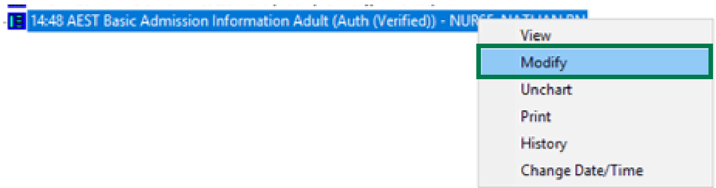


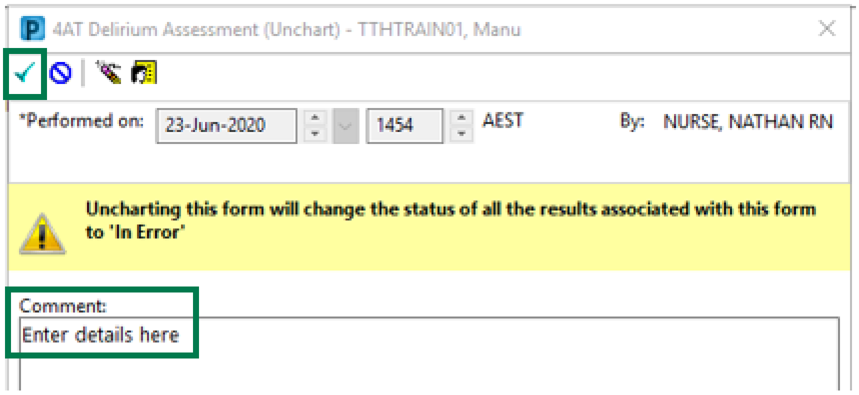
3. Modify the appropriate details.
4. Click on the *Sign* icon when complete.

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*.

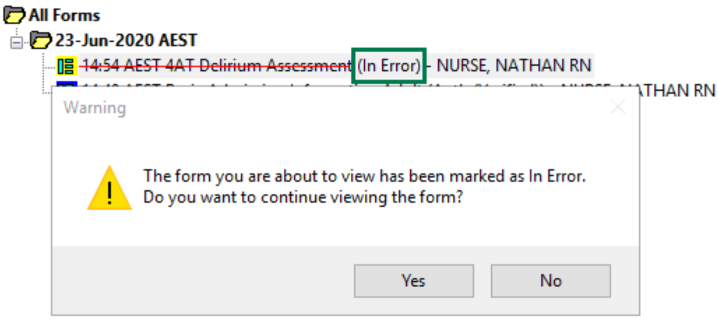
To *Unchart*:

1. Click *Forms* in the *Patient Menu*.
2. Locate the relevant *PowerForm* and click to select it.
3. Right click the required form and select *Unchart*.
4. Enter the Uncharting reason in the free-text Comment box.



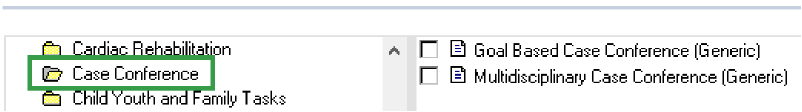
5. Click on the *Sign* icon when complete.

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*.



Case Conference Forms

Case Conference forms are used to document multi-disciplinary care for a patient. There are two *Case Conference* forms to choose from depending on your patient's care requirements.



Case Conference forms are created and documented as per above but will remain active for documentation from other clinicians.

Nurses working in an inpatient environment, e.g. wards or areas can access and add information to existing documented *Case Conference* forms through *Care Compass*.

Clinicians can also access and add information to existing documented *Case Conference* forms through *Forms* or *Activities and Interventions* in the patient's chart.

Form end and *Case conference end time* are mandatory fields that must be completed to finalise the form. Do not fill in these fields unless you are ready to finalise the form.

Care Compass

You must already have a patient list set-up and a relationship established to access any activities through *Care Compass*.

1. Open the *Patient Activities* window for the patient. The *Case Conference* form will appear as a current activity.
2. Select the *Case Conference* form and then click *Document*.

3. Update as required and then click the *Sign* icon to save the form.

Forms

1. Open the patient's chart and select *Forms* from the *Menu*.
2. Right click on the *Case Conference* form and select *Modify*.
3. Update as required and then click the *Sign* icon to save the form.

Activities and Interventions

1. Open the patient's chart and select *Activities and Interventions* from the *Menu*.
2. Select the *Case Conference* tab to view any incomplete *Case Conference* forms.
3. Double click on the required *Case Conference* form or right click and select *Chart Details/Modify…*
4. Update as required and then click the *Sign* icon to save the form.