



EMR Quick Reference Guide

Documentation - Making Addendums to EMR Documentation

This document will provide a step-by-step guide on how to add an addendum or modify to EMR documents for the following documentation types:

- [Dynamic Documentation](#)
- [Powerforms \(via documentation or form browser\)](#)
- [Powernotes](#)
- [Interactive View & Fluid Balance](#)

Dynamic Documentation

1. Navigate to **Documentation** in the Table of Contents and **select the dynamic documentation** that requires an addendum

Service Date/Ti...	Subject	Type
01/09/2022 16:12:00	Height, Weight, Allergy & VTE Assessment	Height and
01/09/2022 16:10:00	Surgical Audit Tool	Surgical A
01/09/2022 16:09:43	GSUWR Test	Progress N
08/06/2022 14:32:00	Height, Weight, Allergy & VTE Assessment	Height and
31/05/2022 11:08:24	Pharmacy Discharge Medilist (test)	Pharmacy
31/05/2022 10:45:30	Pharmacy Admission Note (2 north)	Pharmacy

2. Click on **Modify**



3. Document your Addendum to the note and **Sign**

* Addendum

4. The document will display "**Document Contains Addenda**" with the Addendum at the top of the note.

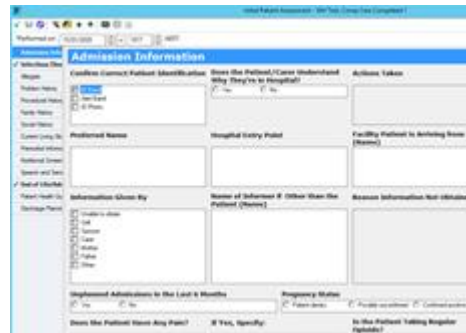
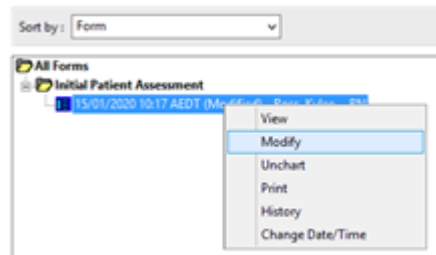
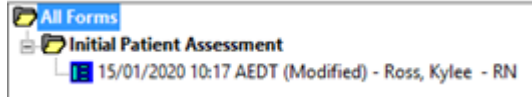
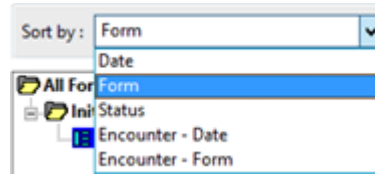
Document Contains Addenda

Addendum by [redacted] - HMO on Friday September 02, 2022 15:18:20 AEST (Verified)
This is an Addendum

Powerforms

Via Form Browser

1. Find existing **Powerforms** by Navigating to **Form Browser** in the Table of Contents
2. In the **Sort By** menu select **Forms**
3. You can now view **Powerform** by form type i.e. Initial Patient Assessment
4. Select **Powerform** to be modified, right click and select **Modify**
5. The **Powerform** will now open and can be modified as required, if the form is now complete select the **Green** tick to verify form. The form can continue to be modified until the form is complete.





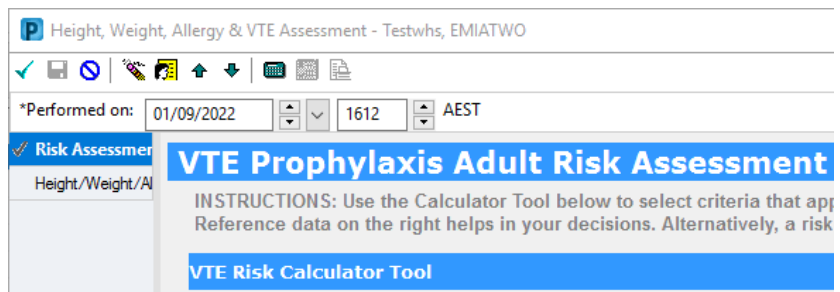
Via Documentation

1. Navigate to **Documentation** in the Table of Contents and **select the Powerform** that is to be modified
2. Click on **Modify**

Service Date/Ti...	Subject	Type
01/09/2022 16:12:00	Height, Weight, Allergy & VTE Assessment	Height and Weight - Te
01/09/2022 16:10:00	Surgical Audit Tool	Surgical Audit
01/09/2022 16:09:43	GSUWR Test	Progress Note
08/06/2022 14:32:00	Height, Weight, Allergy & VTE Assessment	Height and Weight - Te



3. Modify the Powerform information or **clear all fields** via  and **select the green tick**  to finalize



4. The Pownote will now have the following note **“Document Has Been Revised”** and any previous information will have strikethrough and **[IN ERROR]** following each entry

Document Has Been Revised

Risk Assessment
~~VTE.risk: LowRisk[INERROR]~~ - HMO - 01/09/2022 16:39 AEST
 {[LowRisk] - previously charted by: [redacted] - HMO at 01/09/2022 16:12 AEST}

Pownotes

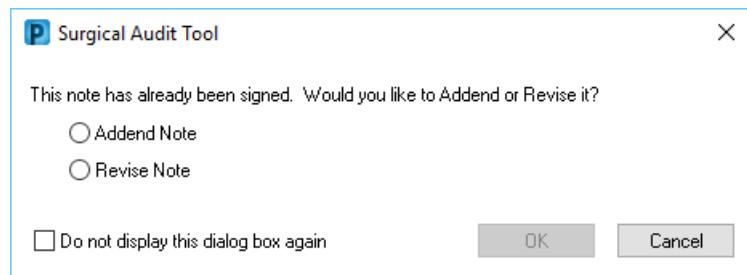
1. Navigate to **Documentation** in the Table of Contents and **select the Pownote** that was documented in error or wish to modify

Service Date/Ti...	Subject	Type
01/09/2022 16:12:00	Height, Weight, Allergy & VTE Assessment	Height and Weight - Te
01/09/2022 16:10:00	Surgical Audit Tool	Surgical Audit
01/09/2022 16:09:43	GSUWR Test	Progress Note
08/06/2022 14:32:00	Height, Weight, Allergy & VTE Assessment	Height and Weight - Te

2. Click on **Modify**



3. Click on **Revise Note** to **modify** the pownote details and sign/submit
 - a. Select **Addend Note** if you wish to add an **addendum comment**



4. Once signed, the following note will display **“Document Has Been Revised”** or **“Document Contains Addenda”**

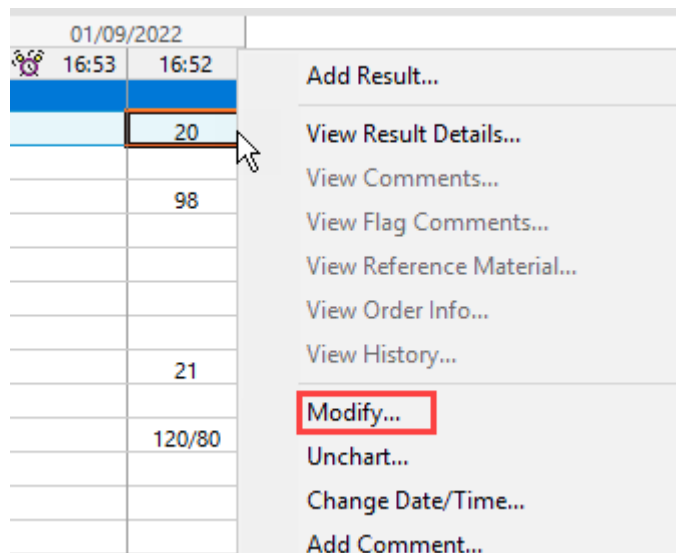
Document Has Been Revised

Document Contains Addenda


Addendum by [redacted] - HMO on 01 Sep, 2022 16:51 (Verified)
 Addendum here. Incorrect Patient

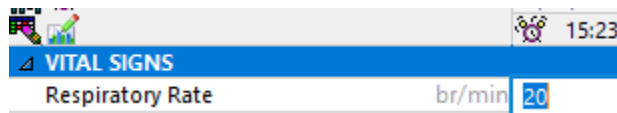
Interactive View & Fluid Balance

1. Navigate to **Interactive View and Fluid Balance** in the Table of Contents and right click on the value that is to be modified and select **'Modify...'**



The screenshot shows a table with a date header '01/09/2022' and two columns of times: '16:53' and '16:52'. A row contains the value '20', which is highlighted with a blue border. A context menu is open over this cell, listing several options: 'Add Result...', 'View Result Details...', 'View Comments...', 'View Flag Comments...', 'View Reference Material...', 'View Order Info...', 'View History...', 'Modify...' (highlighted with a red box), 'Unchart...', 'Change Date/Time...', and 'Add Comment...'.

2. Modify the value and **select the green tick**  to finalize to finalize



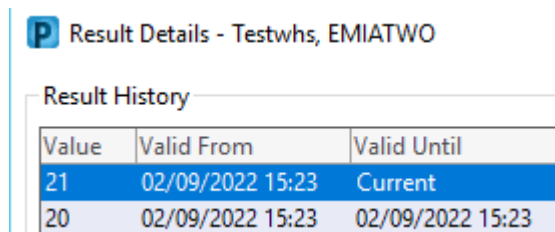
The screenshot shows a 'VITAL SIGNS' card with a blue header. Below the header, the text 'Respiratory Rate' is followed by 'br/min' and a text input field containing the number '20'. A green checkmark icon is visible in the top right corner of the card.

3. The value will change to reflect the modified value and have a **blue triangle** in the bottom right corner



The screenshot shows the same 'VITAL SIGNS' card, but the value in the text input field has changed to '21'. A small blue triangle icon is now visible in the bottom right corner of the card.

4. **Double clicking** on the value will open a window **displaying previous values**



The screenshot shows a 'Result Details - Testwhs, EMIA TWO' window. It features a 'Result History' table with the following data:

Value	Valid From	Valid Until
21	02/09/2022 15:23	Current
20	02/09/2022 15:23	02/09/2022 15:23