CASE MANAGEMENT

This Tip Sheet is intended to help the end user understand the Health Information System (HIS) PowerForm. The PowerForm is an electronic form that streamlines data entry and collection, allowing healthcare providers to efficiently input patient and clinical information while integrating seamlessly with the system.

PowerForm Title

The title bar at the top of the PowerForm window displays the title, indicating the specific PowerForm the end user is currently documenting.
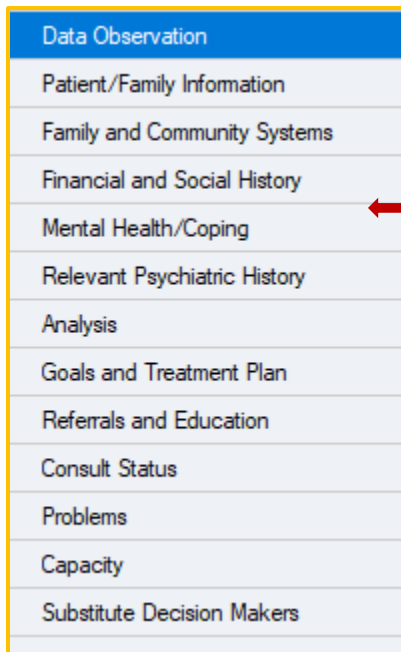
Review of Icons

- **Sign and Submit (✓):** Finalizes documentation and publishes the PowerForm to the patient's chart. Ensure all required fields (DTAs) are completed before using this option.

- **Save (💾):** Saves the document without submitting it. This option should be used if the end-user wishes to come back and complete the documentation later.

- **Cancel (🚫):** Cancels any unsaved changes made on the PowerForm. A prompt will appear to confirm cancellation. This will not delete the PowerForm if it was already saved.

- **Clear (✎):** Clears out all data entered within the highlighted section.

- **Clinical Calculator (🖩):** Assists with performing and documenting clinical calculations directly within the PowerForm.

PowerForm Orientation

Sections
Data Observation
Patient/Family Information
Family and Community Systems
Financial and Social History
Mental Health/Coping
Relevant Psychiatric History
Analysis
Goals and Treatment Plan
Referrals and Education
Consult Status
Problems
Capacity
Substitute Decision Makers

PowerForm sections are situated to the **left** of the PowerForm.

Sections

- Complete only the sections that are relevant to your assessment.
- Some PowerForms have required fields; those fields must be satisfied in order for the end user to SIGN and publish the PowerForm.
- Sections not completed will **not** appear in the textual rendition of the document.

niagarahealth

Hotel Dieu Shaver
HEALTH AND REHABILITATION CENTRE

- End users can change the ***Performed on** date and time.

*Performed on: 27/Sep/2024 ... 11:35 ... EDT calendar showing September 2024 with 27 selected	To adjust the "Performed On" date and time: 1. Click on the "Performed On" date and time 2. Choose the date and time to reflect when assessment or treatment was actually completed

Types of Discreet Task Assays (DTAs)

Transportation
- ○ Accessible transportation
- ○ Independent with driving or public
- ○ Independent with modifications
- ● Independent in cabs or paratransit

→ Radio Buttons

Alpha Single Select:

Choose only **one** option from the predefined list.

Patient/Family Goal for Discharge Destination

☐ Complex Continuing Care	☑ Home with caregiver
☐ Convalescent care	☑ Home with community resources
☐ Family/friend home	☑ Home with home care services
☐ Foster care	☐ Home with hospice
☐ Group home/supportive housing	☐ Home with kin replacement
☐ Home independently	☐ Home with parent(s)

Alpha Multi-Select:

Can choose **multiple** options from a predefined list.

Rich Text Box vs. Free Text Box

Additional Information

Free Text Box:

Basic text entry without formatting options. Allows up to 300 characters.

Rich Text Box:

Allows formatted text and templates. Holds close to 23,000 characters.

History of Presenting Illness

Ultra Grid vs. Discreet Grid

Ultra Grid: Offers a comprehensive table format for data entry

Ambulation

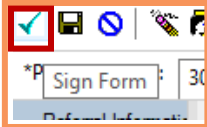|	Device Used	Type of Surface	Assistance Required	Distance Travelled (m)	Comment
Trial 1	<MultiAlpha>	<Alpha>	<Alpha>		
Trial 2	<MultiAlpha>	<Alpha>	<Alpha>		
Trial 3	<MultiAlpha>	<Alpha>	<Alpha>		
Trial 4	<MultiAlpha>	<Alpha>	<Alpha>		
Trial 5	<MultiAlpha>	<Alpha>	<Alpha>		
Trial 6	<MultiAlpha>	<Alpha>	<Alpha>		
Trial 7	<MultiAlpha>	<Alpha>	<Alpha>		

Discreet Grid: A simplified grid used for quick data capture.

Legal and Finance

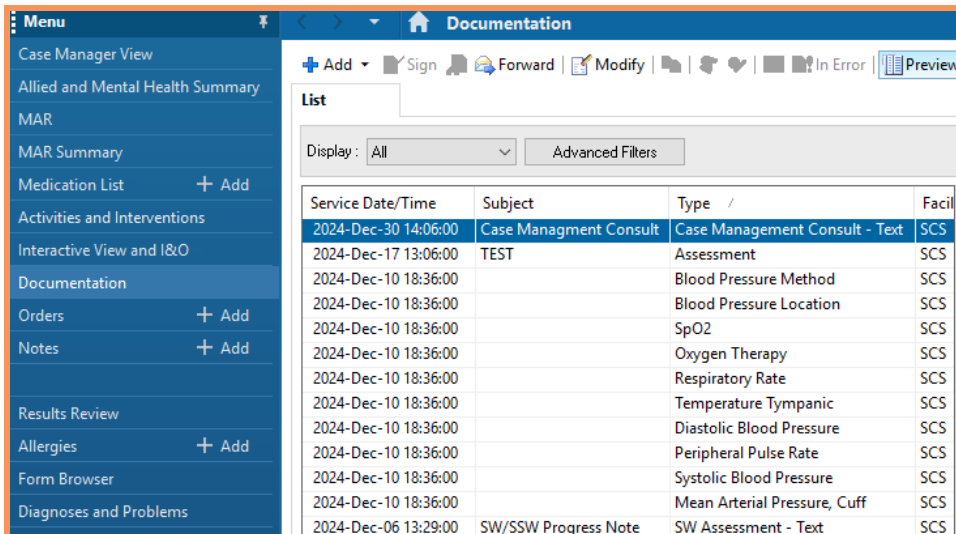|	Verbalizes understanding	Needs further teaching	Needs reinforcement	Referral made	Comment
Advance Directive					
Workmen's Compensation					
Other Legal Referral					
Other Finance Referral					

Signed PowerForm

3. Once the PowerForm is completed, the end user will:

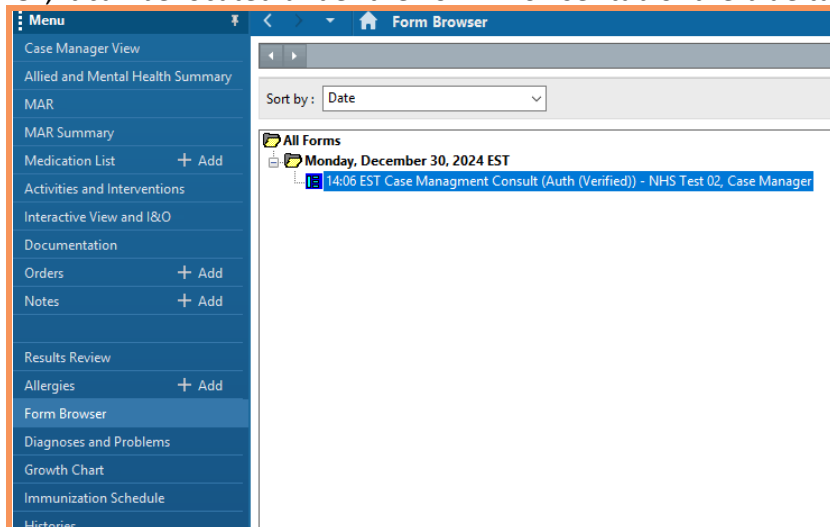- Sign the PowerForm by left-clicking the green check mark on the top left of the PowerForm.

- The PowerForm will publish on the patient's chart. The published PowerForm can be found under the Documentation tab of the blue table of contents:

- Or, it can be located under the Form Browser tab of the blue table of contents