



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

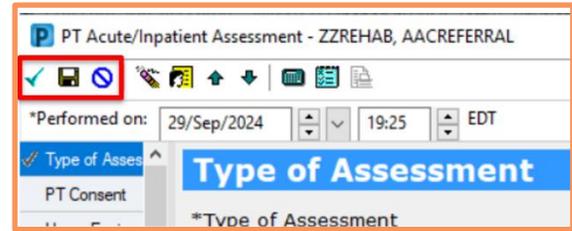
INTERPROFESSIONAL REHAB/ALLIED HEALTH

To **save** a PowerForm, of the three left-most buttons at the top, click the middle  (floppy disk) button.

- ***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** and submit the PowerForm, click the left-most

 (green checkmark) of these three buttons (i.e. Sign, Save, Cancel respectively).

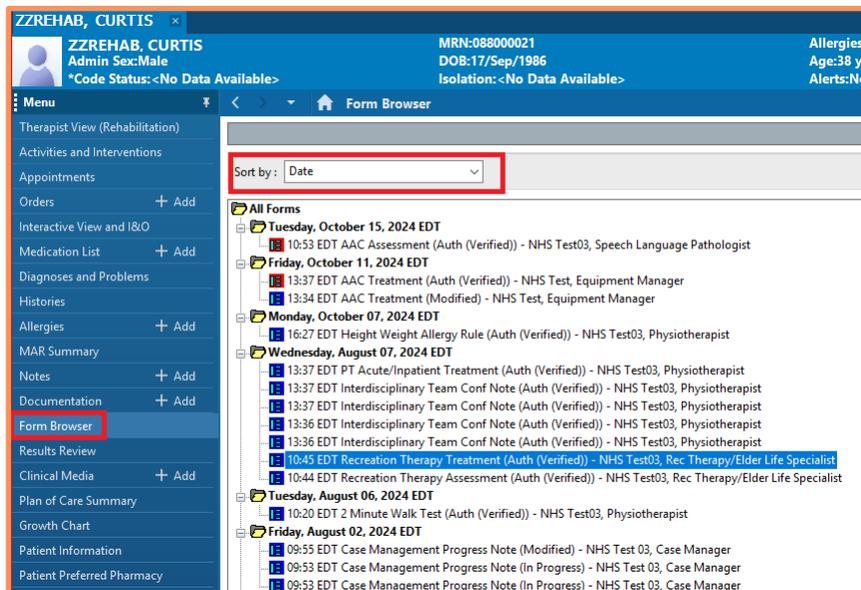


In the patient's chart, navigate to **Form Browser** via the Table of Contents (Blue bar). Here you can find saved and signed PowerForms.

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

Forms can be differentiated based on status:

- Saved forms can be identified by a status of **"(In Progress)"**
- Signed/Submitted forms will show **"(Auth(Verified))"**
- Forms that have been submitted and then edited will have a **"(Modified)"** status
- A red icon  denotes a form that has been signed, but with a remaining **required** field (AAC PowerForms and Team Conference PowerForm).

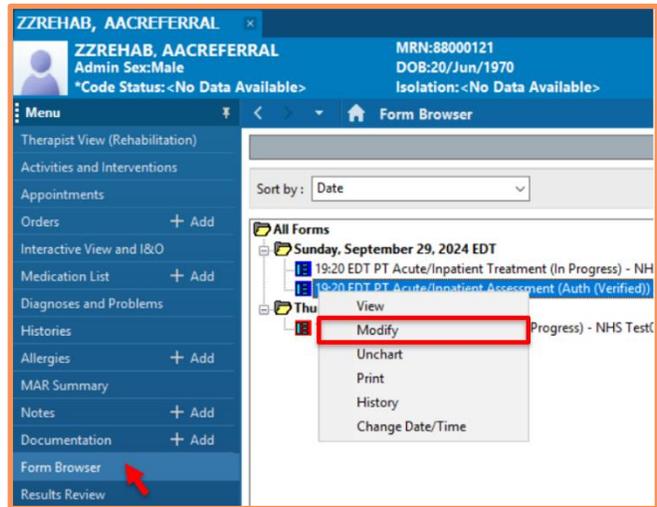




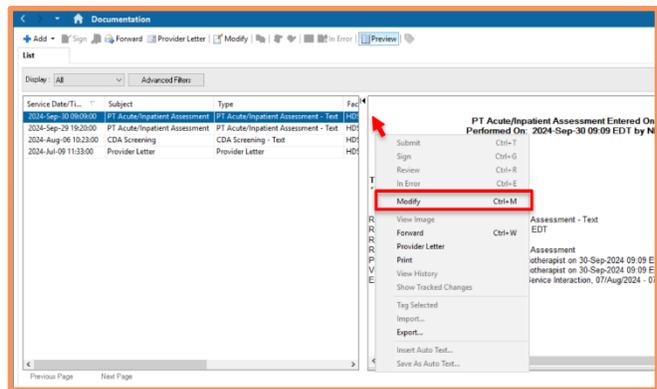
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Modifying a Saved/Signed PowerForm:

To open and modify a PowerForm, right click on the PowerForm of interest. Then click **Modify** to open the PowerForm just as it would be via **AdHoc** charting. From here you can make edits, cancel charting, save or sign again.



***Note:** You can also Modify from Documentation, by selecting the PowerForm from the list, then in the right pane (with the textual rendition), right click and choose **Modify** (or Ctrl + M).



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 you to change the date/time and leave comments.

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



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Additional Notes:

- Sections that have answered DTA's will have their titles Bolded.
- If you modified a previously submitted PowerForm, not only will you see the "(Modified)" status on Form Browser, if you review the document in the Documentation mPage you will see a Red font text advising "Document Has Been Revised" on the textual rendition view of the PowerForm.
- 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 shows the 'Documentation' mPage in the HIS. The left sidebar contains a 'Menu' with various options like 'Therapist View (Rehabilitation)', 'Appointments', 'Orders', etc. The main area displays a list of documents. One document, 'AAC Treatment - Text', is selected and its details are shown on the right. The document title is in red, indicating it has been revised. The details include the date and time of the last modification, the user who made the change, and the status of the document.

Document Title	Date/Time	User
AAC Assessment - Text	2024-Oct-15 10:53:00	
AAC Assessment		NHS Test03, Speech Language Pathol...
Rehab Reschedule Reasons	2024-Oct-11 15:43:00	
SLP Reschedule		NHS Test03, Speech Language Pathol...
AAC Treatment - Text	2024-Oct-11 13:37:00	
AAC Treatment		NHS Test, Equipment Manager
AAC Treatment - Text	2024-Oct-11 13:34:00	
AAC Treatment		NHS Test, Equipment Manager
Rehab Reschedule Reasons	2024-Oct-07 16:49:00	
test		NHS Test03, Physiotherapist
Height Weight Allergy Rule - Text	2024-Oct-07 16:27:00	
Height Weight Allergy Rule		NHS Test03, Physiotherapist
Phone Msg	2024-Oct-07 13:27:07	
test		NHS Test03, Occupational Therapist
Phone Msg	2024-Oct-07 13:26:19	
Test message		NHS Test03, Occupational Therapist
General Message	2024-Sep-23 11:32:08	
Test		NHS Test03, Audiologist
Allied Letter	2024-Aug-09 20:26:00	
MOCA Not appropriate		NHS Test03, Occupational Therapist

Document Has Been Revised

AAC Treatment Entered On: 2024-Oct-11 13:35 EDT
Performed On: 2024-Oct-11 13:34 EDT by NHS Test, Equipment Manager

Consent
Consent Applied to?: OT
NHS Test, Equipment Manager - 2024-Oct-11 13:34 EDT

AAC Digital Sign-Off
AAC Assessment Complete: Yes
NHS Test, Equipment Manager - 2024-Oct-11 13:36 EDT

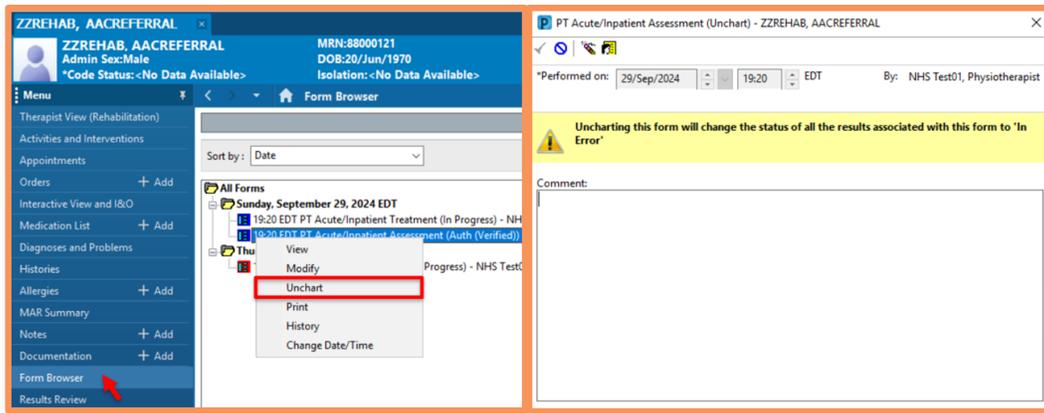
Result type: AAC Treatment - Text
Result date: 11-Oct-2024 13:34 EDT
Result status: Modified
Result title: AAC Treatment
Performed by: NHS Test, Equipment Manager on 11-Oct-2024 13:34 EDT
Verified by: NHS Test, Equipment Manager on 11-Oct-2024 13:34 EDT
Encounter info: Z2-003331, SCS, PreReg



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Uncharting a PowerForm:

If there is a signed PowerForm that needs to be removed/uncharted, you can do so by clicking **Unchart** from the dropdown after right clicking on your form. Then you will be prompted to include a comment to indicate your reason for uncharting the form.



***Note:** Any form that has been uncharted will remain on the patient's chart with an Uncharted status, you can view uncharted documentation by navigating to **Documentation** from the Table of Contents and adjusting the Advanced Filters to display Uncharted documents.

