

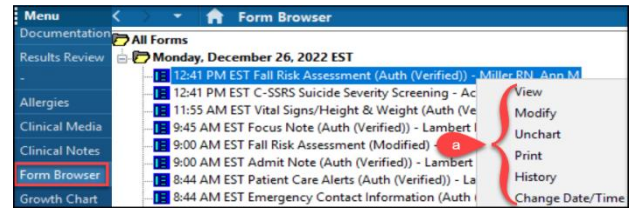
PowerForms: Documentation Corrections for Nursing Staff and Clinical Staff

Cerner PowerChart, FirstNet EDUCATION

Access the Form Browser tab on the dark Menu to make corrections on PowerForms (forms).

Right click on the form for corrections and select:

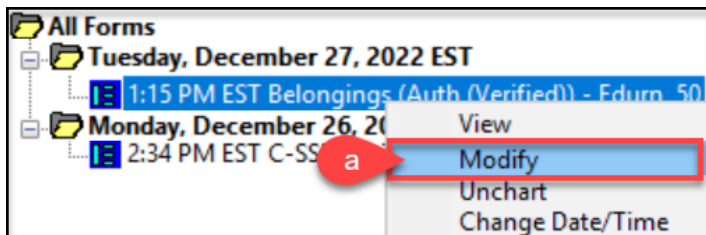
- a) Modify, Unchart, or Change Date/Time.



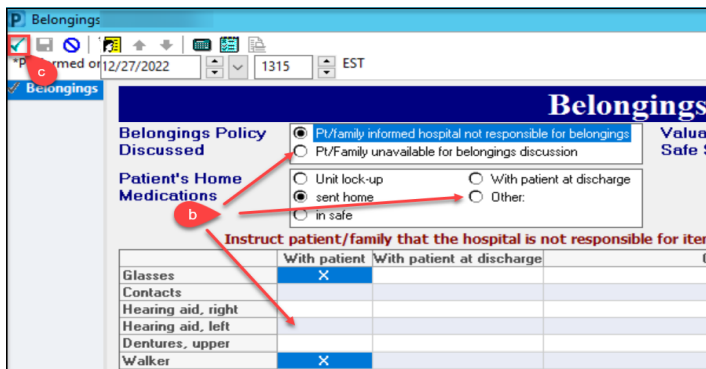
Modify

To add data or make corrections on the form:

- a) Right click on the form and select Modify.



- b) Enter, delete, or correct needed information.
- c) Sign.



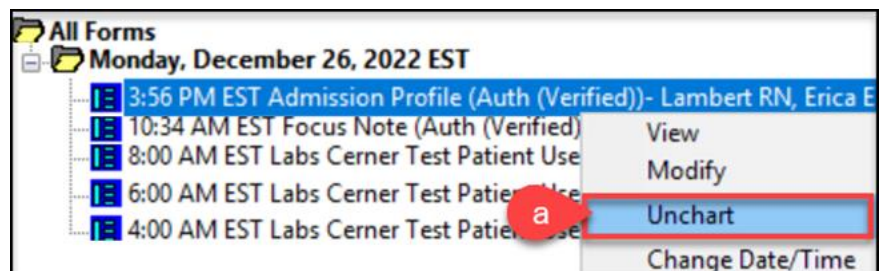
- d) Once the screen is refreshed, the status of the form displays as 'Modified' to reflect the corrections made.



Unchart

To unchart when documentation has occurred on the incorrect visit, wrong patient, or if the charting is duplicated:

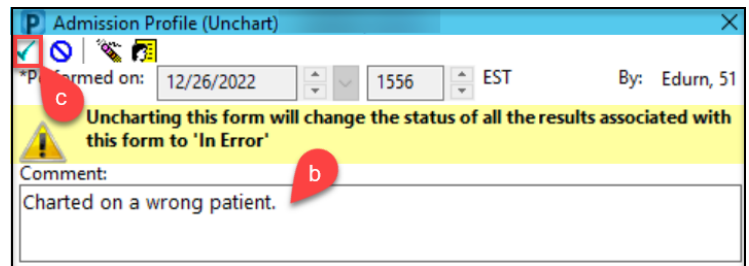
- a) Right click on the form and select Unchart.



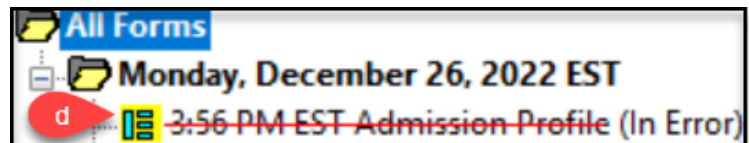
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- b) Enter the reason the form needs to be uncharted.
- c) Sign.

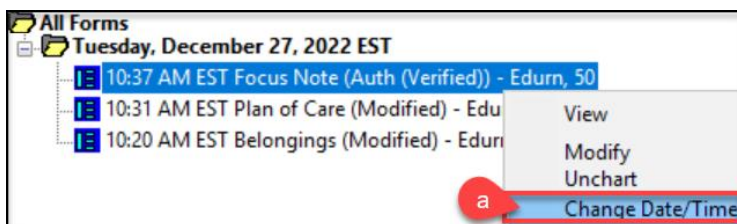


- d) Refresh the PowerChart screen. A red line displays across the form with 'In Error'. The data was removed from the chart.

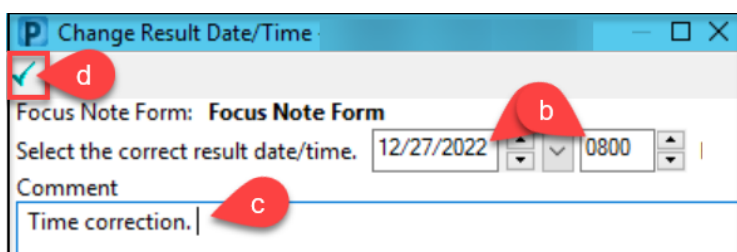


Change Date/Time

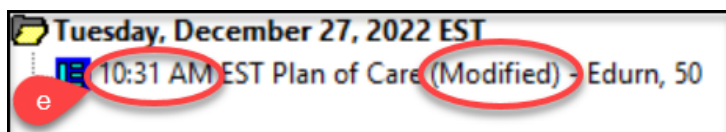
To change date or time when the documentation time does not reflect the actual time the service was performed:



- a) Right click on the form with incorrect time and select Change Date/Time.



- b) Enter correct date/time.
- c) Enter a Comment.
- d) Sign.



- e) Refresh the PowerChart screen. The form displays as 'Modified' and the form is moved in the correct chronological order to reflect the date/time change.

The date and time on a form can only be changed **once** and if the form has **not** been previously modified.