AD HOC
HOSPITAL INFORMATION SYSTEM (HIS)

INTERPROFESSIONAL

The AD HOC functionality is essential for enabling end-users to create and manage PowerForms that meet their specific clinical needs. The AD HOC folder plays a crucial role in organizing and storing discipline-specific PowerForms, allowing clinicians to manually choose which forms they want to chart on.

To document from within the patient's PowerChart, end-users can easily access their relevant PowerForms by selecting the AD HOC folder from the task toolbar.
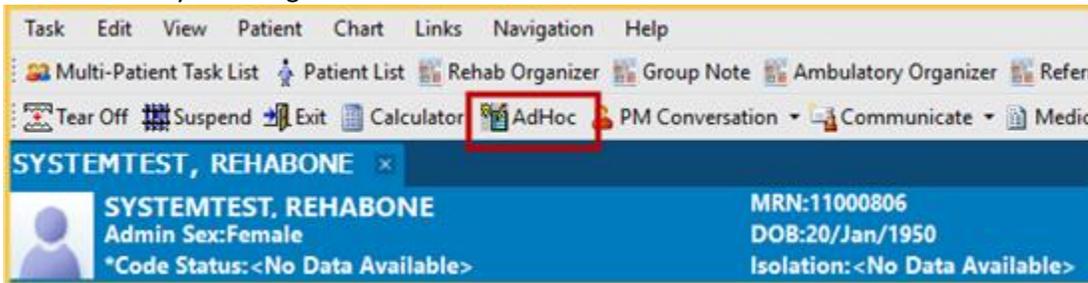
Once the AD HOC folder opens, end-users should ensure they select the appropriate AD HOC folder relevant to their clinical area.
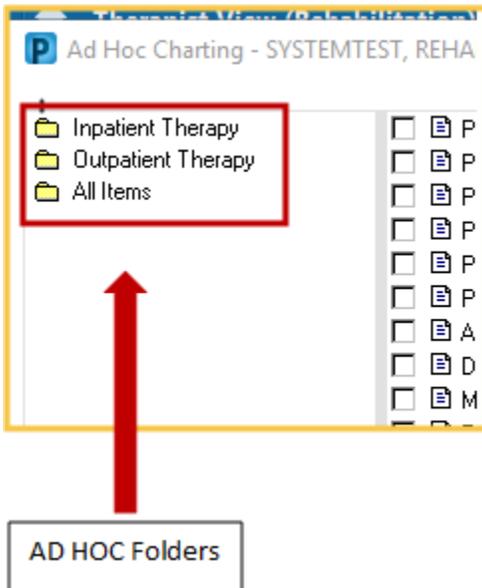
AD HOC Folders

To the right of the AD HOC folder, end-users will find all relevant PowerForms for that discipline available for selection. End-users can choose one or multiple PowerForms at once. After making their selections, they can click "Chart" to proceed.

The PowerForm(s) will open for the end-user to start documenting.
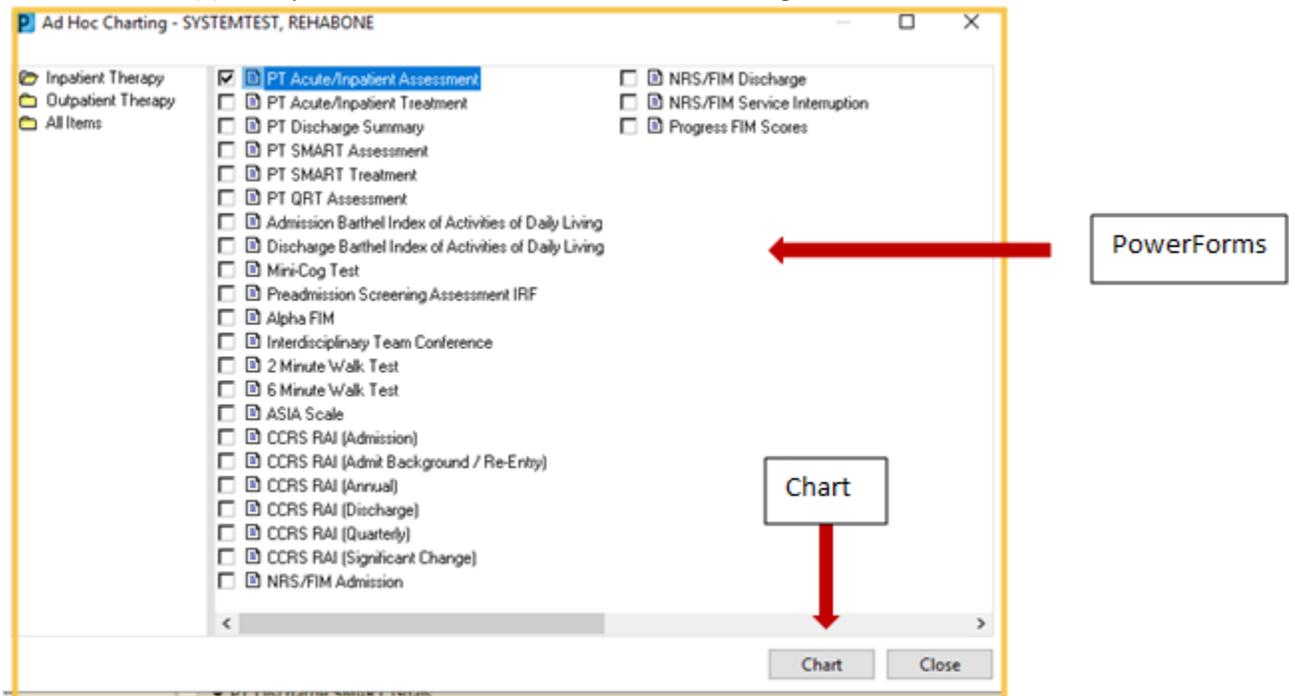
The preferred way to access the AD HOC folder is through the patient's PowerChart. If the AD HOC folder is opened from the Multi Patient Task List, or another patient list view, an Encounter Search screen will appear. To select a PowerForm from the AD HOC folder, the end-user must first locate a patient and enter the patient's PowerChart to proceed.
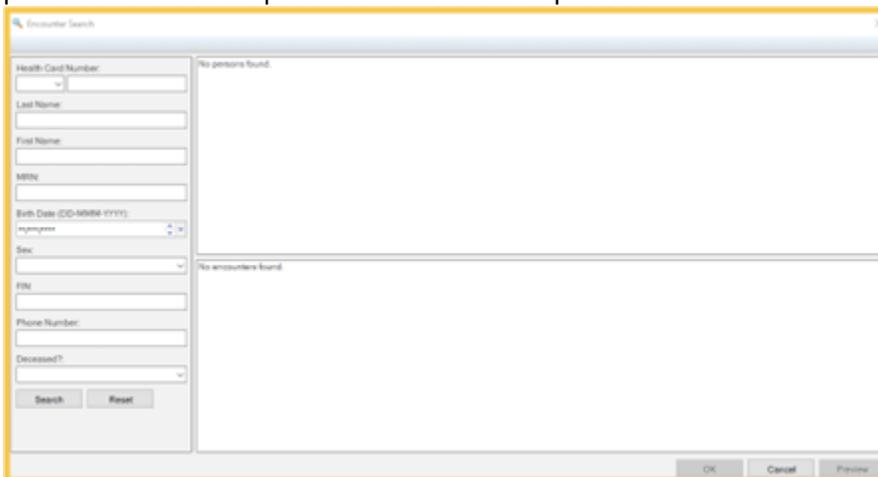
Tip: Right-click AD HOC charting

Once end-users are comfortable with the MPTL, they can access the AD HOC charting feature directly from the patient's name in the left column. Simply Right-Click on the patient's name to quickly open the AD HOC folder
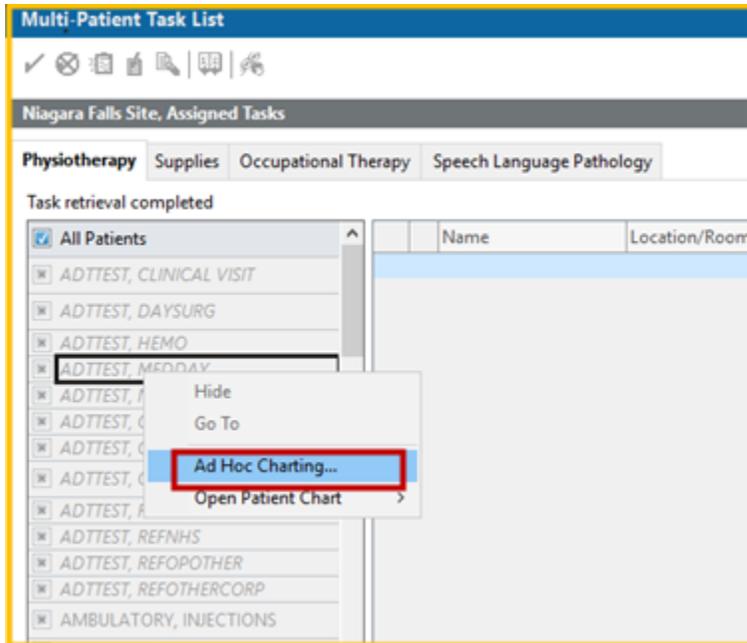
Note: If an end-user attempts to AD HOC a PowerForm that has already been assigned to them in the MPTL and Rehab Organizer, the task will not be marked as complete if they choose the PowerForm manually for documentation. To ensure the task is completed and properly linked to the original consult or treatment order, the end-user MUST document the PowerForm directly from the task list.