

HOSPITAL INFORMATION SYSTEM (HIS)

INTERPROFESSIONAL - OCCUPATIONAL THERAPY, PHYSIOTHERAPY, SPEECH-LANGUAGE PATHOLOGY, RECREATION THERAPY, KINESIOLOGY (OUTPATIENT ONLY)

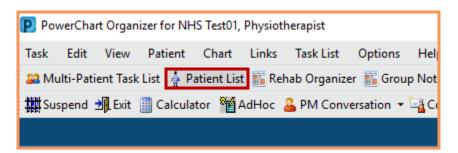
This Tip Sheet aims to support rehabilitation staff in effectively managing cutover activities for both inpatient and outpatient services ahead of the go-live date.

#### **Logging into PowerChart and Creating a Patient List**

1. Log in to PowerChart.



2. Navigate to Patient List to create patient lists.







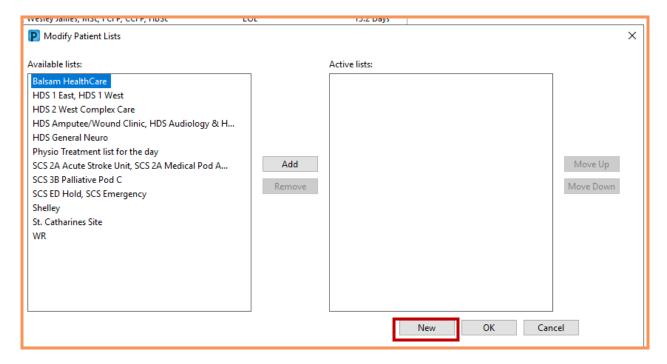


### **HOSPITAL INFORMATION SYSTEM (HIS)**

3. Select List Maintenance WRENCH icon.



4. The Modify Patient Lists window opens. Select *New* to create a new list.



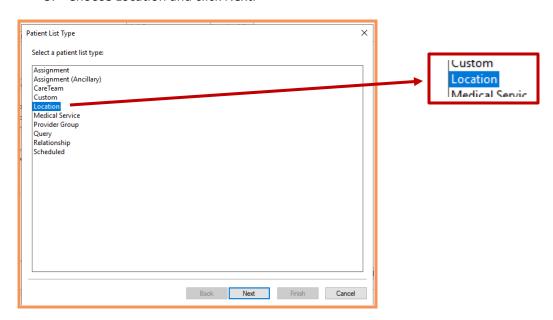




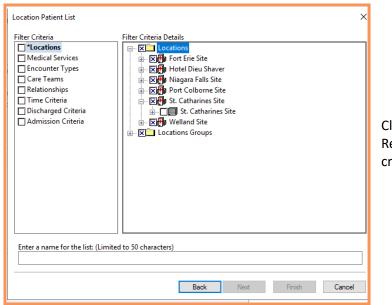


### **HOSPITAL INFORMATION SYSTEM (HIS)**

5. Choose Location and click Next.



6. Expand locations and site until desired location(s) are selected.



#### Click Finish.

Repeat as many times as necessary, to create lists for those areas for cutover.

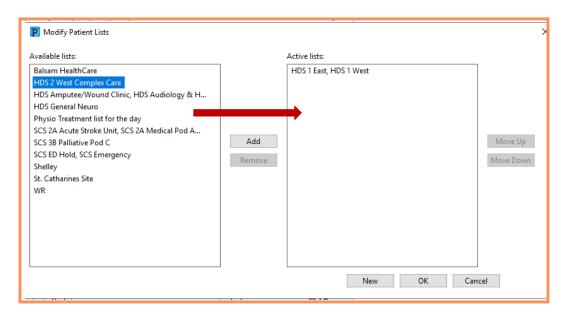






### **HOSPITAL INFORMATION SYSTEM (HIS)**

7. Move the lists from Available lists to Active Lists. In order to do this, click the list item in the Available lists box, then click Add. Click OK when all desired lists are in the Active lists window.



#### **Locating the Patient**

1. Click on the patient from the Patient List viewpoint. Double-click on the patient to open the patient's chart.



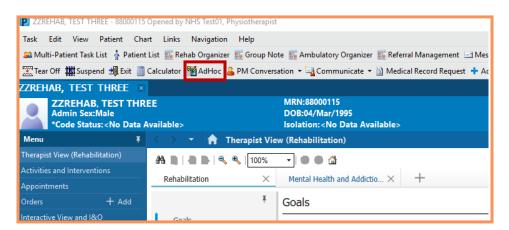


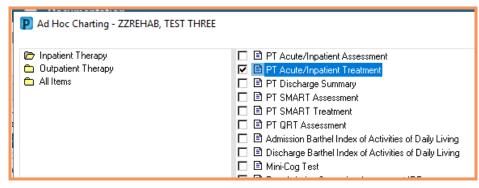




### **HOSPITAL INFORMATION SYSTEM (HIS)**

2. Once in the patient's chart, click on AdHoc on the Action Toolbar.

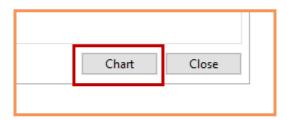




3.
Select the appropriate
Ad Hoc Folder (Inpatient
Therapy for inpatient
settings or Outpatient
Therapy for outpatient
settings).

Choose and click the PowerForm.

4. Click the Chart button to open the PowerForm.









### **HOSPITAL INFORMATION SYSTEM (HIS)**

**Most Appropriate Treatment PowerForms to Use for Cutover** 

most ippropriate incument of our to our current			
Inpatient	Outpatient		
OT Acute/Inpatient Treatment	OT Outpatient Treatment		
PT Acute/Inpatient Treatment	PT Outpatient Treatment		
SLP Acute/Inpatient Treatment	SLP Outpatient Treatment		
Recreation Therapy Treatment	Recreation Therapy Treatment		
OT NICU Assessment & Treatment	Augmentative & Alternative Communication		
	Treatment (HDS)		
OT Paediatric Assessment & Treatment	Kinesiology Treatment (HDS)		
	Pulmonary Rehab Treatment (NH)		

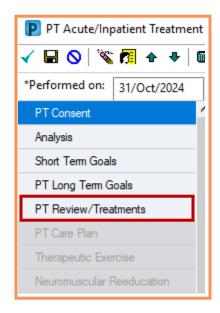
<sup>\*</sup>Note: Recreation Therapy does not have separate folders. The folder for Recreation Therapy for both inpatient and outpatient is titled "Recreation Therapist Documentation".

To find the Kinesiology Treatment PowerForm go to the Outpatient Therapy folder: All Items (folder) > Ambulatory Care (folder) > Kinesiology Treatment (PowerForm)

#### **Treatment PowerForm Documentation**

#### Inpatient and Outpatient: Physiotherapy and Occupational Therapy

1. Go to the Review/Treatments section of the PowerForm. For OT, the section is *OT Review/Treatments*; for PT, the section is *PT Review/Treatments*.



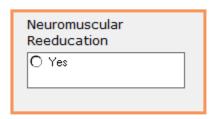




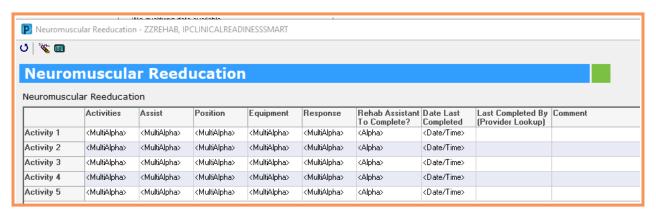


### HOSPITAL INFORMATION SYSTEM (HIS)

2. In order to open the flowsheet, Click "Yes". The flowsheet will open as an additional window pop-up.

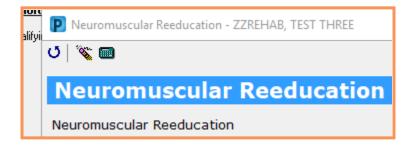


Flowsheet Data Entry



Complete any necessary exercises/activities as needed. Ensure to complete all relevant columns. The **Rehab Assistant To Complete?** column is helpful with Rehab Assistant instructions. Also, fill in **Date Last Completed By (Provider Lookup)**.

4. Click the circle arrow on the top left to save the data entered. By doing this, the flowsheet becomes accessible in the left column of the sections within the PowerForm.









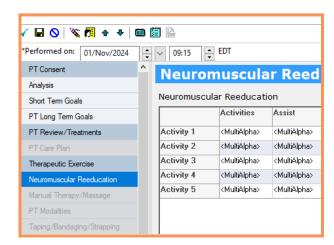
### **HOSPITAL INFORMATION SYSTEM (HIS)**

PT Treatment F	lowsheets			
Therapeutic Activities/ Mobility/Balance	Therapeutic Exercise	Neuromuscular Reeducation	Manual Therapy/ Massage O Yes	
Modalities	Taping/Bandaging/ Strapping	Aquatics	Cardiovascular Exercise	
O Yes	O Yes	O Yes	O Yes	
PT Instructions				
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Please see exercises and activi		ducation flowsheet.		

5. In the Instructions rich text box, type in any special instructions or considerations, safety parameters, and which flowsheets the Rehab Assistant should access. For OT, the rich text box is titled, OT Instructions; for PT, the rich text box is titled, PT Instructions.

Complete as many flowsheets as required.

\*Note: If the flowsheets need to be reopened, ensure to click on the flowsheets from the left *Sections* column of the PowerForm.

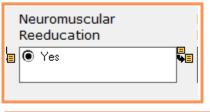




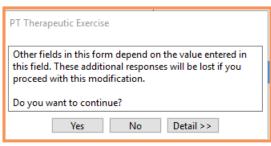




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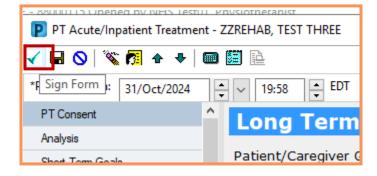
\*Caution: Do NOT re-enter the flowsheet through the flowsheet box.



When clicking Yes on the flowsheet box, a warning window will open, asking if the end user wishes to proceed. If the end user clicks **Yes**, all flowsheet data previously entered, will be cleared.

Ensure to click **No**, and reopen the flowsheet as needed from the left *Sections* column of the PowerForm.

- 6. Once the flowsheets are completed, the therapist can continue within the PowerForm to fill in any other sections desired.
- 7. Once the therapist is done documenting within the PowerForm, the therapist will click the green check mark to SIGN the PowerForm.

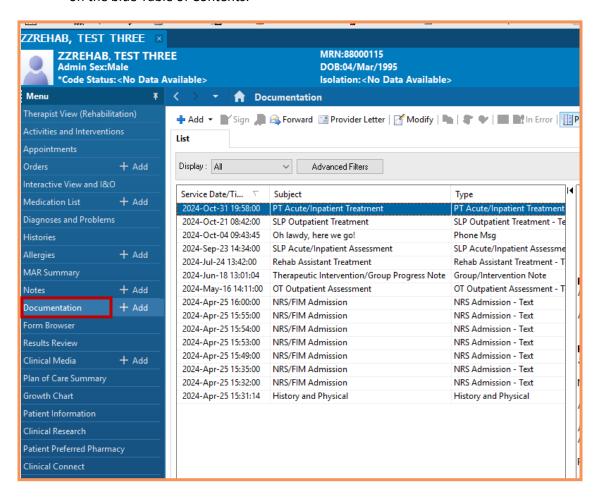






### HOSPITAL INFORMATION SYSTEM (HIS)

8. Confirm the PowerForm is published in the patient's chart by clicking on the **Documentation** tab on the blue Table of Contents.



\*Note: Refresh the screen to ensure the most up-to-date information.



\*Note: All data entered into the Treatment Flowsheets, will flow into the next opened PowerForm for the therapists and the Rehab Assistant, using Last Charted Value (LCV).



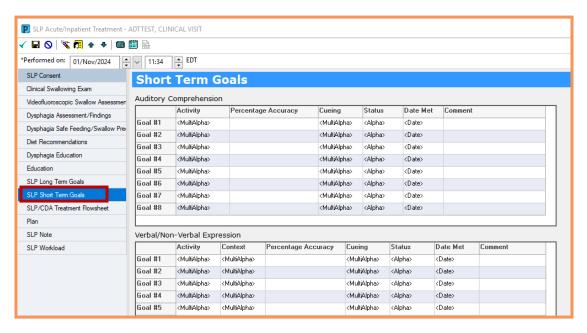




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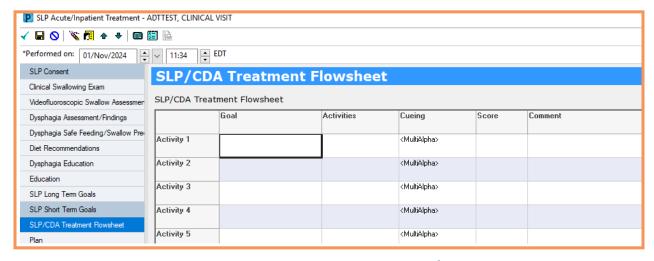
#### Inpatient and Outpatient: Speech Language Pathology

1. Go to the SLP Short Term Goals section of the PowerForm.



Complete Short-Term Goals for the patient. These Short-Term Goals will flow as Last Charted Value (LCV) into both the **SLP Treatment** PowerForm and the **CDA Treatment** PowerForm. It has been designed this way, to help guide the patient's treatment.

2. To document the last treatment for the patient, navigate to the *SLP/CDA Treatment Flowsheet* section of this PowerForm.







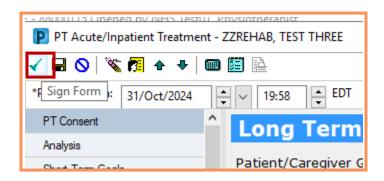


### **HOSPITAL INFORMATION SYSTEM (HIS)**

\*Note: The information in the SLP/CDA Treatment Flowsheet grid, is not Last Charted Value (LCV). As a result, each time an SLP or CDA opens a new Treatment PowerForm, the grid will appear blank.

Complete as many activities as necessary, and fill in Goal, Activities, Cueing, and Score Columns. A comment can be placed in the Comment column as necessary.

- 3. Once the flowsheets are completed, the Speech Language Pathologist can continue within the PowerForm to fill in any other sections desired.
- 4. Once the therapist is done documenting within the PowerForm, the therapist will click the green check mark to SIGN the PowerForm.



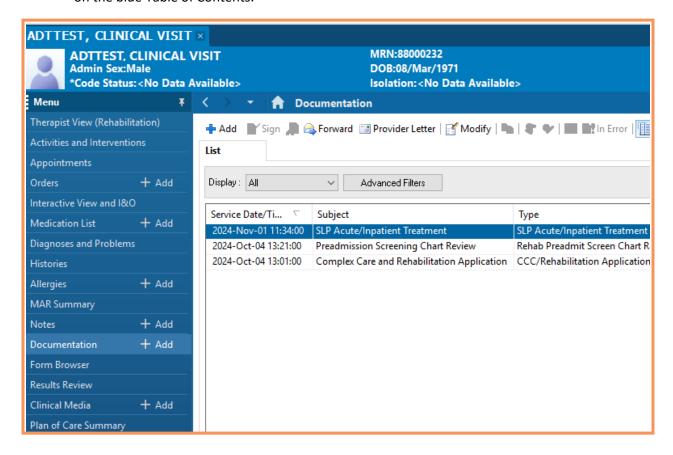






### **HOSPITAL INFORMATION SYSTEM (HIS)**

5. Confirm the PowerForm is published in the patient's chart by clicking on the *Documentation* tab on the blue Table of Contents.



\*Note: Refresh the screen to ensure the most up-to-date information.







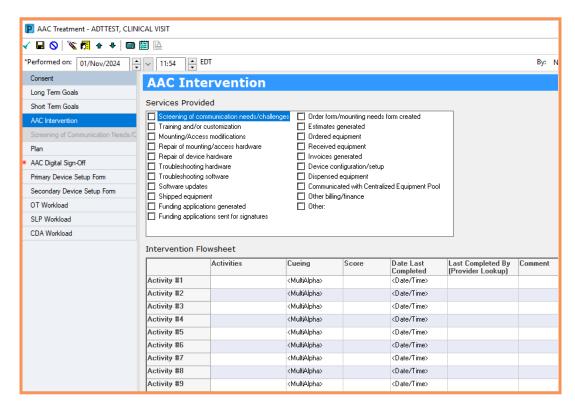


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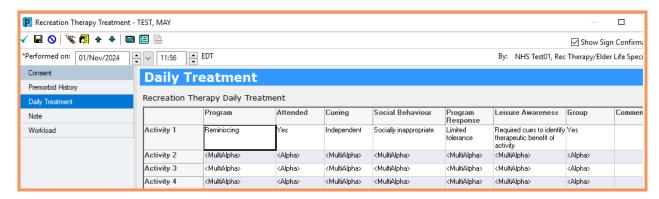
Inpatient and Outpatient Recreation Therapy; Kinesiology (HDS Outpatient); Augmentative & Alternative Communication Clinic (HDS); Pulmonary Rehab (Outpatient SCS)

1. Navigate to the appropriate section of the PowerForm to document the last treatment intervention(s).

AAC Clinic: Navigate to the AAC Intervention section of the PowerForm.



**Recreation Therapy:** Navigate to the *Daily Treatment* section of the PowerForm.



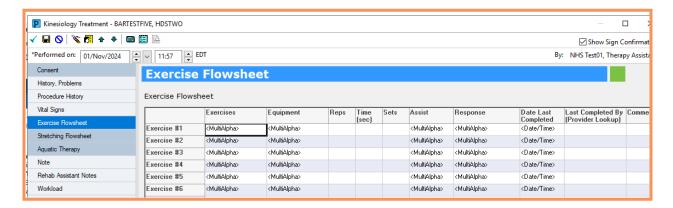




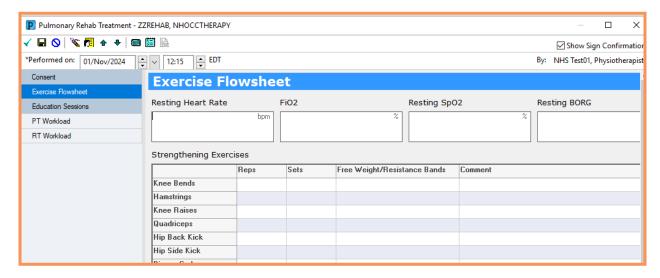


### HOSPITAL INFORMATION SYSTEM (HIS)

*Kinesiology:* Navigate to the *Exercise Flowsheet*, *Stretching Flowsheet*, and *Aquatic Therapy* sections of the PowerForm.



**Pulmonary Rehab:** Navigate to the Exercise Flowsheet section of the PowerForm.



- Complete any necessary exercises/activities as needed. Please ensure that all relevant columns are filled out. Specifically, if there are columns labeled *Date Last Completed* and *Last Completed By (Provider Lookup)* in the treatment flowsheet, these must be completed.
- 3. Once the flowsheets are completed, the Speech Language Pathologist can continue within the PowerForm to fill in any other sections desired.

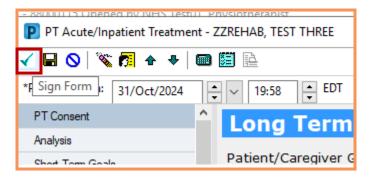




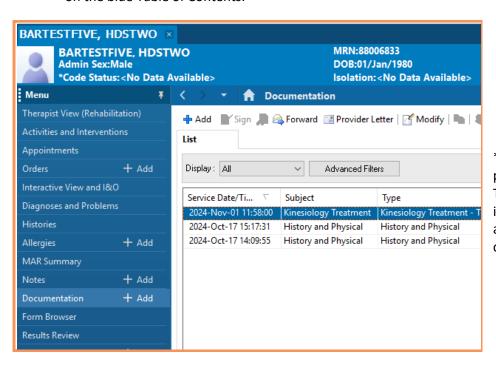


### HOSPITAL INFORMATION SYSTEM (HIS)

4. Once the therapist is done documenting within the PowerForm, the therapist will click the green check mark to SIGN the PowerForm.



5. Confirm the PowerForm is published in the patient's chart by clicking on the **Documentation** tab on the blue Table of Contents.



\*Example shows a published Kinesiology Treatment PowerForm in the Documentation area of the patient's chart.

\*Note: Refresh the screen to ensure the most up-to-date information.







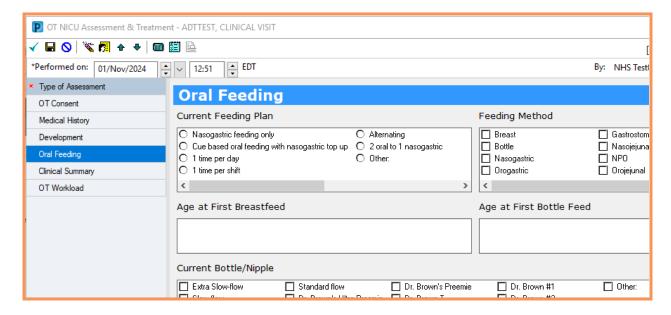


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\*Note: All data entered into the Treatment Flowsheets, will flow into the next opened PowerForm, using Last Charted Value (LCV).

#### **OT NICU & Paediatric Clinical Areas**

Occupational Therapists working in the NICU and Paediatric settings can fill out any necessary areas of the PowerForm to document the child's most recent treatment intervention(s).









### HOSPITAL INFORMATION SYSTEM (HIS)

### <u>Placing Follow Up Orders – Inpatient Occupational Therapy, Physiotherapy, Speech Language</u> **Pathology and Recreation Therapy ONLY**

1. While still in the patient's chart, navigate to "Order" section in the blue Table of Contents.



Click +Add icon to open the Add Order window.

2. Search for discipline title and Follow Up order.

Available Follow Up Orders		
Occupational Therapy Follow Up		
Occupational Therapy SMART Follow Up		
Physiotherapy Follow Up		
Physiotherapy SMART Follow UP		
Speech Language Pathology Follow Up		
Recreation Therapy Follow Up		

\*Note: PT and OT – if the patient is being treated under the SMART Program, Physiotherapists need to choose Physiotherapy SMART Follow Up and the Occupational Therapists need to choose Occupational Therapy SMART Follow Up as the follow up order.

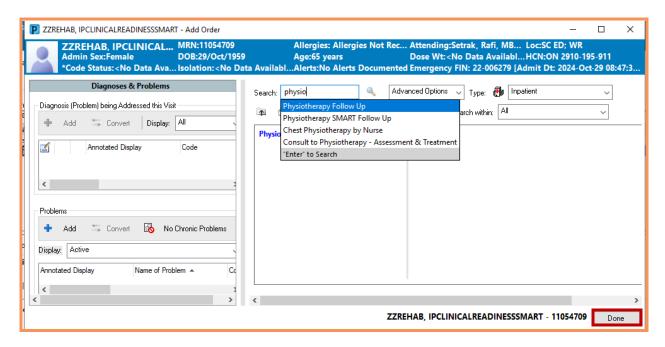




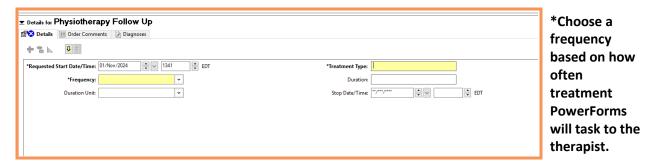


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3. Choose the order and click Done.



4. Complete the order details, including all required fields. The Treatment Type and Frequency are required fields. The Treatment Type is a free text box. A Duration and Duration Unit can be chosen, but this is at the discretion of the therapist.



5. Sign the order, by clicking Sign on the bottom right.



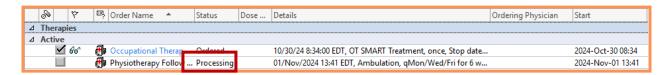




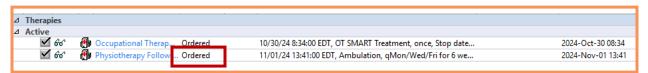


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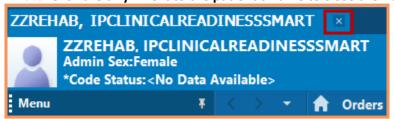
6. To review the Follow Up Order, navigate to the Orders section of the patient's chart.



7. Click the Refresh button on the top right of the patient's chart to change the order status from Processing to Ordered.



\*Note: Click the tiny x next to the patient's name to close their chart.



Navigate back to the patient list, locate another patient, and repeat the same steps.



