Documentation – Authorising/ Verifying Allied Health Student Entries (Inpatient)

Digital Health

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

When a student has documented notes or completed a form, their relevant Supervisor will access the relevant documentation to review and co-sign as required. This task can be completed either through the **Multi-Patient Task List (MPTL)*** or the **Form Browser**** from the Table of Contents (TOC).

*MPTL option applies to inpatient encounters only.

** Form Browser must be used to authorise/verify allied health student entries for outpatient or community encounters.

The student can take three actions to document their notes, which is dictated by discipline business rules.

1) Document in a word document and once approved by their supervisor they can document and sign the note by clicking the green tick. The process below follows.

2) Document in the powerform, but instead of signing the document, save the document using this icon 💾
   The supervisor can then view the note and approve it prior to the note being signed by the student and the process below follows.

3) Document directly in to powerform and sign the document and the process below follows.

Modifying via MPTL (applies to inpatient encounters only)

1. In the | Review | tab on the **MPTL**, notes and forms that have been documented by a student are indicated by [symbol] symbol to the left of the order.

2. Right click on the order line, and then select **Chart Details / Modify…**.

3. Review/update the relevant information.

4. Press the **green tick** to sign and save.
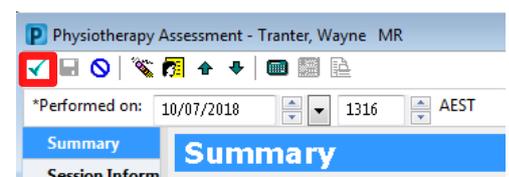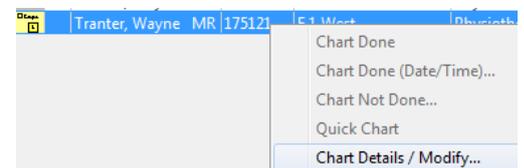
Modifying via Form Browser (applicable to all encounter types)

5. Click on Form Browser from the TOC.

6. Locate the relevant form that needs to be authorised. **Note**: The status displays as **(Unauth)**, until the Supervisor accesses the form and approves.

7. Right click on the relevant note / form, and then select **Modify**.

8. Press the **green tick** to sign and save.

   Note: The status is updated to **(Auth (Verified))**.