

# Cancer Services - Pharmacy Clinical Documentation - PowerForms



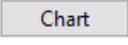
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Quick Reference Guide

## This Quick Reference Guide will explain how to:

Access and document the Pharmacy PowerForms related to Cancer Services.

## Pharmacy – Oncology/Haematology AdHoc Folder

1. Click on  in the navigational toolbar
2. Select the **Oncology/Haematology Pharmacy Assessments** folder
3. Select the required PowerForm to document. Options include:
  - i. Pharmacy Anti-cancer Treatment Referral Check
  - ii. Pharmacy Oral Chemotherapy Checklist
  - iii. Pharmacy Treatment Modification
4. Click  to launch the selected PowerForm



5. Once you have completed your entry, Sign the document by clicking  in the top left corner



## Editing PowerForms

PowerForms can be edited from **Form Browser** or **Documentation** in the Table of Contents.

Utilise this function to document the second Pharmacist check for the Pharmacy Oral Chemotherapy Checklist.

## Marking In Error

Once the PowerForm has been submitted, it cannot be deleted. If the documentation is incorrect, i.e. Wrong patient or wrong details, you can mark the document “in error”.

1. Click on the document you wish to mark in error via the Documentation tab in the Table of Contents
2. Click on  In Error
3. Add comment, i.e. *Note created for wrong patient*. Click OK
4. The following message will appear each time the document is opened by any user:



The document you are about to view has been marked as IN ERROR. Do you want to continue viewing the result?