

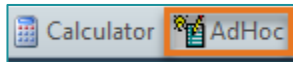
This flyer will demonstrate how to enter information in the Patient Information Administrative Form and where it will display.

Patient Information Administrative Form

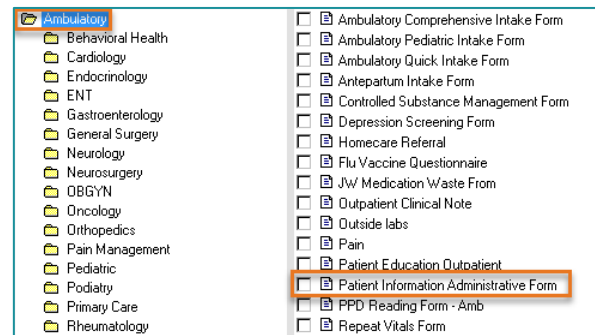
The Patient Information Administrative Form is a shared form that has helpful information for clerical, clinical, administrative, and medical staff in the ambulatory practices.

➤ Locating the Form

- From the toolbar, select **AdHoc**.



- From the Ambulatory Folder – select **Patient Information Administrative Form**.
- Select **Chart**.



➤ Documenting in the Form

- There are several fields that can be completed in the Patient Administrative Form.
 - Fields include Consent to Care (used when the consent has been completed), Preferred Name, Preferred Spoken Language, No Shows, Release of Information (who you can speak to regarding this patient), and Practice Comments.
- Most fields are free text.
- Be certain to enter the name of your practice, this helps avoid duplicate documentation by the same staff.

Release of Information	Release of Info Permitted to	Release of Info Permission Date Received	Practice Authorized to Release Info	Release of Information Comment
	Andy	03/08/2019	NL ARG Fort Fairfield Health Center	Spouse
		<Date>		
		<Date>		
		<Date>		
		<Date>		
Practice Comments	Practice Administrative Comments			Practice Name Entering Admin Comment
	Controlled Substance Contract 3/8/19			NL ARG Fort Fairfield Health Center

- Sign the form with the green checkmark.

➤ Demographics Tab

- To view the completed form, click the **Demographics** Tab.

- This tab can be pulled in by clicking the + sign and adding it to your view.
- This form will be found in the upper left-hand corner of the **Demographics** workflow.

A screenshot of a web application window titled "Patient Information Administrative". The window has three tabs: "Amb Nursing 2018", "Demographics", and "Calculators". The "Demographics" tab is active and highlighted with an orange box. The form content includes:

- ACO:** Patient Preferred Name: Annie
- Languages:** English
- Release of Info Permitted to:** Andy
- Release of Info Permission Date Received:** 03/08/19
- Practice Authorized to Release Info:** NL ARG Fort Fairfield Spouse Health Center
- Release of Information Comment:**
- Practice Administrative Comments:** Controlled Substance Contract 3/8/19
- Practice Name Entering Admin Comment:** NL ARG Fort Fairfield Health Center

A screenshot of a "New View" dropdown menu. The menu is titled "Select a View" and contains a list of views with corresponding icons. The "Demographics" view is selected and highlighted with an orange box. The views listed are:

- Amb Nursing 2018
- Ambulatory 2018
- Behavioral Health Quick Orders
- Breast Surgery Quick Orders
- Calculators
- Cardiology Quick Orders
- Demographics

NOTE: This information is viewable by all practices using PowerChart Ambulatory.