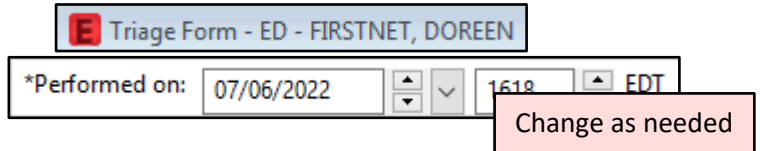# Form Charting and Corrections for ED Nurses and Clinical Staff

Form Charting Basics
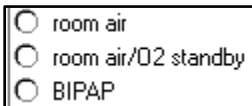
1. Verify that the patient is the correct patient.

2. Verify that the date and time are correct.
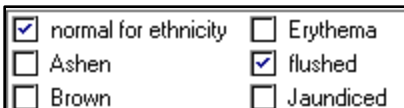

Change as needed

3. Form highlights:
   - Access forms through the Nurse Activities column, the right-click menu, and AdHoc.
   - Yellow highlighted and red asterisk * fields are required. The form cannot be signed until completed (exception: Triage form).
   - Use the blue return arrow on pop up pages.

   - Radio buttons are single select.
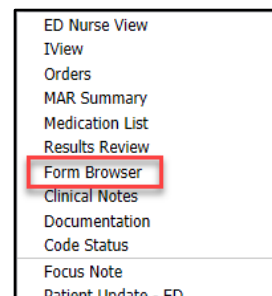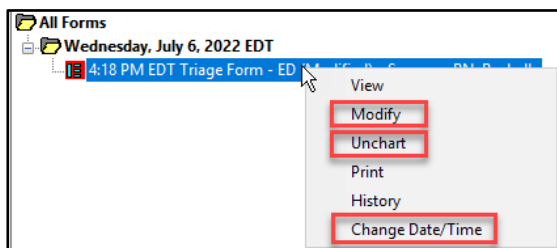

   - Boxes are multi-select.

   - Some fields cross encounters and populate fields automatically when the form opens (e.g., Care Coordination, Social History, Allergies).

4. Sign the form when it is complete. Do not save the form, as it will not display to the chart.

5. Correct errors from Form Browser within the patient's chart.
   - Use the right-click menu to access Form Browser.
   - Right click on the appropriate form to Modify, Unchart, or Change Date/Time.

6. Note in the EHR on the Patient Update Form when paper charting has been used (transfusions, traumas, level 1 medicals, sedation).