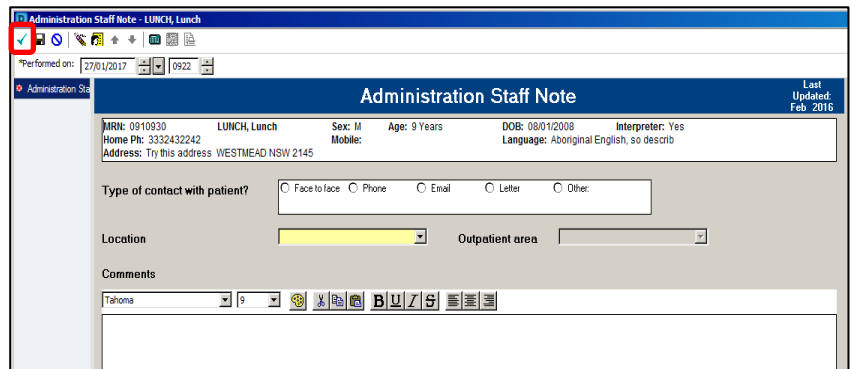
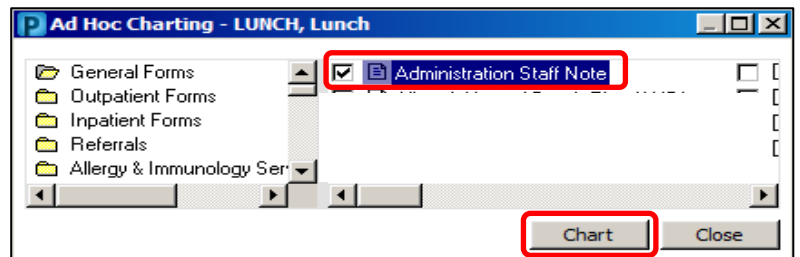


PowerChart Administration Staff Note

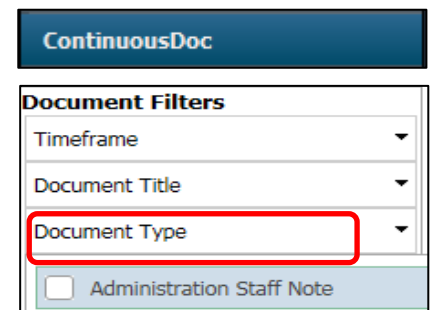
Adding an Administration Staff Note

- Search for the patient.
- Click **AdHoc**.
- Select Administration Staff Note.
- Click **Chart**.
- The Administration Staff Note appears.
- Complete the form.
Note: Yellow fields are mandatory.
- Click the **green tick** to sign the form.
- Enter Password.



Viewing an Administration Staff Note

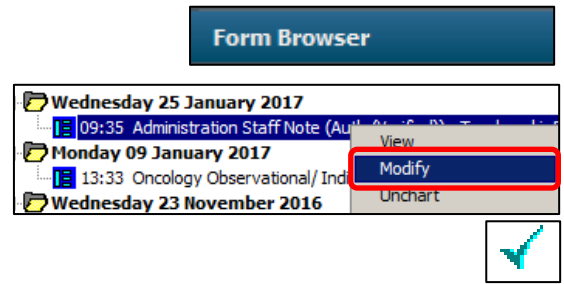
- Click **ContinuousDoc**.
- Click **Document Type** from the Document Filters.
- Select Administration Staff Note.
- Administration Staff Notes will appear on the right hand side.



| Document Filters | Document List | Document Detail |
|---|--|--|
| Timeframe Document Title Document Type Document Status Encounter Type Encounter | Sort By: Time Newest on top CHW WL Removed Invalid date Administration Staff Note | Enter Text to Search Content Administration Staff Note (Administration Staff Note) Administration Staff Note Entered On: 25/01/2017 09:38 Performed On: 25/01/2017 09:35 by Administration Staff Note Location : Patient Administration Comments : test test test |

Modifying an Administration Staff Note

- Click **Form Browser**.
- Right click on the form.
- Click **Modify**.
- Click the green tick to sign the form.
- The form will now show a Modified status.



Uncharting an Administration Staff Note

- Click **Form Browser**.
- Right click on the form.
- Click **Unchart**.
- Enter a comment.
- Click the **green tick** to sign the form.
- The form will now show an In Error status.

