

Form Browser Viewing Filters for Clinical Staff

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Summary: Form Browser search criteria filters may be changed as needed to view forms. The default view range for Form Browser is set to display from admission to current for the selected encounter. This may impact what is displayed if the patient has not been admitted or checked in for the encounter. For example, if a clinical Intake form is started before the date of service for chart preparation, it will not display to view or modify from the clinic encounter until the patient is admitted or checked in.

P Form Browser

Support: Ambulatory Informatics at 231-392-0229

Form Browser View Range Filters

Change Form Browser View Range temporarily:

- Navigate to Form Browser while in the correct patient's chart.
- 2. **Right click** on the gray Search criteria bar.
- 3. Select Search criteria.



- Form Browser View Range window displays.
- 5. Select the **Date Range** View Range.
- 6. Review what Date Range is set and edit if needed.
- 7. Change the From Date and To Date using the arrows to the right of the fields.
- 8. Click OK when done.

Date Range View Range ÷ EDT 05/30/2023 + ~ 1200 Date Range From Date 05/25/2023 0813 🍵 EDT Admission - Current To Date 7 Cancel Date Range • • 05/22/2023 1200 From Date 05/26/2023 - -0813 To Date 8 ОК

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- 9. The Date Range selected displays on the gray Search criteria toolbar.
- Perform any actions needed for the forms, such as View or Modify, by right clicking on the form.



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Change Form Browser View Range permanently:

- Navigate to Form Browser while in the correct patient's chart.
- 2. Click on **Options** on the top toolbar.
- 3. Select Properties.

Task Edit View	Patient Cha	art Links Notifications	Options 2	
🚮 Home 🖃 Messag	ge Center 🛓 Pa	itient List 🔉 Multi Patient T	Properties	Jistries 🔚 Dynamic Worklist
🔀 Tear Off 🚕 Charges 게 Exit 🔝 Calculator i AdHoc 💵 N			Search criteria	pmmunicate 👻 🗎 Patient Educatio
AMBBACON, KRIS P 💌			View	
AMBBACON, KRIS P			Modify	MRN:AT4172
DOB:11/10/1948		Age:74 years	Unchart	Location:Mun
			Print	AT0056127873
Menu	Ŧ	K 🔿 🔻 🟫 Fori	History	
Nurse View			Change Date/Time	
Results Review				
Documentation	+ Add	Sort by : Date	~	
Outside Records		All Forms		
Orders	+ Add	Sunday, June 4, 20	23 EDT	
Medication List	+ Add		Anticoagulation Therapy Ma	nagement (Auth (Verified)) - AmbrnIpn,
Tack Liet		10:09 AM EDT A	mbulatory Comprehensive	Intake (Auth (Verified)) - AmbrnIpn, 19
Idsk List		10:00 AM EDT L	abs Cerner Test Patient Use	Only (Auth (Verified)) - SYSTEM, 1
			bs Cerner Test Patient Use (Unit (In Error) - Multi Contributors
Allergies	+ Add		13. 2022 EDT	Jniy (Auth (verified)) - SYSTEM, T
Clinical Media		1:52 PM EDT Pa	tient Disposition - ED (Auth	(Verified)) - Smith LMSW, Megan E
Clinical Notes	+ Add	📲 1:45 PM EDT Triage Form - ED (Auth (Verified)) - Smith LMSW, Megan E		
Form Browser		1:45 PM EDT Co	de Status Armband Validati	ion (Auth (Verified)) - Smith LMSW, Meg
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- 4. Select **Date Range** in the Form Browser Properties window.
- The date range default is set to display 5 days back and 1 day forward. Update the date range values if needed.
- 6. Click **OK**.
- 7. To see the Date Range display change, close the patient's chart and reopen the chart to Form Browser.
 - a. If this does not update the Form Browser view, Exit PowerChart using the Exit door icon and log back into PowerChart.

Form Browser Properties					
Default					
Sort by	Offset Back 5				
Date V	Forward 1				
Oate Range	Increment Value 1				
O Admission - Current	Units Day 🗸				
1	6 OK Cancel				

8. The Date Range selected displays on the gray Search criteria toolbar.

