

# QUICKSTART

A series of helpful guides provided by the Information Technology Department

# **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.

P	Ad Hoc Charting - LUNCH, Lunch
	Chart Close
Administration	Shifi Note - HWCH Lunch
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*Performed on: 27	701/2017
<ul> <li>Administration Sta</li> </ul>	Administration Staff Note
	NRII: 0910930 LUIICH, Lunch Sex: M Age: 9 Years DOB: 08/01/2008 Interpreter: Yes Home Ph: 33242224 LUIICH, Lunch Mobile: Language: Aboriginal English, so describ Address: Thy Ins address WESTILEAD NSW 2145
	Type of contact with patient?
	Location 🔽 Outpatient area
	Comments
	Tahoma J 9 J 1 1 1 1 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日

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AdHoc

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

This document was last reviewed on 16 October 2018. © The Sydney Children's Hospitals Network.

- 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.

🗁 Wednesday 25 January 2017						
📙 09:35 Administration Staff Note (Au						
Monday 09 January 2017	View					
13:33 Oncology Observational/ Indi	Modify					
Wednesday 23 November 2016	Unchart					
	$\checkmark$					

Form Browser



• The form will now show an In Error status.