treatment (Modified) - NHS Test, Equipment Manager
- Monday, October 07, 2024 EDT
 - 16:27 EDT Height Weight Allergy Rule (Auth (Verified)) - NHS Test03, Physiotherapist
- Wednesday, August 07, 2024 EDT
 - 13:37 EDT PT Acute/Inpatient Treatment (Auth (Verified)) - NHS Test03, Physiotherapist
 - 13:37 EDT Interdisciplinary Team Conf Note (Auth (Verified)) - NHS Test03, Physiotherapist
 - 13:37 EDT Interdisciplinary Team Conf Note (Auth (Verified)) - NHS Test03, Physiotherapist
 - 13:36 EDT Interdisciplinary Team Conf Note (Auth (Verified)) - NHS Test03, Physiotherapist
 - 13:36 EDT Interdisciplinary Team Conf Note (Auth (Verified)) - NHS Test03, Physiotherapist
 - 10:45 EDT Recreation Therapy Treatment (Auth (Verified)) - NHS Test03, Rec Therapy/Elder Life Specialist
 - 10:44 EDT Recreation Therapy Assessment (Auth (Verified)) - NHS Test03, Rec Therapy/Elder Life Specialist
- Tuesday, August 06, 2024 EDT
 - 10:20 EDT 2 Minute Walk Test (Auth (Verified)) - NHS Test03, Physiotherapist
- Friday, August 02, 2024 EDT
 - 09:55 EDT Case Management Progress Note (Modified) - NHS Test 03, Case Manager
 - 09:53 EDT Case Management Progress Note (In Progress) - NHS Test 03, Case Manager
 - 09:53 EDT Case Management Progress Note (In Progress) - NHS Test 03, Case Manager

Modifying a Saved/Signed PowerForm:

To open and modify a PowerForm, right click on the PowerForm of interest. Then click **Modify** to open the PowerForm. From here, the end-user can make edits, cancel charting, save, or sign the PowerForm again.

ZZREHAB, AACREFERRAL

ZZREHAB, AACREFERRAL
Admin Sex:Male
*Code Status:<No Data Available>

MRN:88000121
DOB:20/Jun/1970
Isolation:<No Data Available>

Menu

Therapist View (Rehabilitation)

Activities and Interventions

Appointments

Orders + Add

Interactive View and I&O

Medication List + Add

Diagnoses and Problems

Histories

Allergies + Add

MAR Summary

Notes + Add

Documentation + Add

Form Browser

Results Review

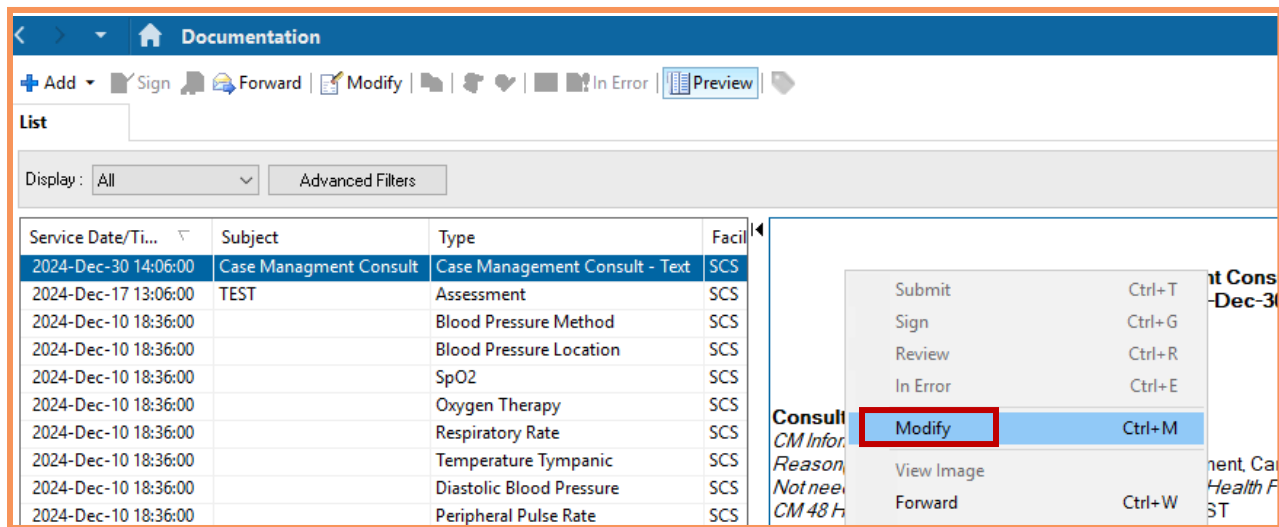
Sort by: Date

All Forms

- Sunday, September 29, 2024 EDT
 - 19:20 EDT PT Acute/Inpatient Treatment (In Progress) - NH
 - 10:20 EDT PT Acute/Inpatient Assessment (Auth (Verified))
- Thu
 - 13:37 EDT Interdisciplinary Team Conf Note (In Progress) - NHS Test

***Note:** End-users can also *Modify* from **Documentation**:



- Select the PowerForm from the list.
- In the textual rendition, right click and choose **Modify**.



The screenshot shows the 'Documentation' interface with a table of PowerForms. A context menu is open over the first row, with 'Modify' highlighted. The table contains the following data:

Service Date/Ti...	Subject	Type	Facil
2024-Dec-30 14:06:00	Case Management Consult	Case Management Consult - Text	SCS
2024-Dec-17 13:06:00	TEST	Assessment	SCS
2024-Dec-10 18:36:00		Blood Pressure Method	SCS
2024-Dec-10 18:36:00		Blood Pressure Location	SCS
2024-Dec-10 18:36:00		SpO2	SCS
2024-Dec-10 18:36:00		Oxygen Therapy	SCS
2024-Dec-10 18:36:00		Respiratory Rate	SCS
2024-Dec-10 18:36:00		Temperature Tympanic	SCS
2024-Dec-10 18:36:00		Diastolic Blood Pressure	SCS
2024-Dec-10 18:36:00		Peripheral Pulse Rate	SCS

The date and time of the PowerForms can also be changed by right-clicking and selecting the last option from the dropdown **“Change Date/Time”**. From here, a window will open to prompt the end-user to change the date/time and to leave comments.

***Remember:** Once done editing, choose Save  (if you are still needing to work on the document further) or select Sign Form  to submit the document to the patient’s chart.



MODIFYING A SAVED/SIGNED POWERFORM HOSPITAL INFORMATION SYSTEM (HIS)

Additional Notes

- Sections that have data will have their titles *Bolded*.
- A modified PowerForm, will be labeled “(Modified)” status on **Form Browser**.
- A signed PowerForm that has been modified will read “**Document Has Been Revised**” in red at the top of the textual rendition in **Documentation**. It will also show any edited fields with digital signatures within the form itself.

The screenshot displays the 'Documentation' section of the HIS interface. On the left is a navigation menu with options like 'Therapist View (Rehabilitation)', 'Activities and Interventions', 'Appointments', 'Orders', 'Medication List', 'Diagnoses and Problems', 'Histories', 'Allergies', 'MAR Summary', 'Notes', 'Documentation', 'Form Browser', 'Results Review', 'Clinical Media', 'Plan of Care Summary', 'Growth Chart', 'Patient Information', and 'Patient Preferred Pharmacy'. The main area shows a list of documents with columns for title, provider, and date. The selected document is 'AAC Treatment - Text' by 'NHS Test, Equipment Manager' dated '2024-Oct-11 13:34:00'. The detailed view on the right shows the document content, which includes a red warning: 'Document Has Been Revised'. Below this, it states 'AAC Treatment Entered On: 2024-Oct-11 13:35 EDT' and 'Performed On: 2024-Oct-11 13:34 EDT by NHS Test, Equipment Manager'. The document content includes sections for 'Consent' and 'AAC Digital Sign-Off', with the latter indicating 'AAC Assessment Complete: Yes'. A 'Result type' section lists 'AAC Treatment - Text' with a date of '11-Oct-2024 13:34 EDT' and a status of 'Modified'.



MODIFYING A SAVED/SIGNED POWERFORM HOSPITAL INFORMATION SYSTEM (HIS)

“Uncharting” a PowerForm

If a signed PowerForm needs to be removed or uncharted, the end user can right-click on the form and select “**Unchart**” from the drop-down menu. A prompt will then appear, asking for a comment to explain the reason for **Uncharting** the PowerForm.

The screenshot shows the HIS interface for a patient named ZZREHAB, AACREFERRAL. The patient's MRN is 88000121, DOB is 20/Jun/1970, and isolation status is <No Data Available>. The interface includes a menu on the left with options like Therapist View, Activities and Interventions, and Form Browser. The main area displays a list of forms, with a context menu open over a form titled '19:20 EDT PT Acute/Inpatient Assessment (Auth (Verified))'. The 'Unchart' option is highlighted in red. A dialog box is open on the right, displaying a warning: 'Uncharting this form will change the status of all the results associated with this form to 'In Error''. Below the warning is a text area for a comment.

***Note:** An *Uncharted* PowerForm will remain on the patient’s chart with an *Uncharted* status. This is viewable by navigating to the **Documentation** from the blue Table of Contents and adjusting the Advanced Filters to display *Uncharted* documents.

The screenshot shows the HIS interface for a list of documents. The 'Display' dropdown menu is set to 'Uncharted', and the 'Advanced Filters' option is highlighted in red. Below the dropdown is a table with the following data:

Service Date/Ti...	Subject	Type	Facility	Author; Contributor(s)	Status	Diagnosis
2024-Sep-29 19:20:00	PT Acute/Inpatient Assessment	PT Acute/Inpatient Assessment - Text	HDS	NHS Test01, Physiotherapist	Uncharted	