


Allied Health PowerChart Overview

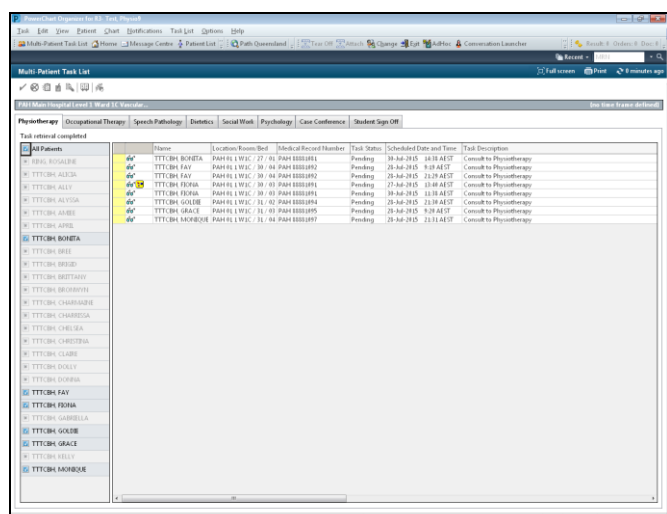
Quick reference guide

1. Log into [PowerChart](#) – refer to [Accessing Digital Hospital QRG](#).

Your *Multi-Patient Task list* will open by default. Note this is only for patient use.

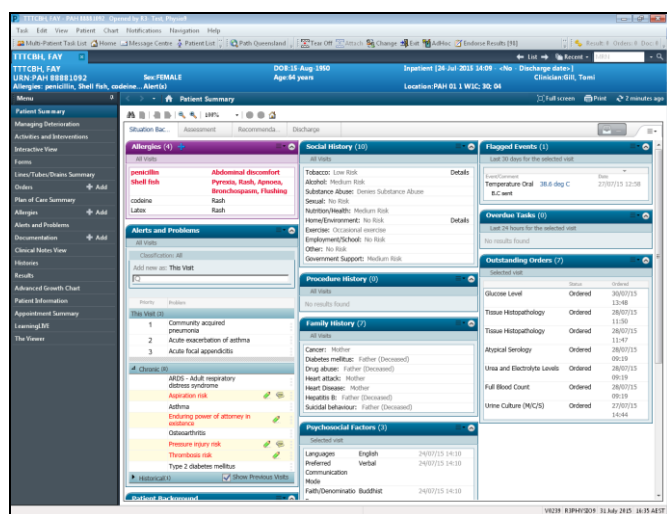


You will need to set up your Multi-Patient task list the first time you log in. Refer to [Multi-Patient Task List QRG](#) for assistance with this.



View patient details

1. In the *Multi-Patient Task List*, select the correct patient that you want to review
2. Right click on the patient >Open *Patient Chart* >*Patient Summary*
3. Review patient chart in *Patient Summary* (opens in Situation Background tab); review each tab for relevant information

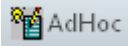


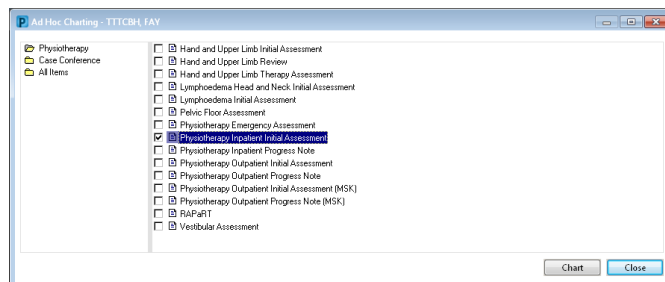
- Click on [Allergies](#) and review the Allergies
- Click on [Alerts and Problems](#) and review any alerts or problems and the current diagnosis
- Click on Results and review tabs as required (Lab, Medical imaging, Obs, Assessment, ECG)
- Click on [Orders](#) and review any Orders including Suggested Plans of Care
- Click on [Plan of Care Summary](#) and review the progress of any initiated Plan of Care
- Click on [Contiguous Notes](#) and review any progress notes / *PowerForms*
- Click on [Clinical Notes View](#) or [Documentation](#) to review documentation
- Click on [The Viewer](#) to access other electronic patient information

Allied

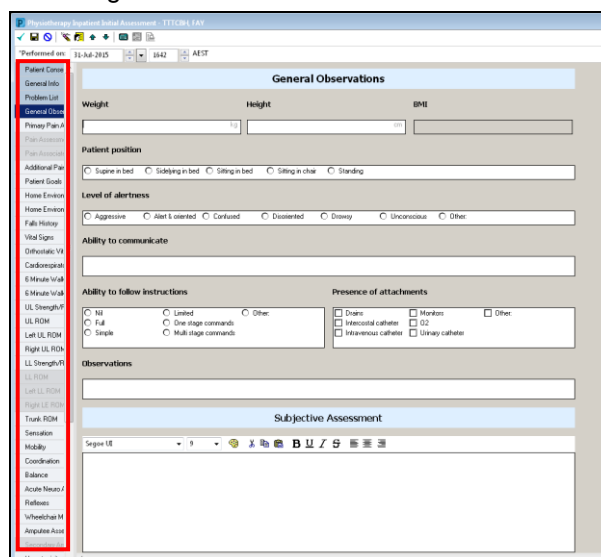
PowerForms

The Forms functionality provides the clinician the opportunity to record information associated with an intervention with your patient in a form view.

1. With the patient's chart open, click  on the tool bar
2. Select the tick box for the required form, and then click [Chart](#)



3. Use the menu down the left of the form to navigate to different sections of the form.



For further detail about PowerForms, refer to the [PowerForms QRG](#) or [PowerForms Advanced Features QRG](#).

Button Icons

- only one option can be selected
- multiple options can be selected
- Other: A free-text box will open to enter further details

4. Complete the form, then *Sign* when complete.



View a Form

Click *Forms* in the Menu bar

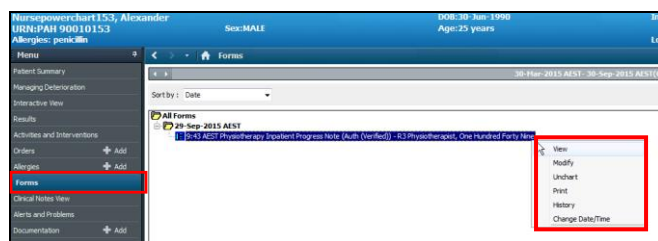
Right-click a form > *View*

Modify a Form

Right-click a form > *Modify*

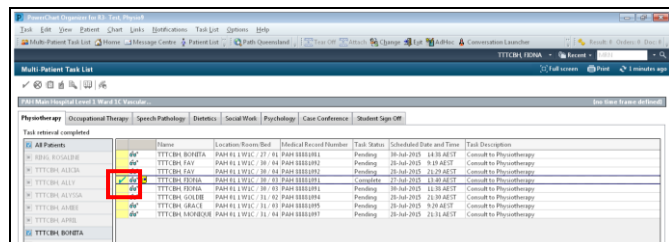
Delete a Form

Right-click a form > *Unchart*



Completing a task

1. Click **Multi-Patient Task List** from toolbar
2. Locate the task on the Multi-Patient Task List.
3. Click the **yellow box**. This updates the task to a status of Completed and it will then be taken off the Multi-Patient Task List



Exit PowerChart

1. Click on the toolbar



Warning: Do not close the window using the icon as this may not correctly save data.

Remember, exit through the door not through the window!

