PowerForms are used for documentation by many end user groups. Most PowerForms are saved as Text Rendition (TR_) documents. Regardless of where the document is viewed within the EHR, corrections to this document type are always done using the Form Browser in the Menu or Clinical Entry Workspace (CEW) on Workflow MPage.

Editing Options

Right-click the document to the choose the desired editing option.

➢ **Modify**

- Allows changes to be made to charted values and the date/time. Click the **green checkmark** to the 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 or encounter. Then, **Unchart** the original form. A reason is required. 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. Pop-up window shows if unavailable.
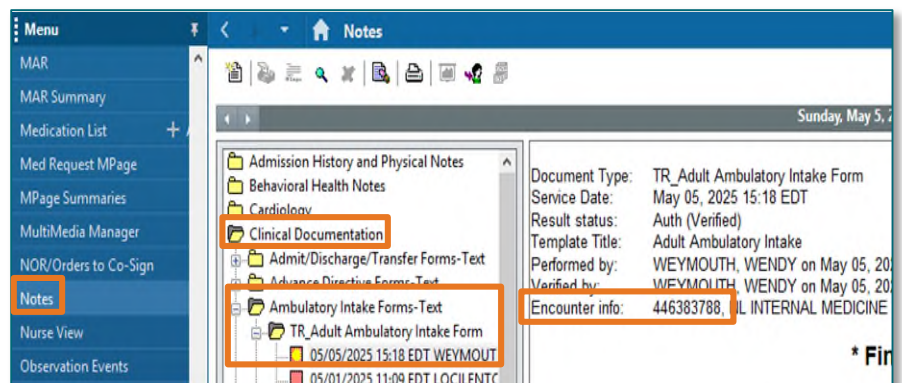
Locating and Uncharting Documentation

Uncharting of documentation is to be performed by the originating author.

➢ **Locating and Identifying FIN on the document**

Text Rendition (TR_) PowerForms can be found in different areas of the patient's chart.

- From the **Menu**, select **Notes**.

- Searching **By Type**, click to open the **Clinical Documentation** folder.

- Find the type of form that needs to be corrected.

- Open the subfolder and find the document that needs to be corrected.

- Select the document.
  - In the header of the document, the FIN will be displayed.

- Print the document for reference when re-charting.

NOTE: **If using Documentation, search for form through List.**

➢ **Uncharting the PowerForm**

Uncharting can be done in different areas.

- **Clinical Entry Workspace (CEW)**
  - From **Clinical Entry Workspace (CEW)**, click **Form Browser**.
 - Select the form or click the arrow to the far right.
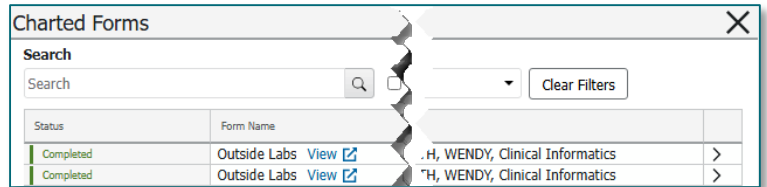
NOTE: **Filters may need to be changed to locate the form.**

  - Select **Unchart**.
  - Enter a comment for the uncharting.
  - **Sign** the form with the green checkmark.
    - The document will no longer appear.
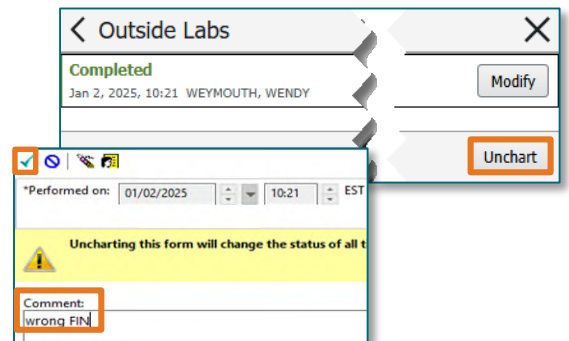
- **Form Browser**
  - From the **Menu**, select **Form Browser**.
  - Select the incorrect form.
    - The timeframe may need to be changed to locate the form, right-click the gray bar and select **Search criteria**.
  - Right-click and select **Unchart**.
  - Enter a comment for the uncharting.
  - **Sign** the form with the green checkmark.
    - The document will no longer appear.
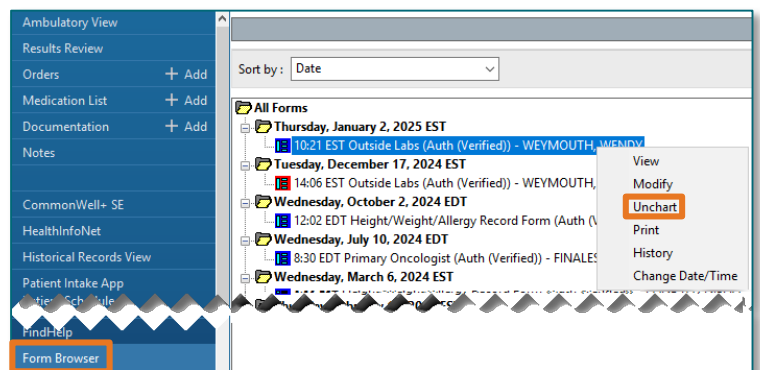
➢ **Re-charting the PowerForm**

- Navigate to the **LOC** link in banner bar to select the correct encounter the documentation should occur on.

    - Click **Yes** to navigate to the encounter.

- On the correct encounter, navigate to **Add Form** on CEW or **AdHoc** on the toolbar to open the form that needs to be charted.

- Change the **Performed on:** date and time to the date of the encounter – the date will default to when the form is opened.

- Re-chart information using the printed document for reference.

- **Sign** the form with the green checkmark.

    - The form will display with the correct date and time with the correct FIN.