Documentation- Completing a Diabetes Assessment Powerform

Digital Health
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Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Complete a Diabetes Assessment Powerform

Navigate to the Diabetes Assessment Powerform

1. Select "Outpatient View" from Table of Contents (TOC) and select 'Diabetes Assessment' from the 'Outpatients' mPage.

   - NB: The powerform can also be accessed from the 'Medical Officer View' in the TOC. This is located by navigating to the 'Manage' mPage and, as above, selecting 'Diabetes Assessment'
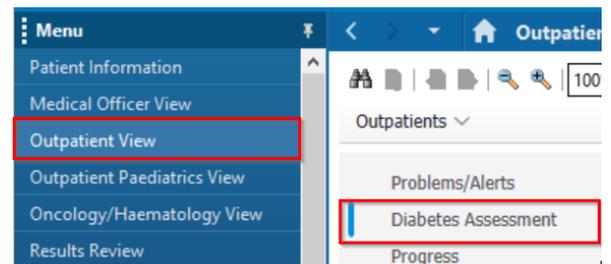
💡 **Handy Hint – Finding the Diabetes Assessment Powerform if not visible in Outpatient or Medical Officer View**

- If you are unable to see 'Diabetes Assessment' listed under the 'Outpatients' or 'Manage' mPages as above, it may be hidden from view
- Navigate to the 'Components' icon (3 horizontal lines) at the top right corner of the page and select 'Components'. 'Diabetes Assessment' can now be ticked on the drop-down list. Refresh the page and it should now be visible on the mPage.

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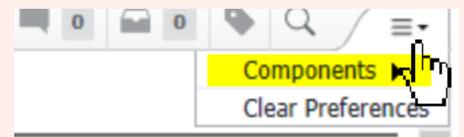
2. Navigate to the '+' icon to the right of the Diabetes Assessment section and select the drop-down option. Then select 'Diabetes Assessment'
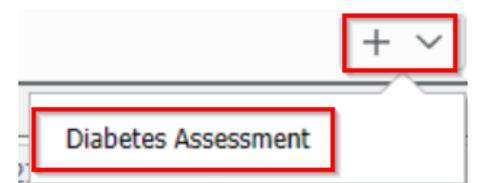
Completing the Powerform

1. Ensure all mandatory information (in yellow boxes) is completed in order to submit the form
2. Enter other relevant information. Note that previously entered data will be displayed in the tables beside each component of the powerform
3. Select the green 'tick' ✓ icon on the top left of the screen to submit the form

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> **Handy Hint – Entering a Comorbidity will add it to the Problems List**
> - When a comorbidity is ticked on the powerform, it will be added to the Problems List when the form is submitted
> - This will appear on the Problems List throughout the patient's record
> - N.B. Unchecking a comorbidity on the powerform will NOT remove the comorbidity from the patient's Problems List. This will need to be manually removed if required (please refer to the "Documentation - Diagnosis, Problems & Alerts" quick reference giude

Entering Medications on the Powerform

1. Navigate to the 'Medication' tab below 'Diabetes Overview' on the left-hand side of the form
2. Select the '+Add' icon to document home medications when "Document Medication by Hx" is selected from the drop-down menu next to medication "Type"
3. Note: Discharge medications can also be prescribed by selecting "Discharge Prescriptions" or "Outpatient Prescription" from the drop-down menu

Using auto-text to complete a note with Diabetes Assessment information

1. When documenting a note, use the auto-text '.diabAssessment' (case-sensitive) to create a table containing the information entered into the powerform
2. Information from previously completed powerforms will also display in this table with the corresponding date in which it was entered

> **Important – Date/Time heading on auto-text generated table**
> - The 'Date/Time' heading on the generated table reflects the date the information was <u>entered</u> into the Diabetes Assessment form