

Allied Health Documentation & Authentication of Student Documentation

Allied Health Documentation

Allied Health Documentation will largely remain on paper, except for:

- Respiratory Therapists will do all of their documentation in PowerChart.
- Speech Language Pathologists will document medication administration in the Medication Administration Record (MAR) but all other documentation will remain on paper.
- Mental Health Allied Health clinicians will document in Dynamic Documentation.
- Hearing screeners will document a few items in Interactive View and I&O (iView).
- Social Workers in LGH ED will document the "Familiar Faces Shared Care Plan" PowerForm.

FormFast Documentation – All Allied Health Clinicians

All Allied Health will be able to print forms from FormFast. There are 4 different documentation types for Allied Health.

- **FormFast Forms** Forms from the Health Organizations are available in FormFast for Allied Health Clinicians and can be printed (with document and patient label).
- Reports These are Word Documents completed by allied health professionals, often with multiple contributors which may include discharge summaries, patient summaries, assessments and reports. These have been formatted by the Health Information Management (HIM) team with the document label and bar code, but will need a patient label to ensure that they are scanned to the correct patient chart. These will be distributed electronically by the corresponding Practice Leader.
- **Copyrighted Assessments** licensed measures and scales that are not allowed to be in the FormFast portal but need FormFast patient labels. These will need to have patient labels with barcodes and the document label applied to the document by allied health clinicians.
- Third Party Documents received from outside of the health care system; paper documents such as application forms or other forms from various Ministries. These will need to have patient labels with barcodes and the document label applied to the document by allied health clinicians.



NOTE: Any document not printed from FormFast still requires a patient label and a document label that are printed from FormFast.



FormFast can be accessed from the Tool Bar:

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FormFast displays and forms are filed according to categorization:

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Example of a FormFast form with **patient label**, **document label** and **barcodes**:



Informal Team Communication – All Allied Health Clinicians

All Allied Health Clinicians will have access to the Informal Team Communication text box in the Handoff Tool section of the Patient Summary page in PowerChart.

Examples of Informal Team Communication documentation include:

- Critical information
- Directions for other clinicians and/or providers to view critical information that has been added to the chartlet (the patient's physical chart that contains paper documents such as consent forms, FormFast documents and copyrighted assessments)
- Any other information or concerns needing to be communicated to other clinicians/providers



NOTE: Information in the Informal Team Communication is not considered part of the medical record, therefore is **not classified as clinical documentation**.

Allied Health Professionals are recommended to use this tool frequently to flagged other members of the health care team to information in the Chartlet.

Informal Team Communication is located within the Handoff Tool:

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Patient Summary	A B 4 B 4 4 100%		
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Single Patient Task List			
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Results Review	Allergies (4)		
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Interdisciplinary Progress Notes – All Allied Health Clinicians

All Allied Health Clinicians will document on Interdisciplinary Progress Notes (paper) as per their current processes at LGH. If the Interdisciplinary Progress Notes page is full, a new copy can be created and printed from FormFast with the patient's information and barcode on it.

PM Conversation – Social Workers

Social Workers will have access to PM Conversation. Social Workers can update patient information through the Update Patient Information conversation, specifically the Additional Contacts tab. Examples of additional contacts include MCFD, guardians, representatives, and Power Of Attorney.

PM Conversation is located in the Tool Bar:



Additional Contacts tab is within Update Patient Information:

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Message Centre

All Allied Health Clinicians will have access to Message Centre in their Toolbar, however there are two use cases for Message Centre.

- 1. Respiratory Therapists, Mental Health Social Workers, Mental Health Psychologists, and Mental Health Occupational Therapists (whether they work in acute or ambulatory areas) are required to use Message Centre to authenticate student documentation.
- 2. All Allied Health Clinician as that work in **ambulatory areas** will use Message Centre for interdisciplinary communication



NOTE: Allied Health Professionals that work in acute areas are **not permitted** to use message Centre for interdisciplinary communication.

Authenticate Student Documentation in Message Centre

Message Centre is used to authenticate allied health student documentation that is documented via a free text Dynamic Document.

1. Click Message Centre Message Centre in the Tool Bar.



- 2. Respiratory Therapy Student creates a free text **Dynamic Document** (e.g. Respiratory Therapy Note). Click **Sign/Submit** when complete.
- 3. Enter **Recipient** (signer) name into **Provider Name** field in the **Sign/Submit Note** window and click the **Enter** key.





4. Select a **Recipient** as signer in the **Provider Selection** window. Click **OK** when complete.

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5. Click the **Sign** radio button next to the **Recipient** name under the **Recipients** section within the **Sign/Submit Note** window. Click **Submit** when complete.

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6. The documentation is sent to the recipients (preceptor's) **Message Centre** for authentication. The **Result Status** displays as Unauthenticated and the **Status** displays as pending.

Message Centre									(D) Full screen	(Greet	00
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- Documents (1/6)	p eLearn, Physici 17-Oct-2017 14	Patient Discharge Summary	Patient Dischar	eLearn, Physici	LGH MTR		Admit Date: 13	CST-TTT, DEA	Auth (Verified)	Opened	
Sign (1/4)	p TestUser, Respi., 25-Sep-2017 13	ACT Point of Care Testing	ACT Point of C	TestUser, Respi	LGH SE		Admit Date: 25	CSTPRODAC, J	Unauth	Opened	
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7. Click the document in **Message Centre** and the **Forwarded Sign Doc** tab populates. The document displays as a **Preliminary Report** and the **Signature Line** displays as blank for the recipient/preceptor.

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Sign Additional Forward Action:	- Tex (Limit 5)	M			

 After the recipient/preceptor clicks OK & Close, the document updates to display as a Final Report and the Signature Line updates to display that the document has been Electronically Signed at the specific date and time.

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							TestUser, RespiratoryTherapist	
							Result type: Respiratory Therapy Note Result date: Friday, 16-February-2018 09:13 PST	
							Result status: Auth (Verified) Result title: Respiratory Therapy Note	
							Performed by: TestUser, RespiratoryTherapyStudent on Friday, 16-February-2018 09:27 PST	
							Verified by: TestUser, RespiratoryTherapist on Friday, 16-February-2018 09:30 PST Encounter info: 700000200745, LGH Lions Gate, Inpatient, 01-Feb-2018 -	~
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Authenticate Student Medication Administration in the Medication Administration Record (MAR) – Speech Language Therapists

Speech Language Therapy clinicians can document in the Medication Administration Record.

1. SLP **Student** clicks the **medication** to be administered in **MAR**.

Menu P	< > 🕣 者 MAR					
Patient Summary	* 1 60° 🗎					
Mental Health Summary					45.5.1	10 00 43 PC
Orders 🕂 Add	All Medications (System)	✓ …		Thursday	y, 15-February-20	018 09:43 PS
Single Patient Task List	Show All Rate Change Docu	Medications	16-Feb-2018	16-Feb-2018	15-Feb-2018	
MAR	Time View	Scheduled	21.00 P31	10.00 P31	21.00 P31	
Results Review	Scheduled	barium sulfate (Barium Powder [contrast m 1 application, PO, once, start: 16-Feb-2018		1 application Not given		
Documentation	Unscheduled	10:00 PST, stop: 16-Feb-2018 10:00 PST		within 7 days.		
Medication Request	PRN	docusate	100 mg		100 mg	
Histories	Continuous Infusions	01-Feb-2018 21:00 PST	within 7 days.		wot given within 7 days.	
Allergies 🕂 Add	🔽 Future	docusate				
Diagnoses and Problems	Discontinued Scheduled					
	Discontinued Unscheduled					
CareConnect	Discontinued PRN					
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2. SLP Student reviews the fields in the Charting for: [Patient Name] window. SLP student clicks the green checkmark 🔨 to sign when complete.

P	Charting for: CSTPRODAC, GRACE	×
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Sign Documentation barium sulfate (Barium 1 application, PO, once, star	r Powder [contrast media]) rt: 16-Feb-2018 10:00 PST, stop: 16-Feb-2018 10:00 PST	
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*barium sulfate: 1	application Volume: 0 ml	
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Total Volume : 0	Infused Over: 0 minute v	
← 16-Feb-2018 16-Feb-2 0800 PST 0900 PS	1018 16-Feb-2018 16-Feb-2018 16-Feb-2018 16-Feb-2018 ST 1000 PST 1100 PST 1200 PST 1300 PST	•
Not Given		
Reason :	∨	
Comment		
Sign Documentation		



NOTE: When a Speech Language Therapy student signs for the medication in the MAR, the ***Performed by:** field automatically populates the student's name.

3. After the medication has been signed by the SLP Student, the record in **MAR** updates to show "**Pending Validation**" and "**Unauthenticated**".

Medications	16-Feb-2018 21:00 PST	16-Feb-2018 10:00 PST	16-Feb-2018 09:44 PST	15-Feb-2018 21:00 PST
Scheduled				
barium sulfate (Barium Powder [contrast m 1 application, PO, once, start: 16-Feb-2018 10:00 PST, stop: 16-Feb-2018 10:00 PST		ending Validatio Last given: 16-Feb-2018 09:44 PST		
barium sulfate			1 application Unauth	
docusate 100 mg, PO, qHS, drug form: cap, start: 01-Feb-2018 21:00 PST	100 mg Not given within 7 days.			100 mg Not given within 7 days.
docusate				

4. The SLP Preceptor clicks on the "Pending Validation" box, the Charting For: [Patient Name] window displays.



NOTE: The Performed by: field is prepopulated with the student's name.

*Performed dat	e / time : 16	-Feb-2018	• • ()944	PST
* Perfo Witne	rmed by: Te	stUser, SpeechL	anguagePatho	logyStude 🔍]
barium sulfate	1	application	Volume :	0	ml
Diluent : <nor< th=""><th>ie></th><th>*</th><th>ml</th><th></th><th></th></nor<>	ie>	*	ml		
*Route :	PO	~	Site :		~
Total Volume :	0	Infused Over :	0	minute v	
← 16-Feb-2018 0800 PST	16-Feb-2018 0900 PST	16-Feb-2018 1000 PST	16-Feb-2018 1100 PST	16-Feb-2018 1200 PST	16-Feb-2018 1300 PST
<					



5. The SLP Preceptor clicks the green checkmark [✓] to sign and the medication updates and displays as Complete in the MAR.

Medications	16-Feb-2018 21:00 PST	16-Feb-2018 10:00 PST	16-Feb-2018 09:44 PST	15-Feb-2018 21:00 PST
Scheduled				
barium sulfate (Barium Powder [contrast m 1 application, PO, once, start: 16-Feb-2018 10:00 PST, stop: 16-Feb-2018 10:00 PST		Complete		
barium sulfate			1 application Ur	
docusate 100 mg, PO, qHS, drug form: cap, start: 01-Feb-2018 21:00 PST	100 mg Not given within 7 days.			100 mg Not given within 7 days.
docusate				

Related Topics

- Dynamic Documentation
- Message Centre
- Medication Administration Record