




## EMR Quick Reference Guide


### Documentation – Authorising/Verifying Allied Health Students Entries

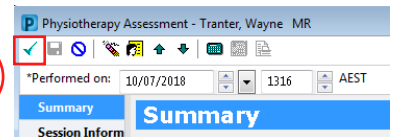
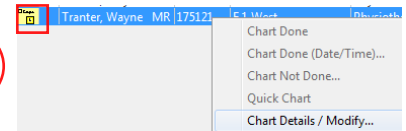
When a student has documented notes or completed a form, their relevant Supervisor will access the relevant documentation to review and co-sign as required. This task can be completed either through the **Multi-Patient Task List (MPTL)** or the **Form Browser** from the Table of Contents (TOC).

The student can take three actions to document their notes, which is dictated by discipline business rules.

- 1) Document in a word document and once approved by their supervisor they can document and sign the note by clicking the **green tick**. The process below follows
- 2) Document in the powerform, but instead of signing the document, **save** the document using this icon  The supervisor can then view the note and approve it prior to the note being signed by the student and the process below follows.
- 3) Document directly in to powerform and **sign** the document and the process below follows.

#### Modifying via MPTL

1. In the **Review** tab on the **MPTL**, notes and forms that have been documented by a student are indicated by  symbol to the left of the order.
2. Right click on the order line, and then select **Chart Details / Modify....**
3. Review/update the relevant information.
4. Press the **green tick** to sign and save.



#### Modifying via Form Browser

5. Click on **Form Browser** from the TOC.
6. Locate the relevant form that needs to be authorised.  
**Note:** The status displays as **(Unauth)**, until the Supervisor accesses the form and approves.
7. Right click on the relevant note / form, and then select **Modify**.
8. Press the **green tick** to sign and safe.  
**Note:** The status is updated to **(Auth (Verified))**.

