

Form Browser Viewing Filters for Clinical Staff

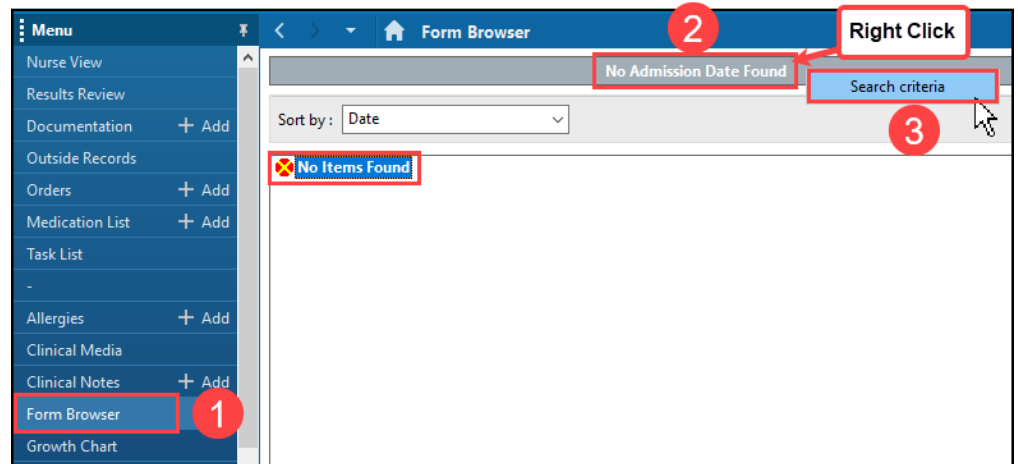
Summary: Form Browser search criteria filters may be changed as needed to view forms. The default view range for Form Browser is set to display from admission to current for the selected encounter. This may impact what is displayed if the patient has not been admitted or checked in for the encounter. 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.

Support: Ambulatory Informatics at 231-392-0229

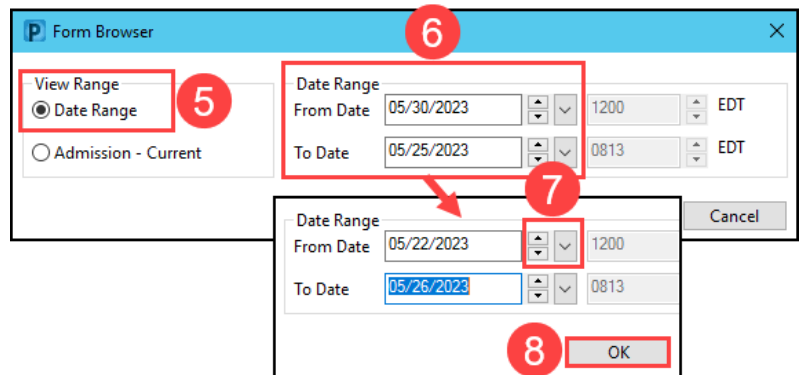
Form Browser View Range Filters

Change Form Browser View Range temporarily:

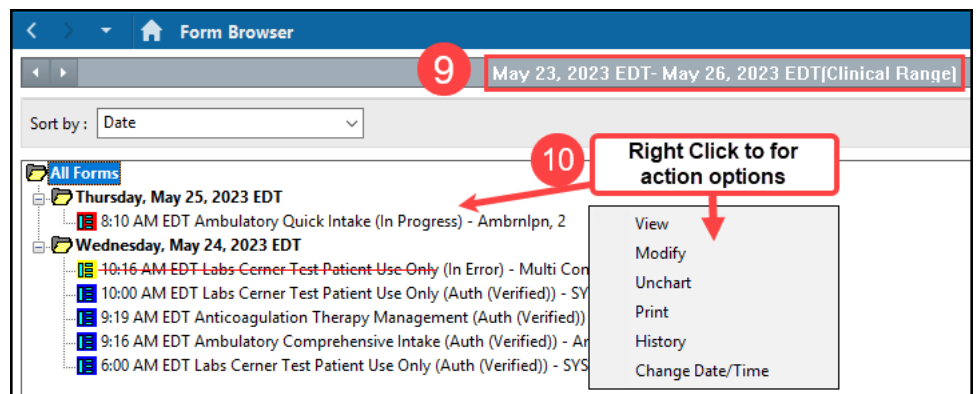
1. Navigate to Form Browser while in the correct patient's chart.
2. **Right click** on the gray Search criteria bar.
3. Select **Search criteria**.



4. 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.



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

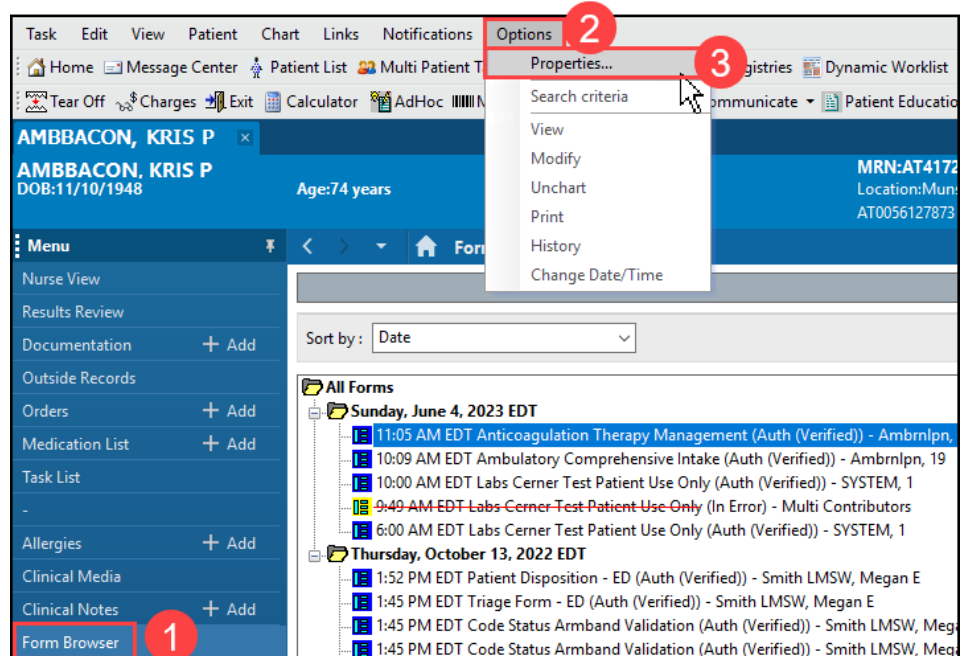


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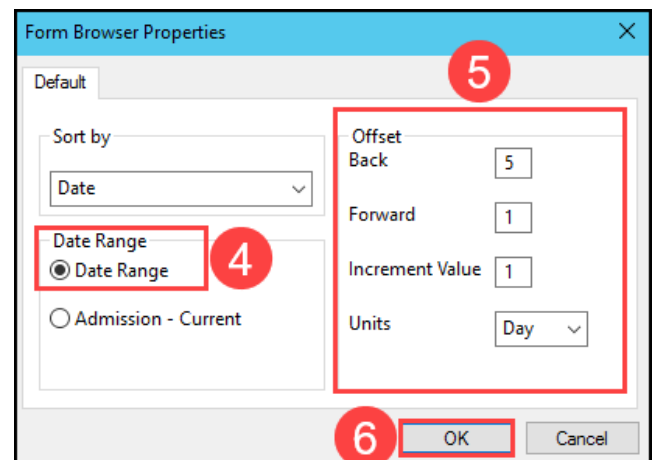
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Change Form Browser View Range permanently:

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



4. Select **Date Range** in the Form Browser Properties window.
5. 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.



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

