PowerForm Documentation for Nurses and Nursing Staff
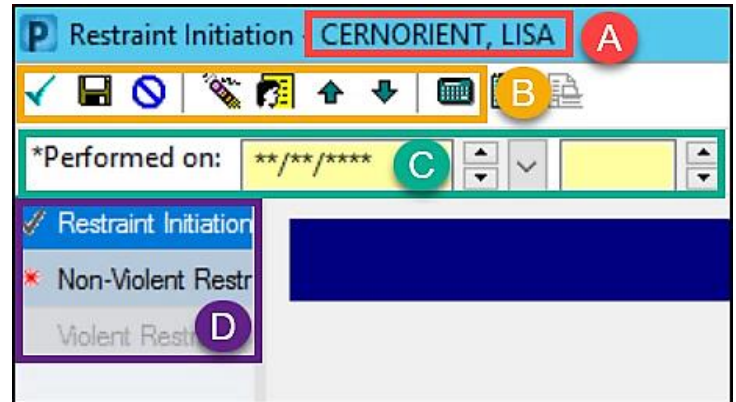
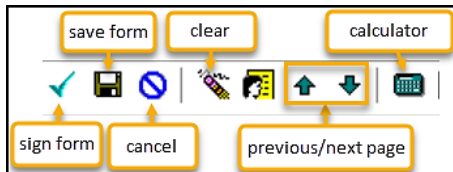Cerner PowerChart **EDUCATION**

PowerForm Basics

All yellow fields are mandatory and must be completed before the form can be signed.

A. The patient name appears at top of the form window.

B. Hover over toolbar icons to discover their uses.

C. The Performed on Date/Time on the toolbar must reflect the time the care or assessment was completed.

D. The navigation panel on the left shows each of the pages in the form.
   o Dithered pages are conditional/optional.
   o A red asterisk indicates a mandatory field.
   o A checkmark next to a page in the navigator indicates that all required fields have been completed.

   Note: The return arrow on a conditional page returns a user to page 1.

E. Round radio buttons are single selection.

F. Square boxes indicate that the user can select as many items as needed.

G. Comments can be added to all fields by right clicking.

H. Certain areas of a form contain Reference Text available by right clicking in the area.
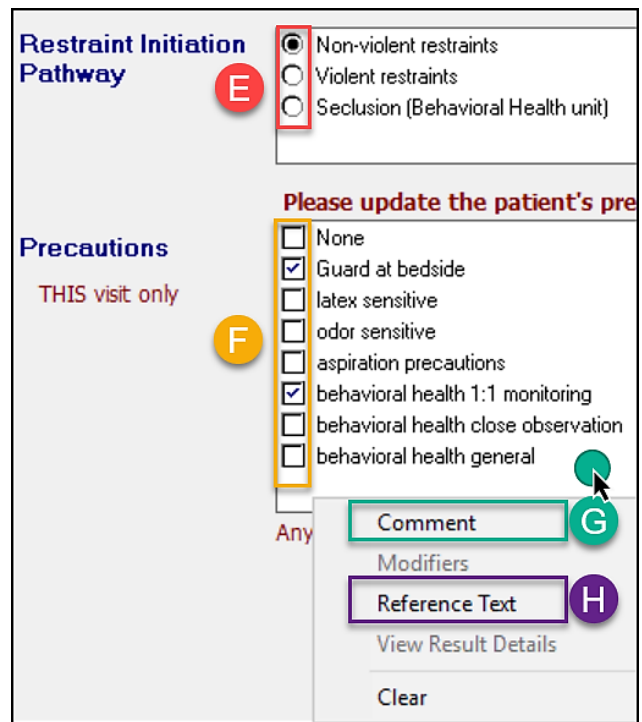
PowerForm Field Variations

Grid charting:
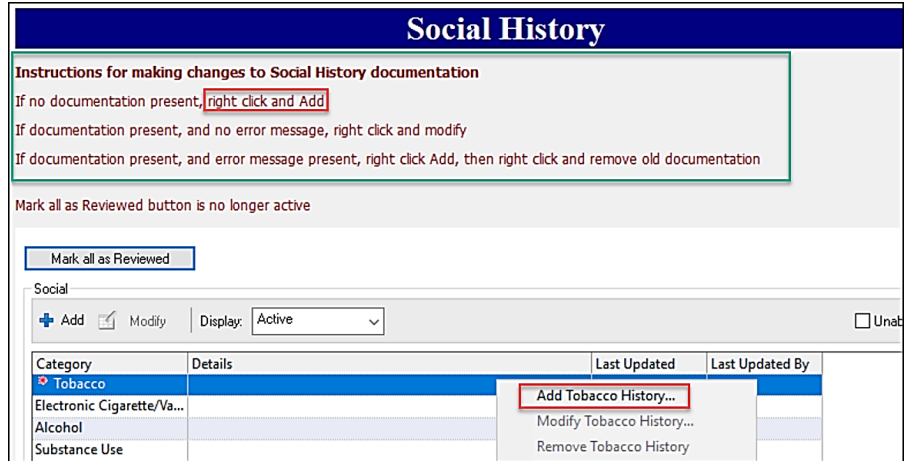
- Select cell of desired field to mark.

- Select again to deselect or right click to clear.

Spreadsheet:

- Follow instructions on page to complete.

- **Note:** Complete any pop-up windows/conditional fields that open when documenting.
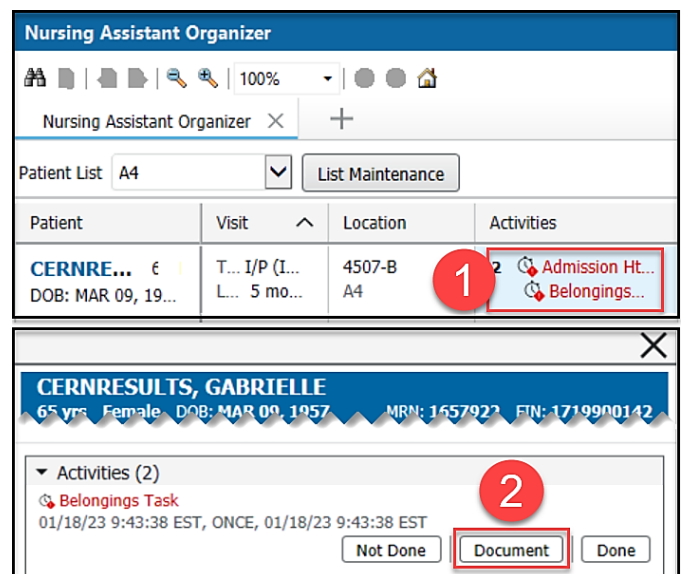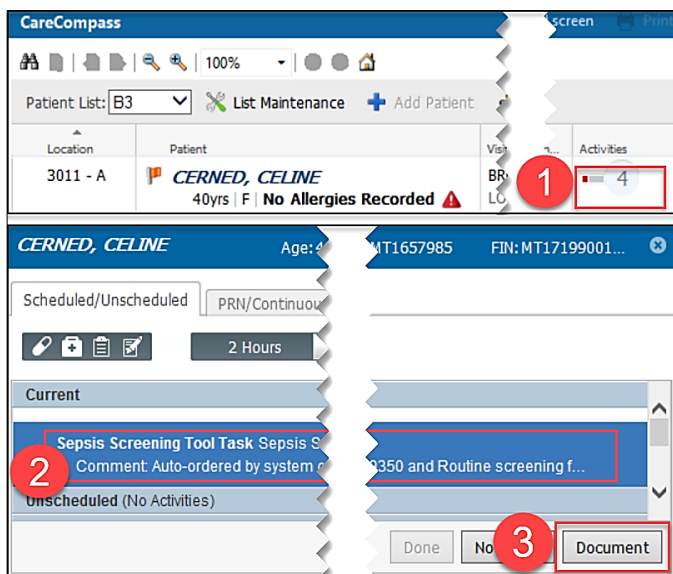

Accessing PowerForms

Many organizer tasks open to a PowerForm:

CareCompass:
1. Select a task in the Activities column.

2. Select the task to be charted.

3. Click Document to open the PowerForm.

Nursing Assistant Organizer:
1. Click into the Activities column.

2. Click Document to open the PowerForm.

Ad Hoc Forms: Ad Hoc contains a list of all the forms available for documentation and will vary according to the users role.

1. Open the patient's chart.

2. Click on AdHoc in the upper light grey toolbar.

3. Staff may select one or multiple forms by clicking into the check boxes beside the desired form(s).

   Note: selecting multiple forms will result in each form opening one after another until each form is signed or canceled.

4. Click Chart to begin documenting.