

TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

Alternate Level of Care (ALC) and Complex Continuing Care (CCC) Documentation and Designation

 ALC designation is now done in a digital form (Powerform). They can be accessed by clicking on an ALC task in the Case Manager's Multi-Patient Task List, or accessed directly from the Ad hoc powerform directory in the patient's chart.



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 On the powerform, you are required to document ALC start time and designation details. When complete, the form can be signed with the green checkmark on the top left.

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3. To enter in ALC discontinue date/details or to modify the form in any other way, enter the patient's chart and navigate to **form browser** on the left main menu. Find the ALC Tracking form, right click and hit **modify** to reopen the form.

ZZINA, MACKENZIE ANN	×	
ZZINA, MACKENZIE Admin Sex:Female *Code Status:Resuscitation	ANN MRN:11002916 DOB:13/Nov/1992 e Care 3 Isolation:Contact	Allergies: sulfa Age:31 years Alerts:NH Viole
Menu Ŧ	< 🗦 🔻 🏫 Form Browser	
Case Manager View		
Allied and Mental Health Summary		
MAR	Sort by: Date ~	
MAR Summary	All Forms	
Medication List + Add	E B Wednesday, October 09, 2024 EDT	
Activities and Interventions	12 15:47 EDT WTIS - ALC Tracking (Auth (Verified)) - NHS Test 03, Case Mar View	
Interactive View and I&O	Modify	
Documentation	Unchart	
Orders + Add	Print	
Notes + Add	History	
	Change Date/Time	
Results Review		
Allergies + Add		
Form Browser		

4. Entering a Discontinuation Reason will make the Discontinuation Date field available. Enter discontinuation details before signing. All changes to the document are visible and tracked when the form is opened in Documentation or Notes.



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5. The same procedure can be used for the Complex Care and Rehab Referral Form:

P Po Task Edit View Patient Chart Links Task.List Options Help 🗱 Suspend 🖽 Exit 📓 Calculator 🎬 AdHoc 👔 Specimen Collection 🆀 PM Converse unicate 👻 🔝 Medical Record Request 💠 Add 👻 🖾 Capacity Management 🔳 Documents tion 🔻 🕞 Comm MACKENZIE ANN nt Task List 🗸 🛞 🖄 🧃 🐴 💷 🦂 Niagara Falls Site, Assigned Tasks Case Management Rehab Interdisciplinary Fask retrieval completed All Patients n/Bed Task Status Sc R Complex Care and Rehabilitation Application - ADTTEST, CLINICAL VISIT 🖌 🖬 🔕 | 📽 🖪 🔶 🗮 🔛 Show Sign Confirmation erral Inform Complex Care & Rehabilitation Application By: NHS Test 03, Case Manage Allergies / BPMH Hospital Site Sending Unit Social History Advance Healthc Medical Managen Rehab SMART Primary Contact for Bed Offer OT Status on Disc PT Option on Die



