REHAB – FLOWSHEET DOCUMENTATION
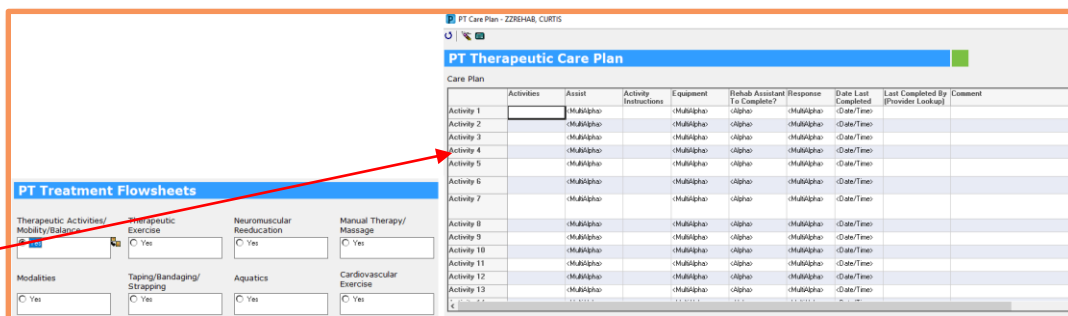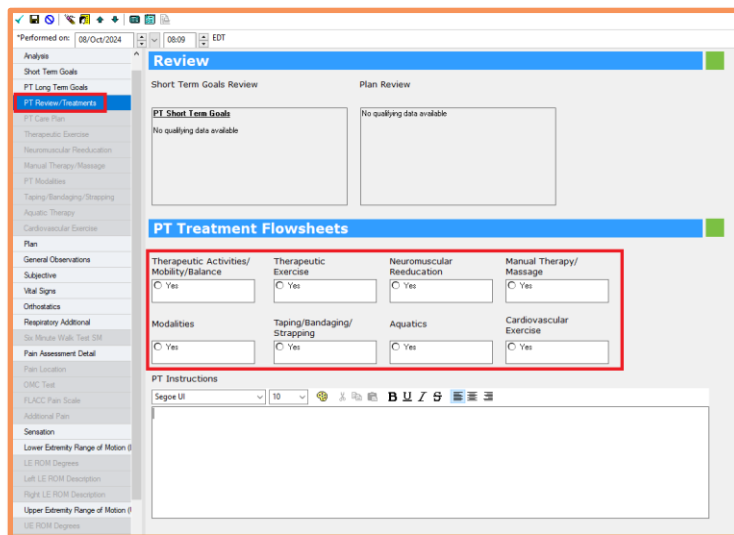## HOSPITAL INFORMATION SYSTEM (HIS)

INTERPROFESSIONAL REHAB/ALLIED HEALTH

Blank Flowsheets CANNOT be printed and filled in. All treatment documentation is to be done within the PowerForms and sections within them.
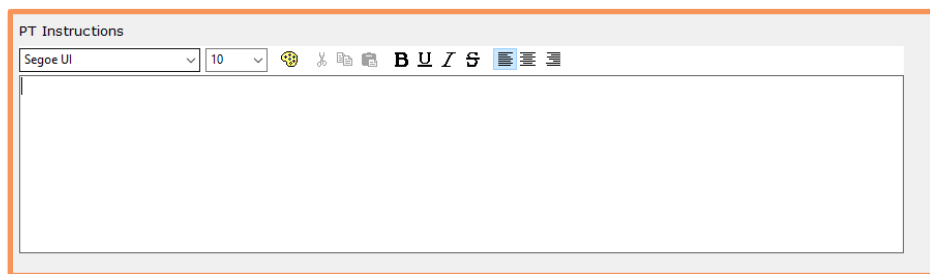
Accessing Rehab Flowsheets:

Occupational Therapist (OT)/Physiotherapist (PT)
- The Flowsheets can be found in the Inpatient/Outpatient Assessment and Treatment PowerForms.
- Within these PowerForms, there is a section titled **PT Review/Treatments** or **OT Review/Treatments**. Within this section are DTA's with "Yes" responses; each "Yes" selection will open it's corresponding Flowsheet section in an additional window.
    - o ***Note:** After closing an opened Flowsheet section, to navigate back to the section, select the now available section from the left pane (section list) and **avoid selecting the "Yes" again at all costs**; as this will clear the Flowsheet section of any data.

- In the Review/Treatments sections, there is also a Rich Text box titled PT/OT Instructions of which the therapist can provide treatment and safety instructions for other therapists and also Rehab Assistants.
  - o ***Note:** It is advised to also include the name(s) of the Flowsheets used in the Instructions text box, as to help others know which Flowsheets to select "Yes" for.
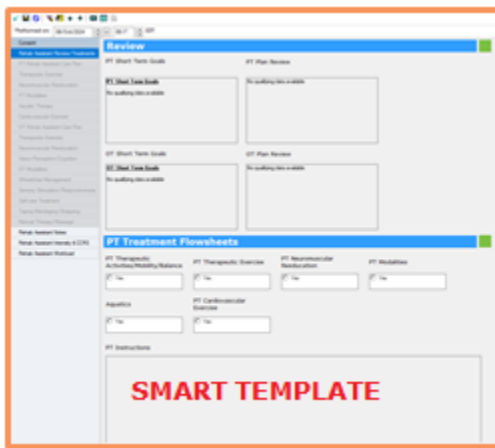

Rehab Assistant (RA)

- The Flowsheets can be found in the Rehab Assistant Treatment PowerForms, which can be accessed from AdHoc. This PowerForm can be accessed from either the Inpatient or Outpatient Therapy folders.
- Within this PowerForm, there is a section titled Rehab Assistant Review/Treatments. Within this section are DTA's with "Yes" responses; each "Yes" selection will open it's corresponding Flowsheet section in an additional window.
  - o ***Note:** After closing an opened Flowsheet section, to navigate back to the section, select the now available section from the left pane (section list) and **avoid selecting the "Yes" again at all costs**; as this will clear the Flowsheet section of any data.
  - o ***Note:** The top portion of this section is dedicated to Physiotherapy flowsheets, the Occupational Therapy flowsheets are lower in this same section. At the very bottom of this section are the shared OT/PT flowsheets.
- In the Review/Treatments section, there are Smart Templates titled PT and OT Instructions of which the Rehab Assistant can review any specific instructions from the Therapists.
  - o ***Note:** It is advised that the therapists provide the name(s) of the Flowsheets used for quicker navigation.

Speech Language Pathologist (SLP)/Communicative Disorders Assistant (CDA)/Recreational Therapist

- The Flowsheets can be found in the Inpatient/Outpatient Assessment and Treatment PowerForms.
- Within these PowerForms, there is a single section dedicated to the Flowsheets. Each titled according to the position.

SLP/CDA

Recreational Therapist

Navigating and Completing Flowsheets:

Occupational Therapist/Physiotherapist/Rehab Assistant

- Flowsheets utilize Ultra Grids, which are represented by a grid. Each cell in the grid is a unique *question and response* known as a **DTA** (Discreet Task Assay). These different DTA's can be of varying types: Alpha, Multi-Alpha, Freetext, Date/Time, etc.
- These Ultra Grids, and their contained DTA's all leverage the Last Charted Value (LCV) functionality. Last Charted Value will store the data that was entered in, once the PowerForm has been signed and submitted, the subsequent PowerForms opened for documentation will include all previously documented flowsheet activities in the corresponding treatment flowsheet sections.
- The OT/PT Therapeutic Activities (Care Plan) Flowsheets are the most generic Flowsheets that can be used, in that the Activity line is a freetext. This allows the most flexibility. The other Flowsheets are for more specific therapy types and clinics.
- The "Rehab Assistant to Complete?" Column is to be used by the therapist to direct the Rehab Assistant (RA) to complete that Activity or not with a response of either "Yes" or "No".

- The Date Last Completed and Last Completed By columns are to **ONLY** be filled in/updated at the time that Activity was completed with the patient.
    - o ***Note:** Last Completed By is a Provider Lookup DTA, meaning you can enter your last name (or part of your last name) and then press the Enter key to bring up a search. If your last name is entirely unique within the Organizations (HDS & NH); you name will automatically enter. **Only one name can be included in this field.**
- The Comment column can be used to provide any further instructions, details regarding how the current activity was completed by the patient, and also to provide the names of any colleagues who have assisted in that treatment activity.

Speech Language Pathologist/Communicative Disorders Assistant
- Flowsheets utilize Ultra Grids, which are represented by a grid. Each cell in the grid is a unique *question and response* known as a **DTA** (Discreet Task Assay). These different DTA's can be of varying types: Alpha, Multi-Alpha, Freetext, Date/Time, etc.
- The SLP/CDA Treatment Flowsheet does **NOT** utilize Last Charted Value, meaning each time this section is accessed, it will be blank. The SLP and CDA can leverage the prior SLP Short Term Goals section to assist in creating and documenting each patient's daily treatment flowsheet.
- The Comment column can be used to provide any further instructions, details regarding how the current activity was completed by the patient, and also to provide the names of any colleagues who have assisted in that treatment activity.

Recreational Therapist
- Flowsheets utilize Ultra Grids, which are represented by a grid. Each cell in the grid is a unique *question and response* known as a **DTA** (Discreet Task Assay). These different DTA's can be of varying types: Alpha, Multi-Alpha, Freetext, Date/Time, etc.
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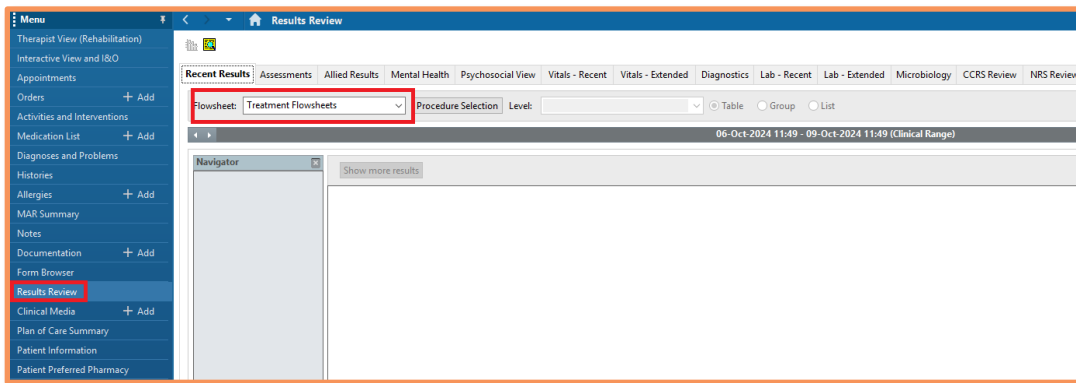
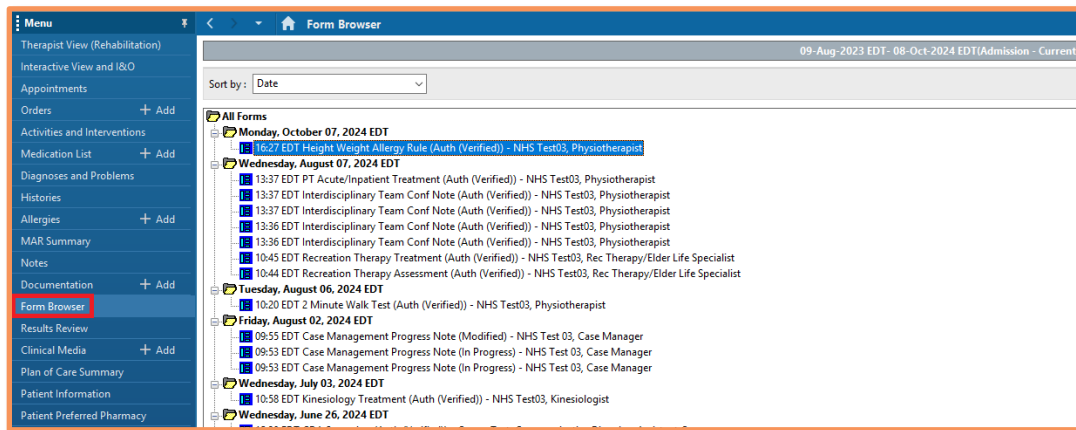**Reviewing Signed Flowsheets:**

Results Review

- Accessed from within the patient's chart.
  - o Located in the Table of Contents (Blue menu bar).
- While in the Recent Results tab, select the Flowsheet drop down and choose **Treatment Flowsheets.**
- The **Results Review - Tip Sheet** can be referenced for specific use of this tool.

Form Browser

- Accessed from within the patient's chart.
  - o Located in the Table of Contents (Blue menu bar).
- Double clicking a signed PowerForm will open the PowerForm in a read-only format.
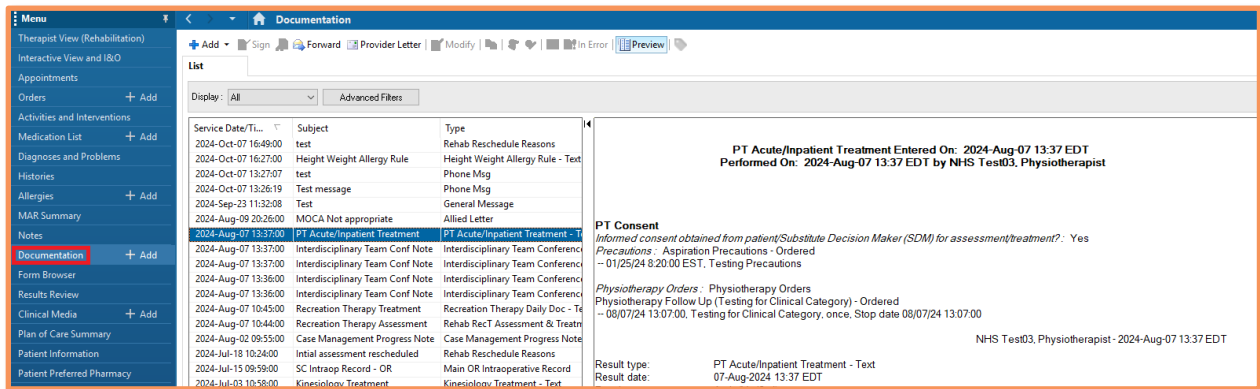- Therapist/Assistant can navigate to the Flowsheets section(s) to review prior documentation.

Documentation

- Accessed from within the patient's chart.
  - o Located in the Table of Contents (Blue menu bar).
- Selecting a signed piece of documentation (PowerForm, Dynamic Documentation, Provider Letter, etc) in the left pane allows you to view the textual rendition (printer friendly) format of the submitted documentation in the right pane.
  - o ***Note:** From Documentation, you can choose to print each document by selecting the Print icon

Therapist View (Rehabilitation) - Rehabilitation Workflow MPage (Millennium Page)

- Accessed from the patient's chart
  - o Default location when opening a patient's chart, can also be accessed from the Table of Contents, or by selecting the Home icon
- Within the Rehabilitation Workflow MPage, the **Treatments** component can be selected to review a variety of pre-chosen date ranges.