























Ad Hoc Charting/Documents Buttons

Button	Action
	Ad Hcc – open the Ad Hoc charting forms.
	Sign Form – sign PowerForm.
	Cancel – close PowerForm without saving data.
	Clear – clear data from all fields on the current screen but leaves the PowerForm open.
	Saves – save data on PowerForm for co-signature. Only active for some security-defined roles.
	Missing detail – required field has not been completed.
	Next – access the next screen in a multi-section PowerForm.
	Previous – access the previous screen in a multi-section PowerForm.
	Add – add clinical note (restricted by role).
	History – show the history of the selected document.
	Return – close subsection of the form, returns to the primary screen.
	Link to subsection – opens subsection on which data has been entered.

Task List Buttons

Button	Action
	Task Pending – displays tasks in a pending status, requires action.
	A task in a Pending status that cannot be Quick Charted or Quick Charted as Done, either because it requires a PowerForm to be completed or due to a security restriction.
	Chart Done/Task Complete - charts task as done and shows task status as Complete.
	Task Not Done - task was completed as Chart Not Done.
	Task Overdue – task in an overdue status.
	A task in an Overdue status that cannot be Quick Charted or Quick Charted as Done, either because it requires a PowerForm to be completed or due to a security restriction.
	Cancel/DC – a task that has been discontinued or cancelled.
	Reschedule This Task – change due date/time for task.
	Unchart – uncharts a completed task and changes the status to pending.
	Chart Details – opens PowerForm related to the task.

Note: The *Basic Patient Information* PowerForm should be updated daily. Details from this form automatically fill in the related fields for any orders requiring these details.

PowerChart Clinical Documentation

- **Ad Hoc PowerForms**
- **Task List**
- **Documents**

For Help, Contact 30000
HELP (4357) at PHMC/PPH

V 2.2

Ad Hoc Charting

1. From the patient chart, click the **Ad Hoc** toolbar button.
2. **Expand** the folders.
3. **Check** the desired form.
4. Click **Chart**.

Modify Ad Hoc Charting

1. From the patient's chart, click **Form Browser**.
2. Right-click on the desired **form**.
3. Select **Modify**.
4. Make desired **changes**.
5. Click **Sign**.

Note: For most roles, there is a 12-hour time limit on modification of a PowerForm.

View Ad Hoc Charting

1. From the patient's chart, click **Form Browser**.
2. Right-click on the desired **form**.
3. View the desired **section(s)**.

Access a Subsection Containing Data

1. From the form, right-click the subsection icon.
2. Click **Go To (name of subsection)**.

View Document Color Legend

1. From the Document screen, click the **Index** menu item.
2. Click **Color legend**.
3. Click **Close**.

Tasklist – Chart Done/No PowerForm

There are multiple ways to mark a task as done:

- Right-click on the task and click the appropriate selection.
 - For tasks completed on the current date/time, click **Chart Done**.
 - For tasks done at a different date/time, click **Chart Done (Date/Time)** and enter the appropriate information in the popup box.
- Click on the task and click the **Chart Done** toolbar button.
- Click on the **yellow box** to the left of the task.

Tasklist – Chart Done/PowerForm

There are several ways to task "Done" and access the associated PowerForm:

- Right-click on the task and select **Chart Details**.
- Click on the task and click the **Chart Details** toolbar button.
- Double-click the **task**.

Task Documented as Done:

- **Scheduled tab:** Tasks on the Scheduled tab no longer display after being charted as "Done".
- **Continuous tab:** A *new* task is generated on the Continuous tab when a task is charted as "Done".

Task Not Done

1. Right-click the **task**.
2. Select **Chart Not Done**.
3. Select **Reason Not Done**.
4. Click **Sign Form**.

Reschedule a Task

1. Right-click the **task**.
2. Select **Reschedule This Task**.
3. Select **Rescheduled Date/Time**.
4. Select **Rescheduling Reason**.
5. Click **OK**.

Unchart a Task

1. Right-click the **task**.
2. Select **Unchart**.
3. Type in **Comment** – reason for uncharting.
4. Click **Sign Form**.

Open a Document

1. From the Document folders, **expand** the folders to locate the documents.
2. Double-click on the desired **document**.

Add a Clinical Note (restricted by role)

1. From the Documents screen, right-click in the View pane.
 2. Click **Add**.
 3. From the drop-down list, select **Type**.
 4. Type **Clinical Note**.
 5. Options:
 - Click **Sign** (finalizes and closes note).
 - Click **Save** (saves note but leaves it open for additional data entry).
 - Click **Save and Close** (saves note with current data and closes it as a preliminary note).
- Note:** Note will be found in the Clinical Documents folder.