

PowerForms are used for documentation by many end user groups. Most PowerForms are saved as Text Rendition (TR_) documents, which can be viewed in multiple places in the electronic health record (EHR). Regardless of where the document is viewed within the EHR, corrections to this document type are always done using the Form Browser link in the Menu. Available options are detailed below.

Form Browser

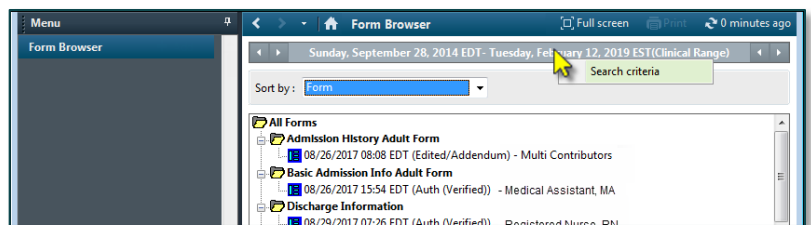
To make corrections to a signed form or TR_ document, navigate to the Form Browser and find the document in the document list.

➤ Sort Order

If desired, change the **Sort by** dropdown at the top of the list.

➤ Search Criteria

To change the lookback, right-click inside the gray band across the top of the link and select **Search criteria**. Enter the date range or encounter criteria and click **OK**.



Editing Options

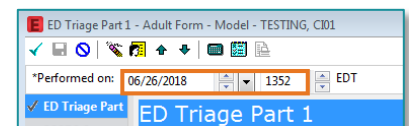
Right-click the document and choose the desired editing option from the right-click menu (listed below).

➤ Modify

Allows changes to be made to charted values and the date/time. Click the green checkmark to sign the changes. The form displays as **'edited'**.

➤ Unchart

If a form is completed on the incorrect patient or encounter, enter the data in a new form on the correct patient/encounter. Then, **Unchart** the original form. A reason is required (see screenshot). The uncharted form is marked **'in error'**.



➤ History

Displays the names of all end users who have entered documentation on the form.

➤ Change Date/Time

This option only works on certain forms. Use the **Modify** option, instead.