



This Quick Reference Guide will explain how to:

Document clinical notes using a Powerform

Definitions:

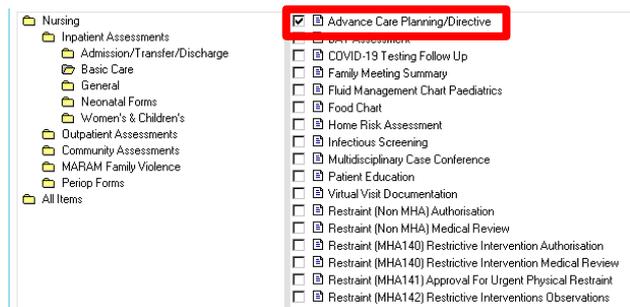
Adhoc Notes – This is a forms index. If you require a form go to the Adhoc tab in the Navigation Toolbar (this is the grey ribbon at the top of the screen)

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

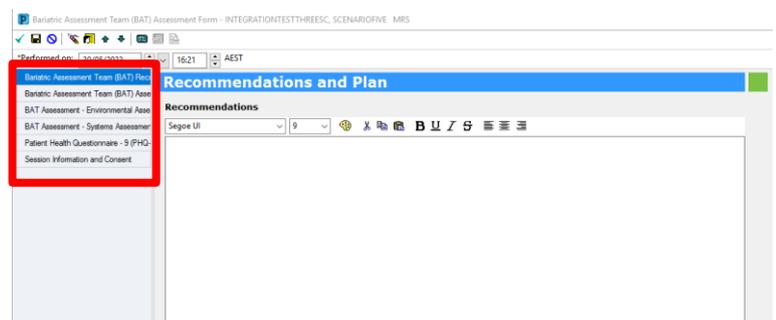
Important

- Refer to **Documentation – Adhoc Notes QRG** for details on how to locate relevant powerforms

- In Powerchart, go to **Adhoc Notes**, select the powerform you require and click **Chart** to open the Powerform



- The selected powerform will open. All chapters of the form are summarised on the left hand side
- When you select a chapter it will open a page with related fields for your documentation. Only relevant components need to be completed
- Circle check buttons are single select, square check buttons are multi select



Dentures

Yes
 No

Dentures Present

Upper
 Lower
 Partial
 Nil



- Text within grids denotes that there are set responses of this cell. Click on the cell to select a response

Therapy Goals				
Goal	Date Set	Planned Achievement Date	Goal Status	Comments
	<Date>	<Date>	Alpha	
	<Date>	<Date>	<Date>	

Result Details

Goal Status

Ongoing
 Achieved
 Not achieved
 Other

- This symbol indicates that the information has been pulled through from a previous assessment



- Yellow fields indicate that a field is mandatory. Any yellow fields must be completed, otherwise you will not be able to sign the powerform

The patient has an

- Advance Care Directive(ACD) - Values Directive
- Advance Care Directive(ACD) - Instructional Directive
- Medical Treatment Decision Maker or medical Enduring Power of Attorney (EPoA)
- Neither an ACD or a MTDM/Medical EPOA
- Unable to answer re: ACD or MTDM/Medical EPOA

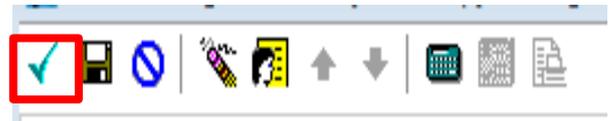


Handy Hint

Any chapters with mandatory fields are indicated with a * next to the chapter



- Once you have completed your documentation, electronically sign your note by clicking on the green tick at the top of the form



- To save the powerform, click on the disk icon. Saved documentation can be found in **Form Browser**

