Documentation – Making Addendums to EMR Documentation

Digital Health

Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

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 (TOC) 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**

➕ Add ▾   📝 Sign   📄 Forward   🖼 Provider Letter   📝 **Modify**   🏴   🔖   🔻 | ⬛ 📄❗In Error | Preview

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.
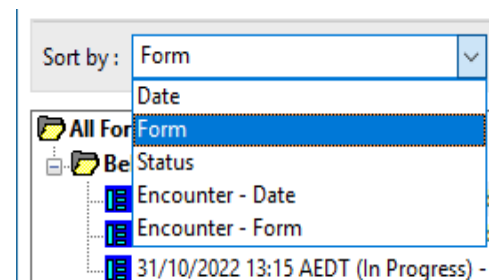
Document Contains Addenda

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 TOC

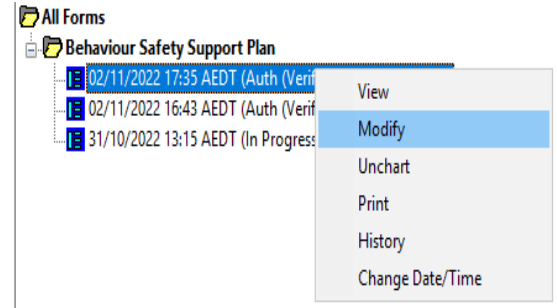2. In the **Sort By** menu select **Form**

Form Browser

Sort by : | Form | ▾ |
Date
📁 All For | **Form**
📁 Be | Status
📋 | Encounter - Date
📋 | Encounter - Form
📋 31/10/2022 13:15 AEDT (In Progress) -

3. You can now view **Powerform** by form type i.e. Behaviour Safety Support Plan

All Forms
Behaviour Safety Support Plan
02/11/2022 17:35 AEDT (Auth (Verified)) - Sinnott, Helen
02/11/2022 16:43 AEDT (Auth (Verified)) - Porto, Marie - RN

4. Select **Powerform** to be modified, right click and select **Modify**

All Forms
Behaviour Safety Support Plan
02/11/2022 17:35 AEDT (Auth (Verif
02/11/2022 16:43 AEDT (Auth (Verif
31/10/2022 13:15 AEDT (In Progress

View
Modify
Unchart
Print
History
Change Date/Time

5. The **Powerform** will now open and can be modified as required, if the form is now complete select the ✔ to verify form. The form can continue to be modified until the form is complete.

Behaviour Safety Support Plan - TEST, DUMMY

*Performed on: 02/11/2022 ⌄ 16:43 ⌄ AEDT   By: Cernertest, Nursing - Specialty P2 2

Behaviour Safe
Comprehensive

Behaviour Safety Support Plan

To be completed by NURSING Staff

Information provided by:

Patient Identified Behaviour(s) of Concern

☑ Aggression   ☐ Confusion   ☐ Other:
☑ Verbal disruption   ☐ Resisting care
☑ Restlessness   ☐ Disinhibited/Impulsive behaviour
☐ Agitation   ☐ Wandering

Successful Management Strategies

Segoe UI   9   🌐 ✂ 🔲 📋 **B** U _I_ S̶ ≡ ≡ ≡

Test note

Auth (Verified)

Via Documentation

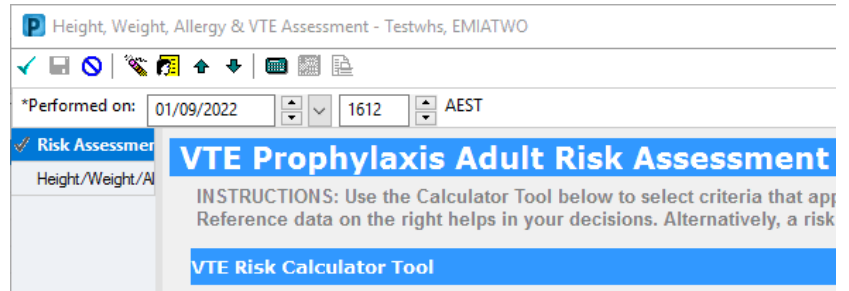1. Navigate to **Documentation** in the Table of Contents and **select the Powerform** that is to be modified

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**

➕ Add ⌄   📄 Sign   📨 Forward   ✏ Modify | 🚩 | ⬇ ❤ | ◼ 📑 In Error | 📖 Preview | 🏷

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

VTE Prophylaxis Adult Risk Assessment

INSTRUCTIONS: Use the Calculator Tool below to select criteria that app
Reference data on the right helps in your decisions. Alternatively, a risk

VTE Risk Calculator Tool

4. The Powernote 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 : Low Risk [IN ERROR]~~
~~- HMO - 01/09/2022 16:39 AEST~~
~~{ [Low Risk] - previously charted by~~ ~~- HMO at 01/09/2022 16:12 AEST};~~
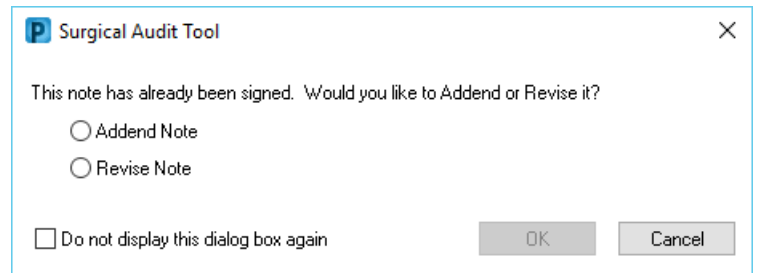
Powernotes

1. Navigate to **Documentation** in the Table of Contents and **select the Powernote** 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**

➕ Add ▾ | 📝 Sign | 📠 | 📠 Forward | 📝 Modify | 📠 | 📠 📠 | ⬛ 📠 In Error | 📄 Preview | 🏷️

3. Click on **Revise Note** to **modify** the Powernote details and sign/submit

   a. Select **Addend Note** if you wish to add an **addendum comment**

   P Surgical Audit Tool   ✕

   This note has already been signed. Would you like to Addend or Revise it?
   ○ Addend Note
   ○ Revise Note

   ☐ Do not display this dialog box again   OK   Cancel

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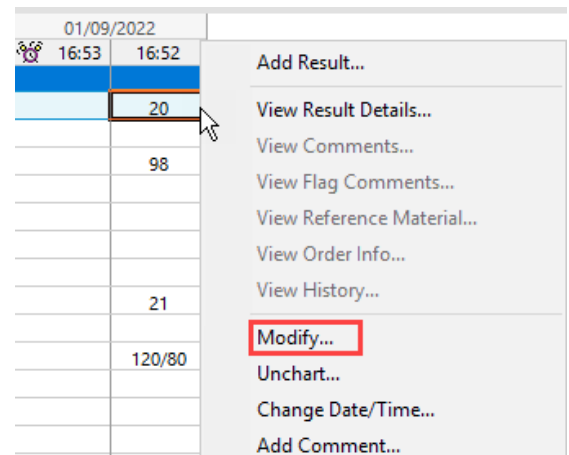
Document Has Been Revised
Document Contains Addenda

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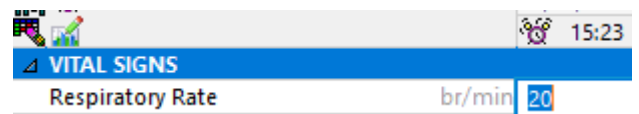Addendum here. Incorrect Patient

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…**'

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

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

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