

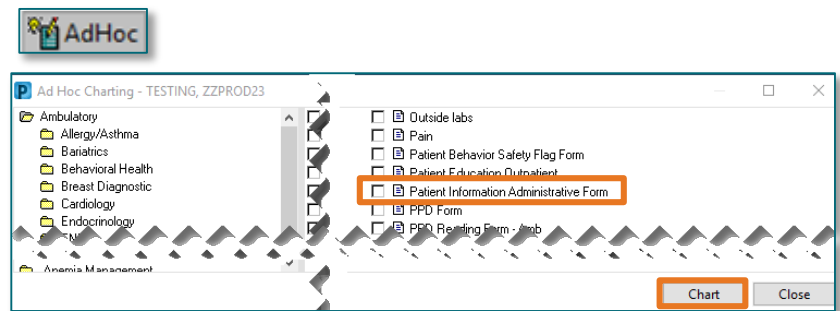
How to enter information on the Patient Information Administrative Form and where it will display.

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.

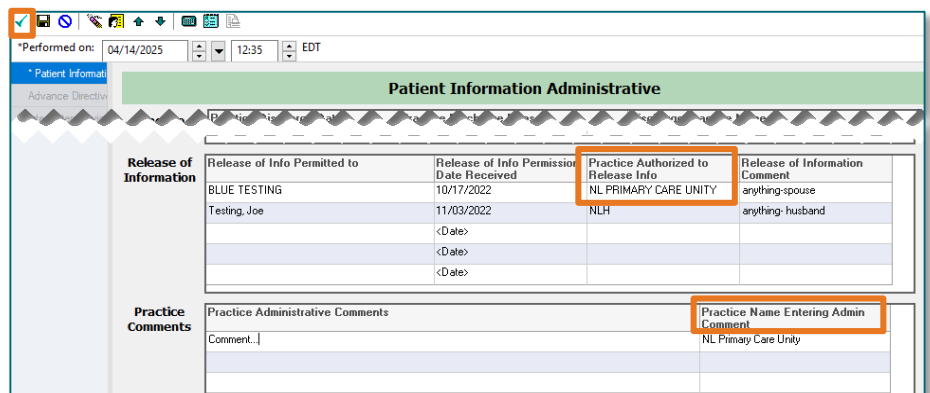
➤ Locating the Form

- From the toolbar, select **AdHoc**.
- From the Ambulatory Folder, select **Patient Information Administrative Form**.
- Select **Chart**.



➤ Documenting in the Form

- There are several fields, most free text, which can be completed in the Patient Information Administrative Form.
 - Practice Discharge
 - Consent to Care (used when the consent has been completed)
 - Preferred Name
 - Preferred Spoken Language
 - Advance Directive
 - No Shows
 - Release of Information (who able to speak to regarding this patient)
 - Practice Comments
- Enter the name of practice to avoid duplicate documentation by the same staff.
- Sign the form with the green checkmark once completed.




The screenshot shows the 'Patient Information Administrative' form. At the top, it displays 'Performed on: 04/14/2025 12:35 EDT'. Below is a table with the following data:

Release of Information	Release of Info Permitted to	Release of Info Permission Date Received	Practice Authorized to Release Info	Release of Information Comment
BLUE TESTING	Testing, Joe	10/17/2022	NL PRIMARY CARE UNITY	anything-spouse
		11/03/2022	NLH	anything- husband
		<Date>		
		<Date>		
		<Date>		

Below the table is a 'Practice Comments' section with a text area containing 'Comment...' and a 'Practice Name Entering Admin Comment' field with 'NL Primary Care Unity' entered. The 'Practice Name Entering Admin Comment' field is highlighted with an orange box.

➤ **Demographics Tab**

- To view completed form, click **Demographics** tab.
 - This can be added if not visible.
 - Select the **Add MPage** icon. 
 - Search and select **Demographics**.

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



Patient Information Administrative			
ACO:			
<u>Practice Discharge Date</u>	<u>Practice Discharge Reason</u>	<u>Practice Discharge Name</u>	
10/05/21	Other: testing	testing	
<u>Consent to Care Date Signed Amb</u>		<u>Consent to Care Signed in Office</u>	
10/19/18		Pediatric Primary Care	
10/17/22		NL PRIMARY CARE UNITY	
<u>Patient Preferred Name</u>			
Me			
<u>Patient No Show Occurance Past 12 Months</u>	<u>Patient No Show Date</u>	<u>Patient No Show Practice</u>	
1	10/18/18	NLH	
11/03/22			
<u>Release of Info Permitted to</u>	<u>Release of Info Permission Date Received</u>	<u>Practice Authorized to Release Info</u>	<u>Release of Information Comment</u>
BLUE TESTING	10/17/22	NL PRIMARY CARE UNITY	anything-spouse
Testing, Joe	11/03/22	NLH	anything- husband
<u>Practice Administrative Comments</u>		<u>Practice Name Entering Admin Comment</u>	
Comment...		NL Primary Care Unity	
<u>Medical Power of Attorney Name</u> : Testing, daughter 207-555-5555			