FirstNet - How to Access, Modify And Unchart PowerForms

Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

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This Quick Reference Guide will explain how to:

Access, view, modify and unchart PowerForms in the Emergency Department.

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1. Select the patient to highlight or click on the patient name to open the chart. Select AdHoc Notes from the Navigation Tool Bar. AdHoc Charting window opens:
2. The folder of options will open and default open Emergency Documents. Select the form/s you wish to document for the patient. Select '**Chart'**.
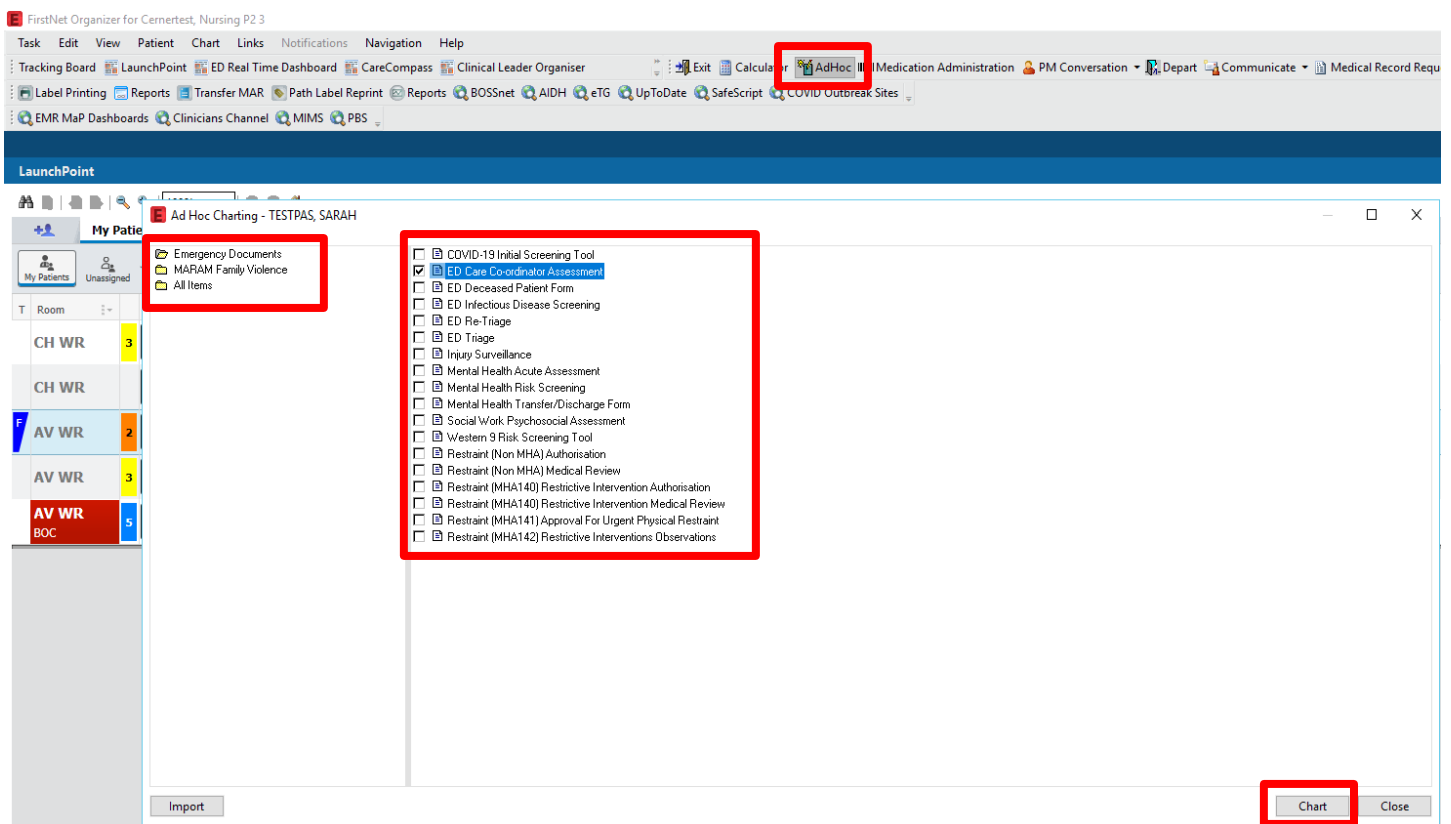

3. This will open the Powerform. Once you have completed your documentation, sign the document by clicking on the green tick in the top left corner.
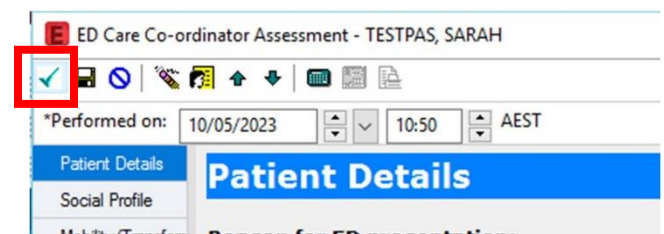
4. A record of your document will now be able to be viewed in Form Browser or Documentation in the patient chart.
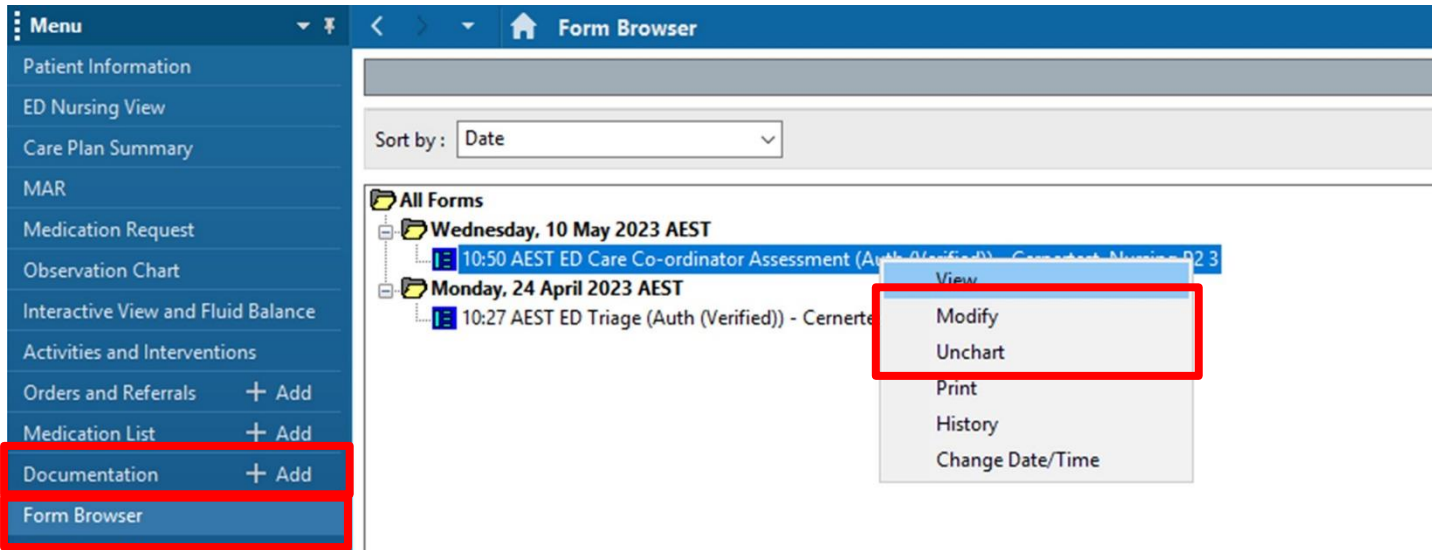
5. Clicking '**Modify'** will open the PowerForm and you can documented changes required. Once changes are completed click on the green tick to save the form. The PowerForm will display with a 'modified' label.
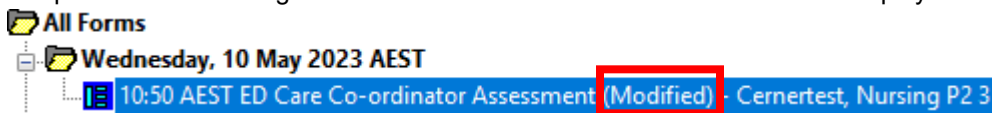
6. Clicking 'Unchart' will open a mandatory window to complete. Once a reason is documented click on the green tick to save the form. The PowerForm will now be struck out in red and display 'In Error' label.
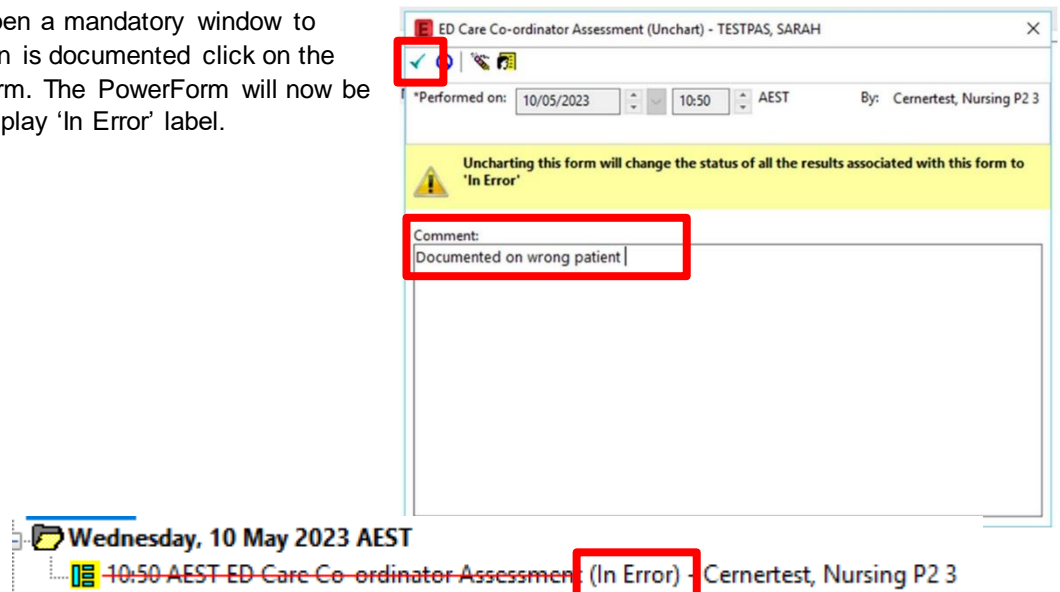
💡 **Handy Hint**

- Any PowerForms that have a date field you can type the letter 'T' for it to auto populate to todays date.
- Any PowerForms that have a time field you can type the letter 'N' for it to auto populate the time now.