

# Our **DIGITAL HEALTH** Service

## Fact sheet

**ATTENTION PLEASE:**  
All Administration Officers

### Admin Alerts in PowerChart

#### Which Alerts are to be entered by Administration Officers into PowerChart?

Administration Officers can enter the following alerts (by folder):

#### Alerts - administrative

Enduring power of attorney in existence
Guardianship order
Mental Health Act status
No information to be given
Parallel medical record exists
Public trustee
Release of information
Other administrative

#### Alerts - special needs

Cultural and/or religious need
Interpreter required

#### Which Alerts are not be entered by Administrative Officers into PowerChart?

Administration Officers are not to enter any clinical alerts into PowerChart under any circumstances. This includes all folders and alerts not mentioned above.

Any deviations from this should be documented in your department's *Digital Hospital Business Rules* – reference and follow accordingly.

#### If an Admin Alert is on PowerChart, does it still have to be entered into HBCIS?

Yes – all admin alerts should be entered into both systems.

#### When should an Admin Alert be entered into PowerChart?

Admin Alerts should be entered / updated in PowerChart either as they occur or upon patient presentation to the hospital. Existing Admin Alerts in HBCIS should be confirmed as current and correct by the patient before entering them into PowerChart.

For support, call IT Support: **1800 198 175**