PowerForms advanced features

Care Delivery

Quick reference guide

PowerForms can be accessed on an as-needed basis from the AdHoc button on the toolbar.


For more information regarding the basic use of Powerforms, please refer to the Powerforms QRG.

Reference Text

On certain sections of Powerforms, the abbreviation **REF** will be present as below. This is an indication that reference material is available to assist with selecting the most appropriate answer or option for that question.
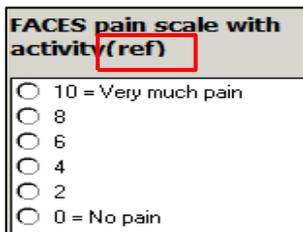
1. When you see REF, Right Click in the selection/answer box, and select Reference Text.
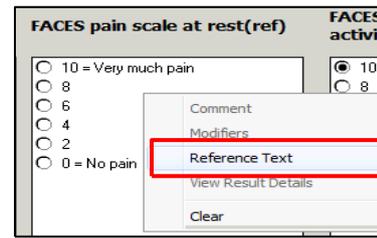
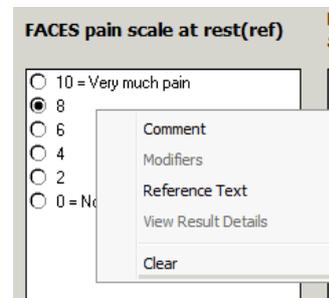This will open up a Decision Support screen, to assist with your answer selection.
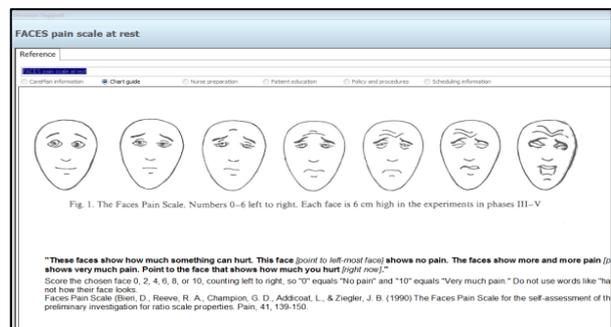
2. Click OK to return to the Powerform to input your answer.
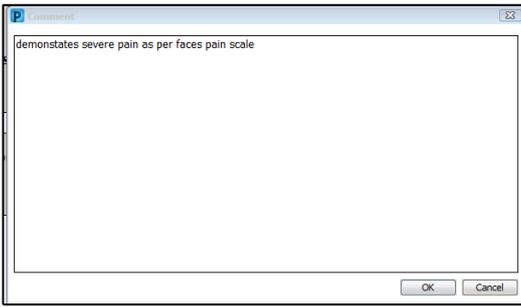
Add a comment to a result

Once you have documented a response, you can add additional information.

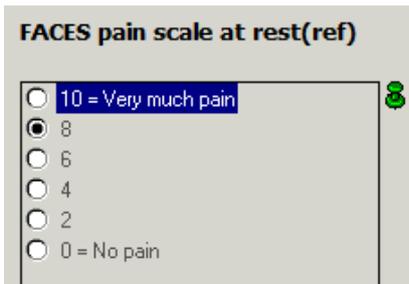1. Right click and select Comment.

2. Free type comment and then click OK.

3. Sign the form.

When the form is reopened, a green pin icon appears to indicate that a manual comment has been added.
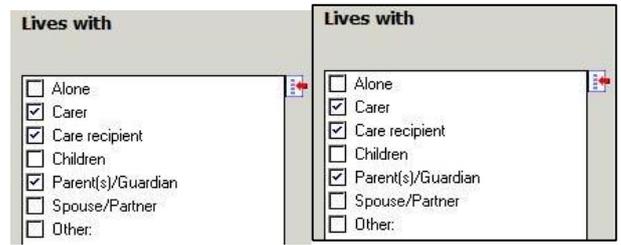

Right click on the pin, and select Comment to view the comment.

Last Charted value

Where a last charted value is available, the response will be pre-populated in a Powerform,

and demonstrated with this icon .

If the pre-populated data is modified by the clinician, the icon will disappear indicating it is no longer an automated response.

In Progress Powerform

If a form has been saved, but not signed, it will be saved under the Forms menu, and it will display as In Progress.
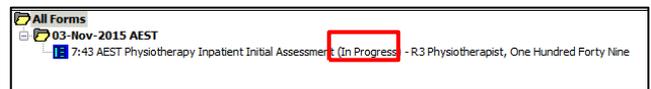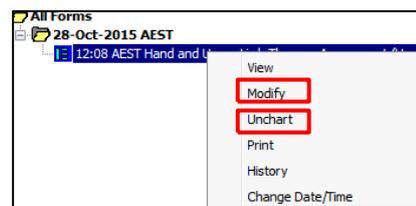

To continue working on the form:

1. Navigate to Forms in the Menu, right-click on the form and select Modify.
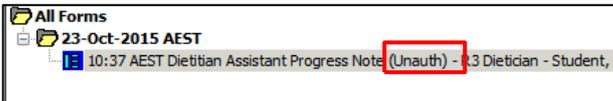
Unchart a Form

1. Navigate to Forms in the Menu, right-click on the form and select Unchart.

Unauthorised Powerforms

When a student completes and signs a Powerform, the form will display as Unauthorised in the Forms menu. A clinician will need to authorise this form.

Authorising a form

There are two ways that a student's form can be authorised:

- Through the clinician's Message Centre

  Or

- Through Forms on the Patient Chart Menu

Clinician's Message Centre

Once the student has forwarded the document to the clinician for sign-off, the clinician can action this via Message Centre.

Note: For instructions explaining how students can forward documentation, refer to the (AH) Student/Supervisor Documentation QRG.

There are two ways that a clinician can see and action new messages in the Message Centre:

1. At the top right corner of the screen on the toolbar, there is an icon that displays the number of documents, results and orders that are in the clinician's Message Centre. The clinician can either:

    - Click the icon ![Doc: 1 Result: 0 Orders: 0]. This will take you straight to your Message Centre.
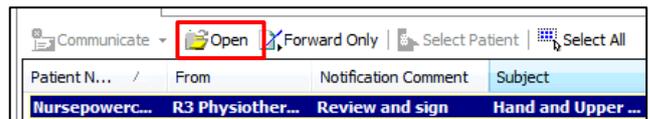
      Or

    - Click ![Message Centre] on the toolbar.

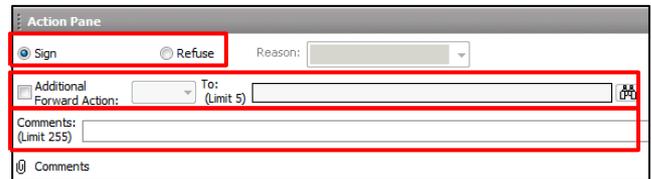The clinician will see that there is a document to action as below:

2. Highlight the document that you wish to sign/review and then click Open.

3. Select whether to sign or refuse, and add any additional comments if required.

At this stage, you can choose to forward the documentation on again.

Authorising a form via Forms Menu

1. Navigate to Forms on the menu.
2. Right Click and Modify the form.
3. Review all information, and amend as required.
4. Click Sign.

The form will now appear in the Forms section of the menu as a Verified form.