Quickstart

Botulinum Toxin Clinic Forms & Letters

This Quickstart outlines:

- How to complete the Botulinum Toxin Clinic and Review forms (**Pages 1 & 2**).
- How to create the Botulinum Toxin Clinic and Review Letters (**Pages 3 & 4**).
- How to forward the Letter to another clinician via Message Centre for signing if required (**Page 5**).
- How to Finalise Letters via Message Centre (**Page 6**).

Botox Clinic forms

The AdHoc forms for the Rehab2Kids Botulinum Toxin Clinic staff work a little differently to other Rehab2Kids AdHoc forms. A lot of the information documented in these forms will be imported into the Rehab2Kids Botulinum Toxin Clinic Letter and Review letter. This reduces the amount of 'double documentation' for clinical staff.

> **Tip:** **Save vs. Sign: What is the difference? Why is it important?**
>
> **Saved** documents are like a "work in progress." They are not published as part of the medical record and must be signed to become visible to all users and part of the legal patient record.
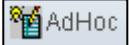>
> **Sign** means the form is complete and ready to be visible by anyone who views the patient's record.

There are two Botox clinic forms available:

- Rehab2Kids Botulinum Toxin Clinic.
  - This form is for the assessment and treatment clinic for Botox injections.
- Rehab2Kids Botulinum Toxin Review.
 - This form is for patient review after Botox injections.

Botox Assessment Clinic

When a patient arrives in the Assessment clinic:

- Click on the **AdHoc** charting button.
- Select the **Rehab2Kids Botulinum Toxin Clinic** form.
- Complete details in the form during the assessment.
- At the end of the consult, if the patient requires Botox injections, **SAVE** the form – do not Sign yet.
- If the patient will not be having any injections, you can complete the form and **Sign** to add it to the patient record.

Print out the injection sites report.

- In the top-left corner of your PowerChart screen select **Task**, then select **Reports** (you must be in the patient's chart to get the correct list of reports).
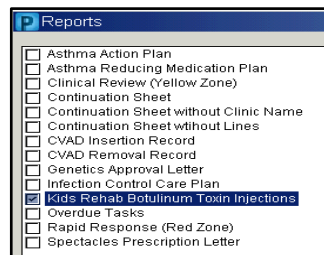
- Select the **Kids Rehab Botulinum Toxin Injections** report. Select your printer at the bottom of the window and print out the report.

> **Tip:** If you always use the same printer for this report, click on the **Save as Default** button before printing. This will save the selected printer so you do not have to find it in the list again.

Botox Injection Appointment

The saved form from the Assessment Clinic will be used when the patient attends a Botulinum Toxin Injection clinic. The partially completed form can be found on Form Browser or Multi Patient Task List. For MPTL, you will need to setup your task list to display the correct tasks.

- Go to the **Multi-Patient Task List** (or Rehab Referral list).
- Under the **Options** menu, go to **Task Display**.
- In the bottom pane (Task Types) select the **Rehab2Kids** option. Deselect any other options that had been selected previously.
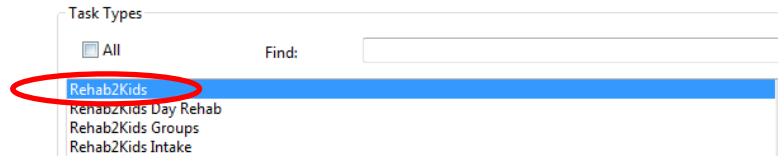
- Click **Save** and **OK**.
- The list of partially completed forms will appear with a task status of **In Process**.


- Double click the relevant task to open the partially completed form.
- Add or modify the existing documentation as required, remembering that much of this information is used to populate the clinic letter, so it's good to be as comprehensive as possible.
- You can **Save** the form for further completion later, or **Sign** the form if completed.

Tip:	Ensure you have completed the ABF statistics page, compensable billing page or any referrals or actions required prior to signing the form. If it was a multidisciplinary clinic, ensure all clinicians are entered on the Statistics and Billing Activity page as this will be used for reporting and populating the clinic letters.

There is a second method to find the saved Assessment forms – however the method above is recommended.
- Navigate to the patient's chart.
- Click on **Form Browser** from the left hand menu.
- Locate the form in the list – it will have a red icon and the status will be **In Progress**.
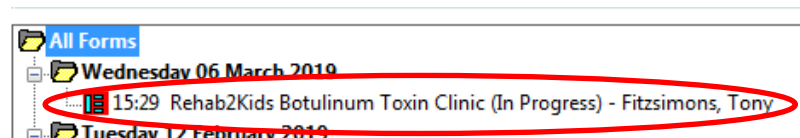
- Right click on the form and select **Modify**.
- Complete the form with any necessary documentation and save or sign the form. Ensure you have completed all necessary pages including ABF statistics and billing information.

Post Injection Review Clinic

When the patient attends their post-injection review appointment, go to AdHoc forms and chart the **Rehab2Kids Botulinum Toxin Review** form to document the details of the consultation.

ABF statistics and billing are entered in this form and are required before signing.

Letter Workflow

The Letters are created in Clinical Notes, where they can be signed directly, or drafted on behalf of another clinician. If creating the letter on behalf of another clinician, Message Centre is used to enable review, modification and signing without the need for paper copies.

Creating a Letter

The letter is created using **Clinical Notes** within PowerChart.
* Open the patient's chart. Ensure you have selected the most appropriate outpatient encounter.
* Click on **Clinical Notes** from the left side menu.
* Click on the **Add** icon on the toolbar.

* The clinical notes window will open.
* Select the Rehab2Kids Botulinum Toxin Clinic Letter, or Rehab2Kids Botulinum Toxin Review Letter, from the ***Type** list.
* If you are not the clinician who will approve/sign the final version of the letter, change the ***Author** to name of the treating doctor. Type in a name (or part of a name) to commence a search. Click on the binoculars if your search returns multiple results.
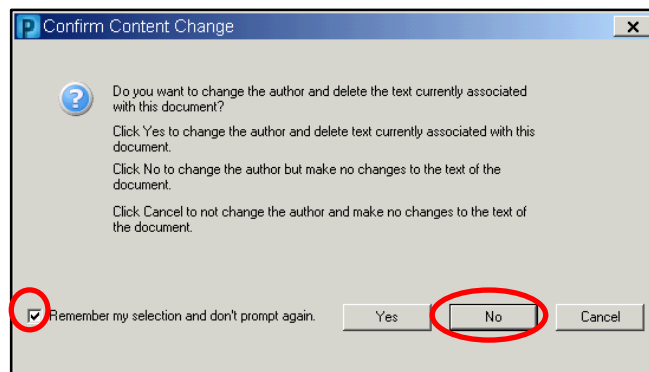

The first time you change an author you may receive the below message box:
* Tick the '**Remember my selection…**' box and then click on **No**.

The default template will load. This template draws information that has been entered into the Rehab2Kids Botulinum Toxin Clinic and Rehab2Kids Botulinum Toxin Review forms.

> **Information:** If you see **< >** in the body of the letter, it means that a field is left blank for manual completion. Some of these may also be due to incomplete information on the forms. To ensure the clinical record is complete and consistent, cancel the letter, open and modify the form to include the missing information if required, sign the form, then create a new letter.

You can add, delete or modify most sections of the letter.

The only part of the letter that you are unable to modify is the patient demographics section.

There are some additional Templates available for use within the letter for different scenarios, such as non-attendance, no further follow up or injections not required.

In these scenarios, the default template can be removed and the Associated Templates inserted.

To insert an Associated Template:

- Drag over the text to highlight unwanted portions of the default template and press the **delete** key on your keyboard.
- Click to position the cursor where you wish the new template to be inserted.
- Click on the **Insert Template** button (circled below)

- Choose from the list of Associated templates, and click **Insert.** Note while the naming is Kids Rehab the content is generic and can be used in the Rehab2Kids letters with minor updates as required.
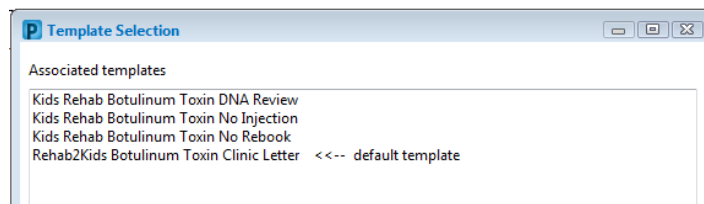

| *Warning!* | If you select **Replace**, it will delete all the information in the letter, including the patient demographics. The demographics will not automatically re-load with the new template. |

- Edit any information in the newly inserted template, as desired
- Click **Save and Close** if you are not the final author or **Sign** if you are the final author and it does not need to be forwarded via Message Centre for signing off.
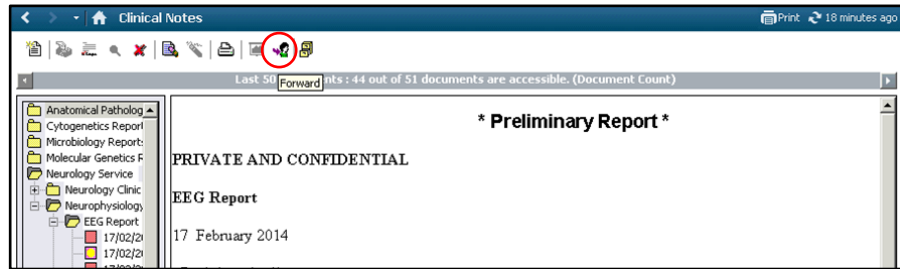- Click **Yes** when asked to view newly created document.

| *Tip:* | If you always want to open a newly created report or letter, put a check in the **Remember my selection** box. This will prevent the message from appearing again, and automatically open any newly created document. |
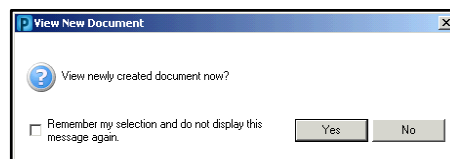
- Forward the letter or report to the doctor via Message Centre by clicking on the **Forward** icon.
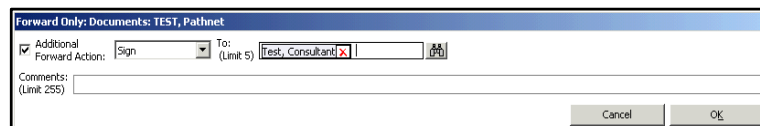
- The following message will appear explaining you are forwarding a document that has not been signed.
- Click **OK** to confirm that you want to forward the draft message.
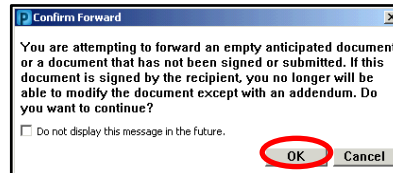

Tip:	If you do not want to see this message again, check the box next to **Do not display this message in the future**.

- In the first drop down box, select **Sign**
- Enter the Doctors surname in the **To:** area.

- If the search returns multiple results, a window will open for you to select the correct Doctor.
- When the Address Book window opens, highlight the correct Doctor entry (ensure you chose the one with the department listed and not the HIC provider option) and click on the right facing arrow to send the report to that Doctor. You can search for and add more Doctors in this window.   See the image on the following page for reference.
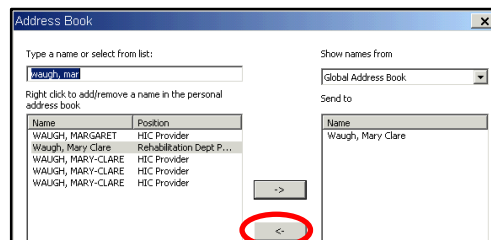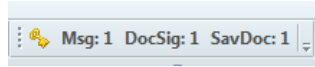

- Once a doctor has been selected, click **OK**.
- Type a comment to forward with the report if required and click **OK**.
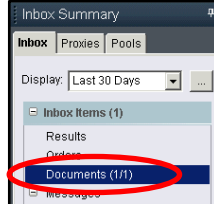
Finalising a Letter

- Doctors will find letters for them to sign in **Message Centre** available on the PowerChart toolbar.

- You can also see the Notification toolbar if you have documents pending for review or signature:

- In Message Centre, the number of documents in the inbox will be displayed on the left side menu.
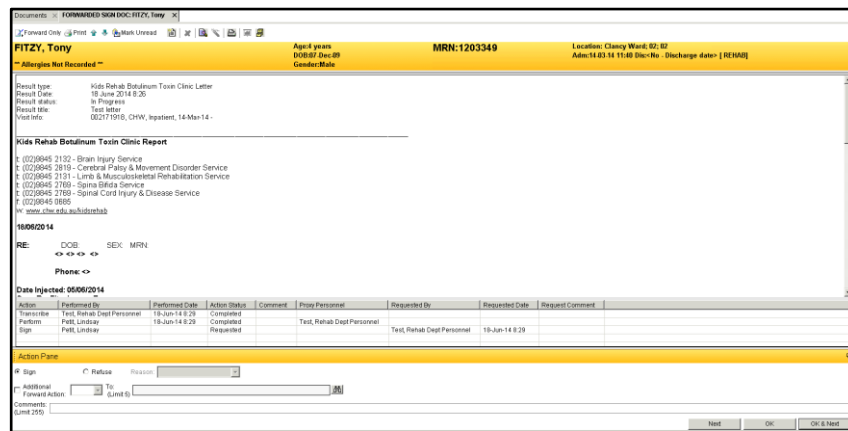

- Click on **Document** to view the letter that requires reviewing and signing.

New letters will be displayed in bold. Previously opened letters will display in normal text. Once a letter has been finalised it will be removed from the list.

- Double click on the letter to open it.

The top section is a view of the report. The bottom sections show the modifications made to the letter so far and who made them, and a section to forward the letter to other clinicians if required.

- Click **OK** to finalise the report without any modifications.
- Click on the **Printer** icon and print a draft of the document. When you give this to the Admin staff, it will prompt them to print the version onto the correct letterhead and send it out to the required recipients.
- If the letter requires modification, click the **Modify** button to open the report for editing.
- After modifying the letter, **Sign** to finalise document, or **Save** if requiring further editing or review.
- Once the letter is signed, click on the Printer icon and print a draft of the document and give it to the Admin staff.
- If this is not your letter to sign:
  - In the bottom panel - **Refuse** the document.
  - Select a reason.
  - Enter a comment if required.
  - **Forward** the letter (for review) back to the staff member who passed it to you.
    - Or let the staff member know verbally that this letter needs to be reviewed and signed by someone else.