



## This Quick Reference Guide will explain how to:

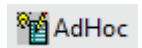
Locate relevant powerforms for documentation

### Definitions:

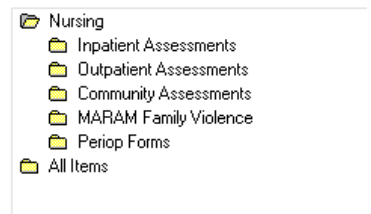
**Adhoc Notes** – This is a forms index. If you require a form go to the Adhoc tab in the Navigation Toolbar (this is the grey ribbon at the top of the screen)

**Powerforms** - A series of templates for clinical documentation. They are designed to provide forms to document patient information.

1. In Powerchart, select **Adhoc Notes** from the **Navigation Tool Bar**
2. You will have a selection of sub-folders available to you, this will vary depending on your position and the application you are in (e.g. FirstNet folders will differ slightly from Powerchart folders)

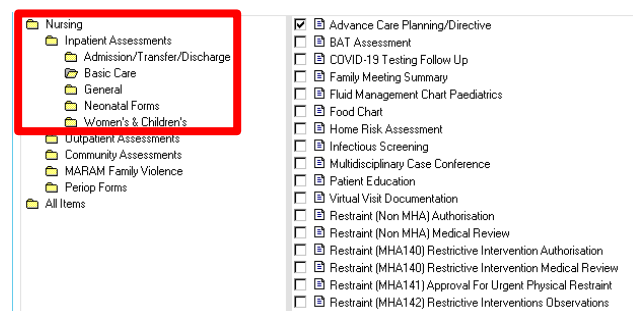


**P** Ad Hoc Charting - Educator, Mary MS



3. Select the folder for the area that you are working e.g. Inpatient Assessments
4. This will open a further selection of folders that are relevant for this area, select the folder you wish to open

5. Select the form you want to open e.g. Advance Care Planning/Directive and then click **Chart** in the bottom right corner



6. The selected powerform will open  
\*If you selected more than one powerform, the other powerforms will not open until you save or sign the first powerform