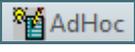


# Accessing Powerforms and Adhoc Forms for Viewing and Documentation

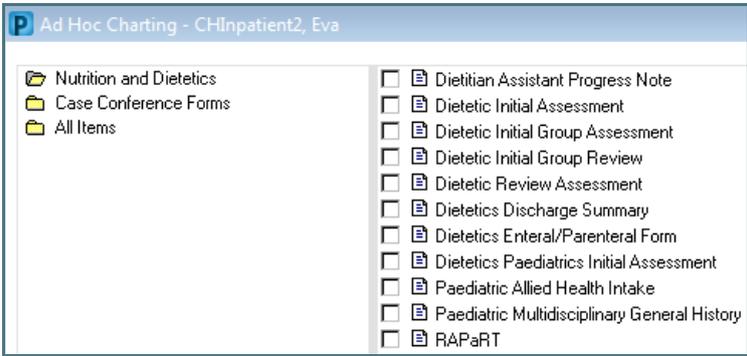
In *ieMR* almost all paper forms are now digital and are called *PowerForms*. They can be found by clicking the *AdHoc* button in the *ieMR Toolbar*.



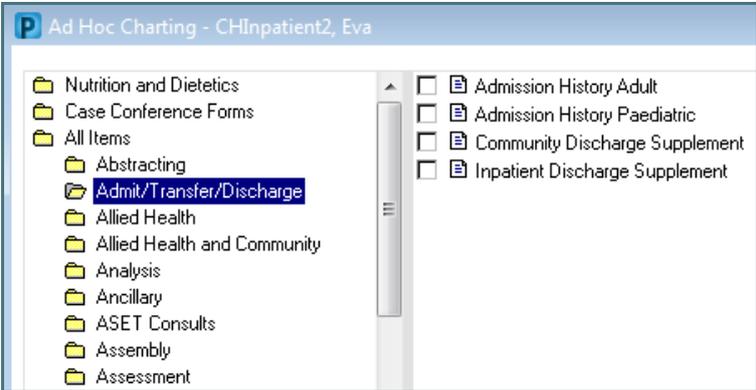
## How to find and complete PowerForms

1. Enter the patient's Chart
2. Click the  button in the *ieMR Toolbar* at the top of your screen.

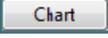
The *Adhoc Charting* window opens with the *PowerForms* that are linked to your login, for example, Dietician.



If additional forms are required and not located within your folder, click the *All Items* folder and search for the required *PowerForm* by clicking in each folder or see *Form catalogue*.



Once you have selected the form you require:

3. Click on *Chart*  at the bottom of the screen.

The *PowerForm* will open.

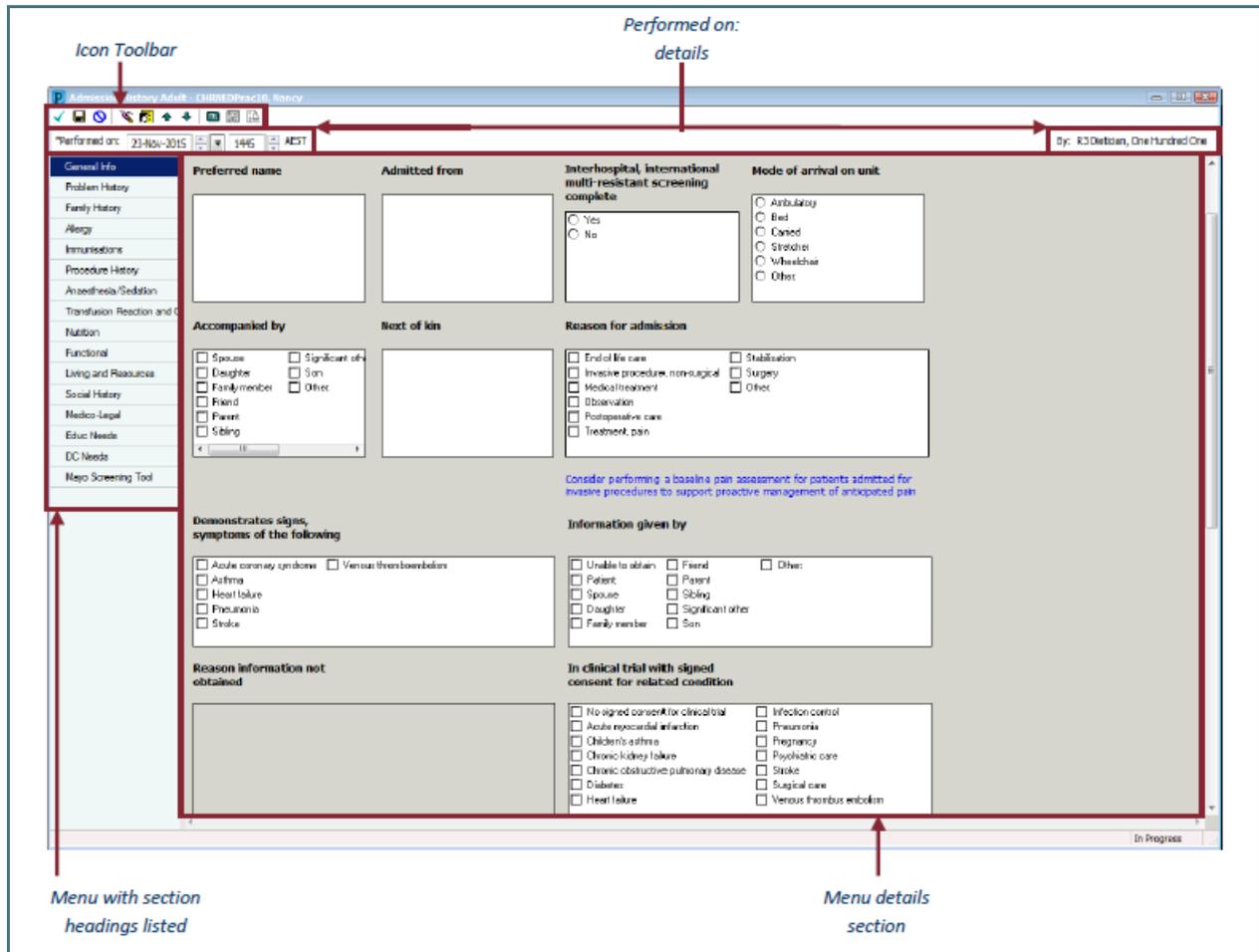
*PowerForms* are divided into four sections:

- *Icon toolbar*: contains key icons available

	Signs, finalises and closes down form		Displays result information
	Saves and closes down form		Opens calculator
	Cancels and closes down form		Previous and Next buttons to move through sections of the form
	Clears data on selected page of form		

- *Performed on details*: displays the form's commencement date and initiating clinician. The date and time can be amended if required.

- **Menu:** Lists the section headings available to be completed. Clicking on the section heading highlights the heading and displays the corresponding fields in the Menu Details section.
- **Menu Details section:** Displays the fields for the section heading selected from the Menu.



## Buttons and icons found within a PowerForm

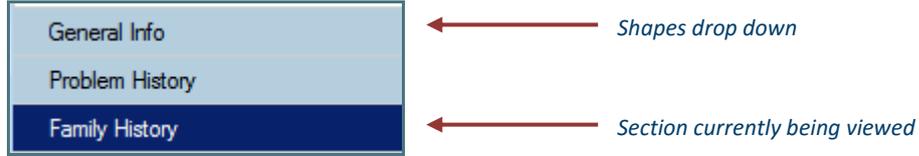
	Radio button- only allows one selection in a field		Indicates information brought forward
	Check box- allows multiple selections in a field		Mandatory field present in section
	Drop down box		Mandatory field
	Conditional field		Indicates another section associated with that question

## Filling in a PowerForm

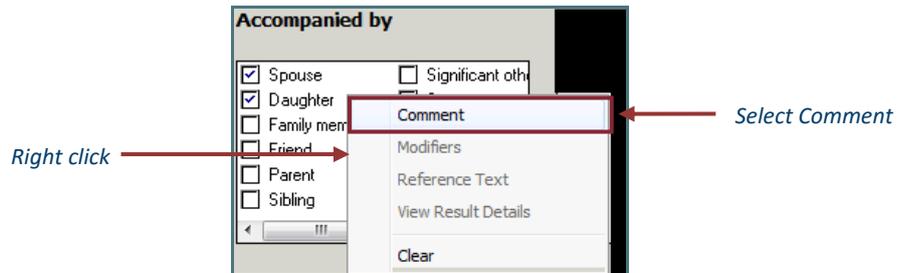
Fill in the relevant sections of the form:

1. Navigate through the sections using the buttons or by clicking on the desired section on the left.
  - A section that is light blue indicates that page has been visited.

- A section will highlight in dark blue to indicate which section is currently being viewed.



- Right click within that area and select *Comment* to add free text.
- Enter the information in the *Comment* window.
- Click *OK*.



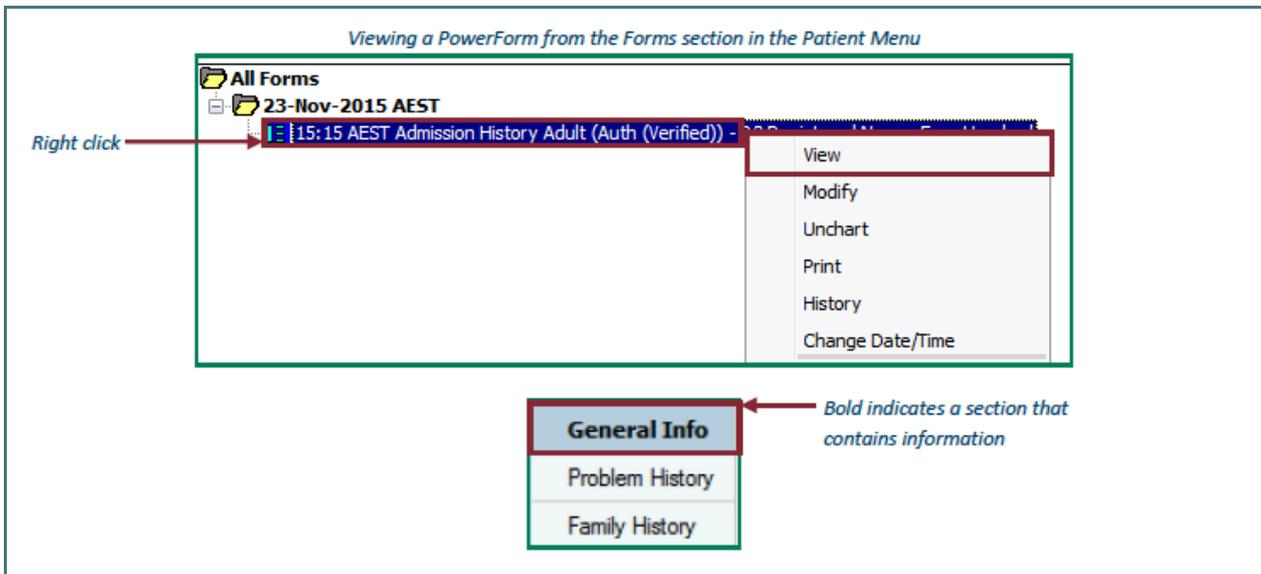
- Click on the *Sign*  button when the *PowerForm* is complete.

### Viewing the PowerForm

*PowerForms* can be viewed in the following *Patient Menu* sections:

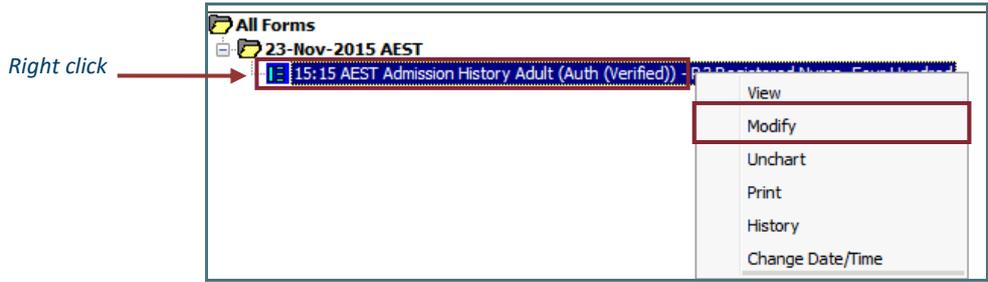
- Clinical Notes View*: Double-click the *PowerForm Textual Rendition Note* folder.
- Documentation*: Displayed in order of date performed.
- Contiguous Notes*: Displayed in order of date performed or use the text search function.
- Forms*: Right-click on the form and select *View*.

Note: sections which have information entered are bold.



### Modifying the PowerForm

- Click on the *Forms* section of the *Patient Menu*.
- Right click the required form and select *Modify*.



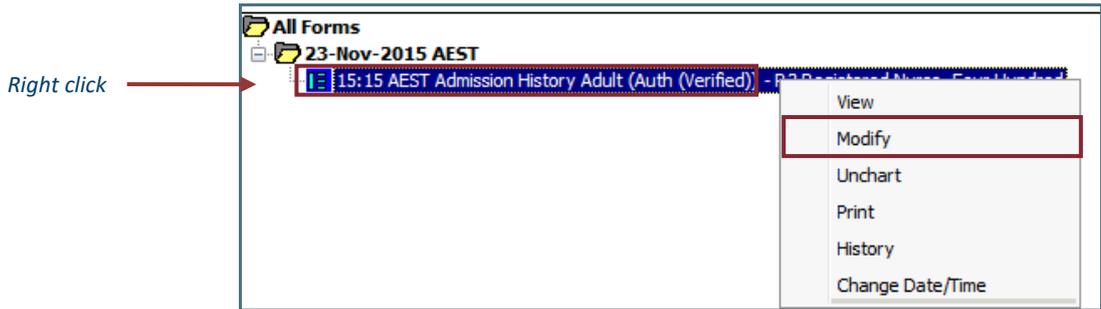
3. Modify the appropriate details.
4. Click on the *Sign*  icon when complete.

### Uncharting PowerForms

If the *PowerForm* is accidentally submitted, or entered in the wrong Patient's Medical Record, the *PowerForm* can be uncharted. This action marks the form as being *In Error*.

To *Unchart*:

1. Click *Forms* in the *Patient Menu*.
2. Locate the relevant *PowerForm* and click to select it.
3. Right click the *PowerForm*.
4. Select *Unchart*.



5. Enter the *uncharting* reason in the free-text *Comment* box.
6. Click on the *sign*  icon.

The form will now appear with a red line through the form title. If the form is selected, the user will be notified that the form has been marked *In Error*.

