

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

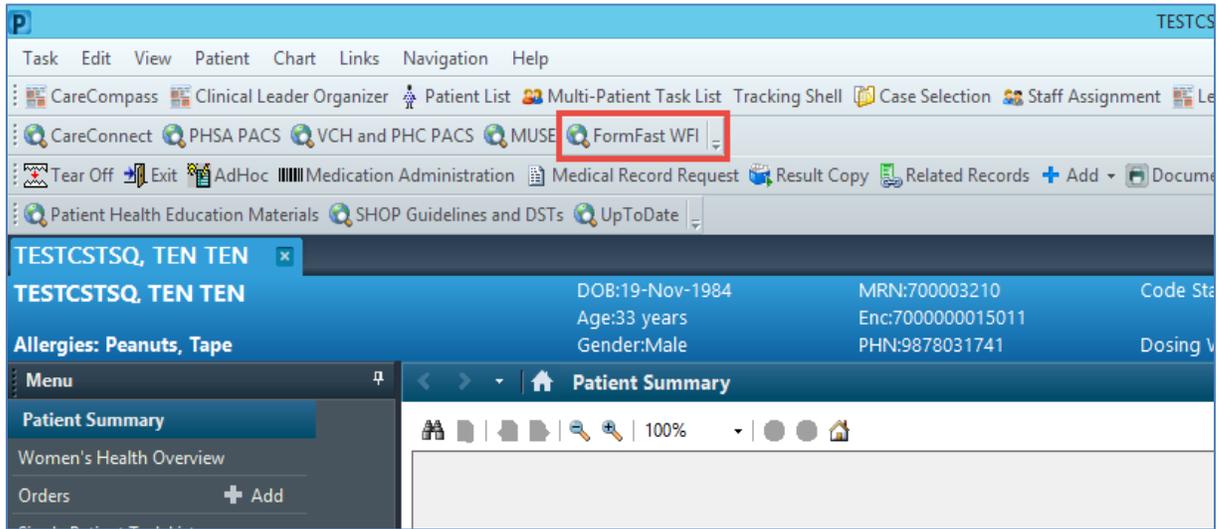
All Allied Health will be able to print forms from FormFast. There are 4 different documentation types for Allied Health.

- **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.

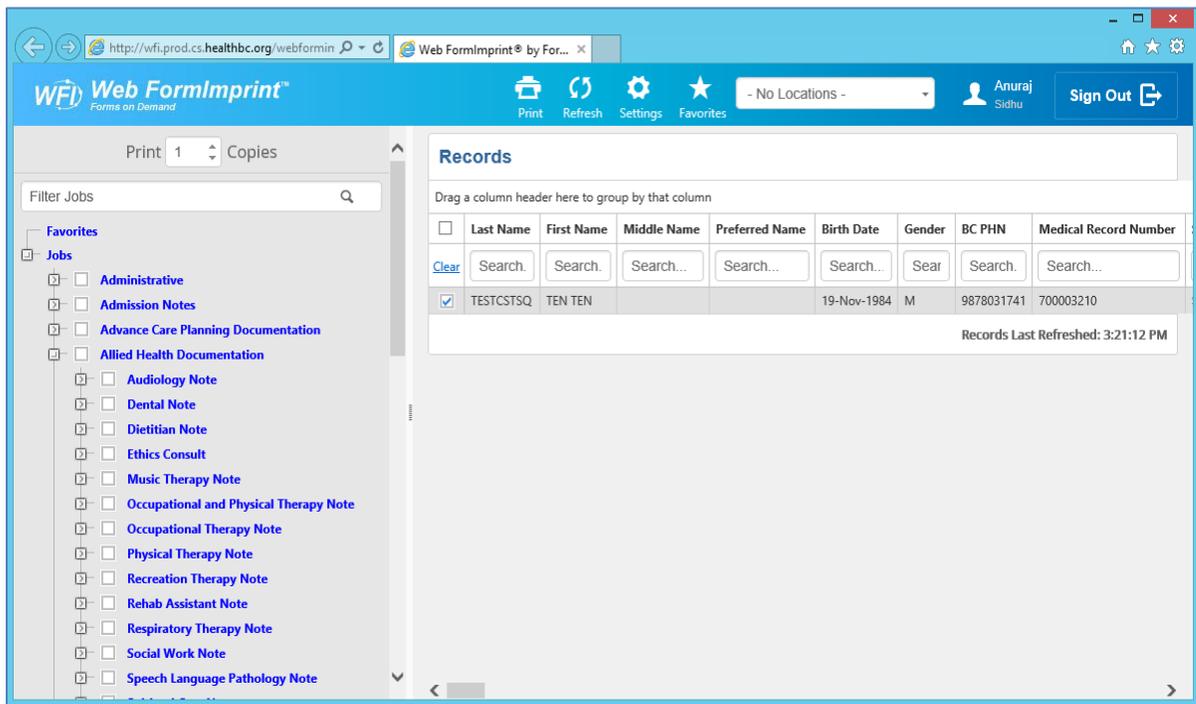


NOTE: Any document not printed from FormFast still requires a patient label and a document label that are printed from FormFast.

FormFast can be accessed from the Tool Bar:



FormFast displays and forms are filed according to categorization:



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

Vancouver Coastal Health
Promoting wellness. Ensuring care.
LGH Lions Gate Hospital
REHABILITATION SERVICES
PHYSIOTHERAPY
NEUROLOGICAL INPATIENT ASSESSMENT

Place Patient Label Here
MHTEST, SHERRY
Pre-Day Surgery
BCPHN: 9876706267 DOB: 05-Sep-1981 F
MRN: 700006535 Encounter#: 7000000013498

Physical Therapy Note

PT Assessment Date: _____ Admitting Date: _____
Patient Consent: to Physiotherapy assessment/treatment by PT PT Student RA

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:

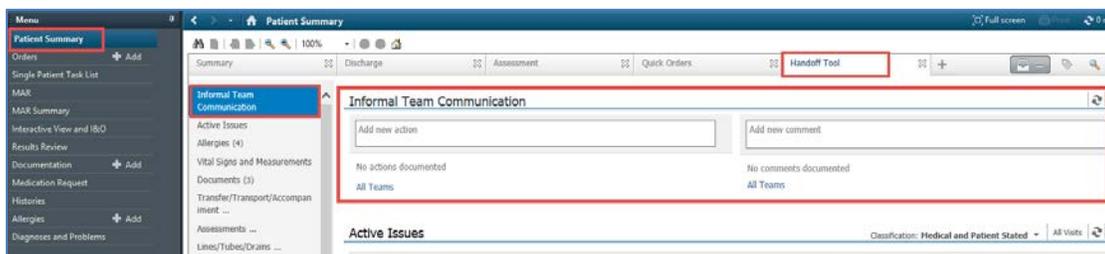
- Critical information
- Directions for other clinicians and/or providers to view critical information that has been added to the chartlet (the patient's physical chart that contains paper documents such as consent forms, FormFast documents and copyrighted assessments)
- Any other information or concerns 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 flag other members of the health care team to information in the Chartlet.

Informal Team Communication is located within the **Handoff Tool**:



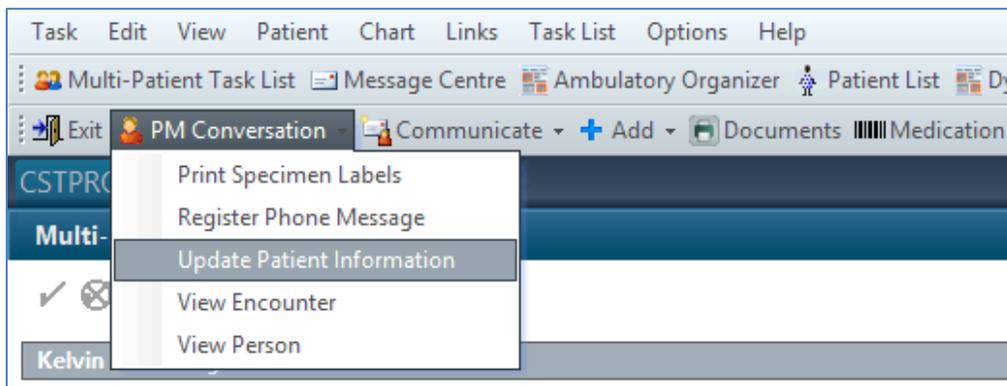
Interdisciplinary Progress Notes – All Allied Health Clinicians

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.

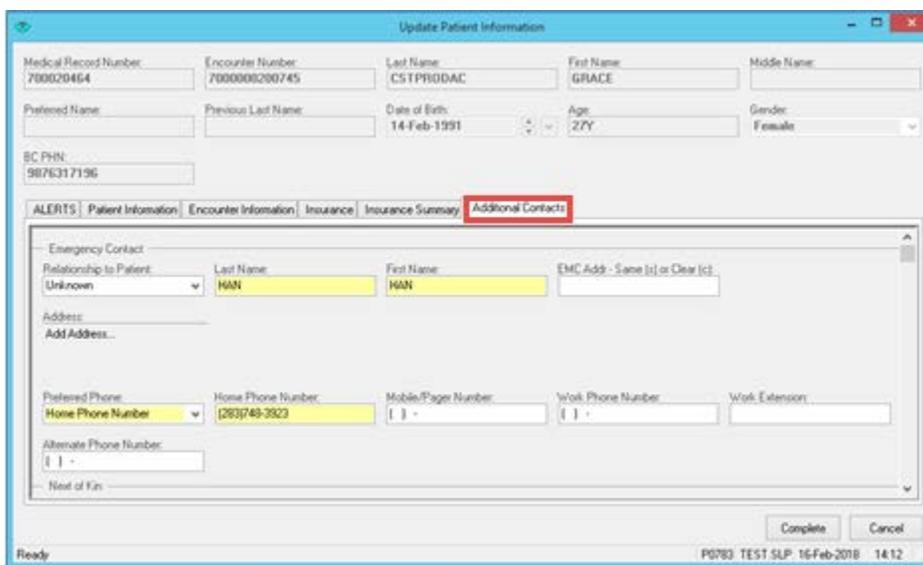
PM Conversation – Social Workers

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:



Message Centre

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

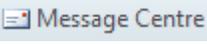
1. **Respiratory Therapists, Mental Health Social Workers, Mental Health Psychologists, and Mental Health Occupational Therapists** (whether they work in acute or ambulatory areas) are required to use Message Centre to authenticate student documentation.
2. All Allied Health Clinician as that work in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

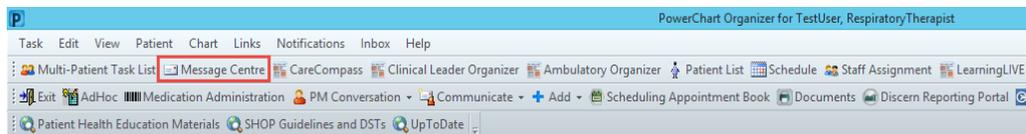


NOTE: Allied Health Professionals that work in acute areas are **not permitted** to use message Centre for interdisciplinary communication.

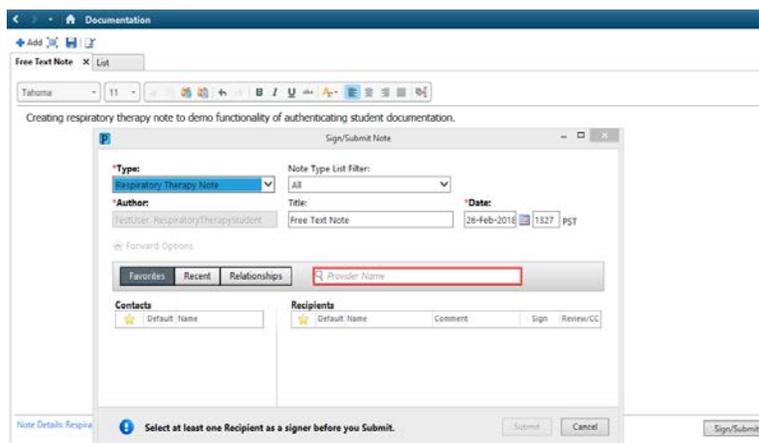
Authenticate Student Documentation in Message Centre

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

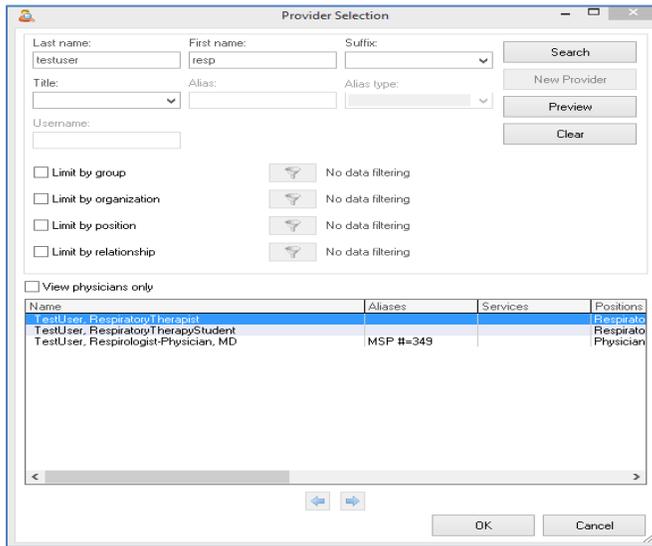
1. Click **Message Centre**  in the **Tool Bar**.



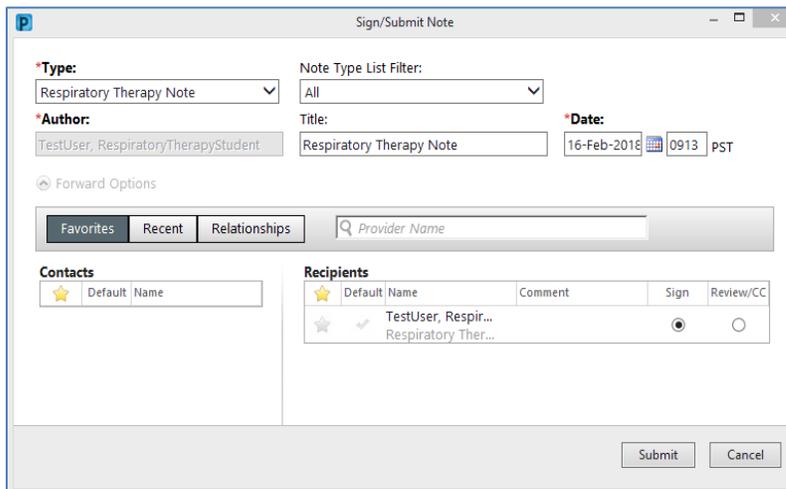
2. Respiratory Therapy Student creates a free text **Dynamic Document** (e.g. Respiratory Therapy Note). Click **Sign/Submit** when complete.
3. Enter **Recipient** (signer) name into **Provider Name** field in the **Sign/Submit Note** window and click the **Enter** key.



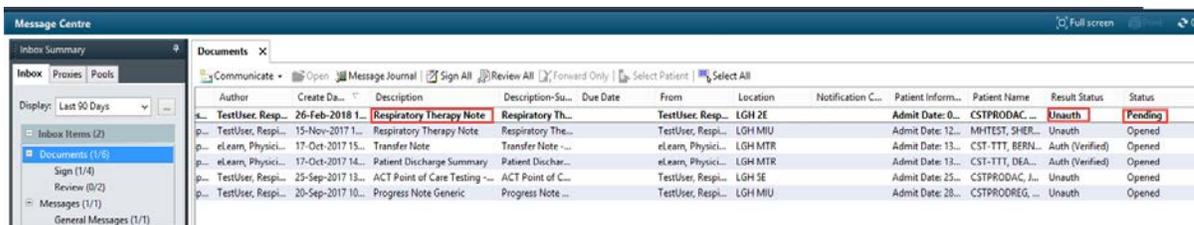
4. Select a **Recipient** as signer in the **Provider Selection** window. Click **OK** when complete.



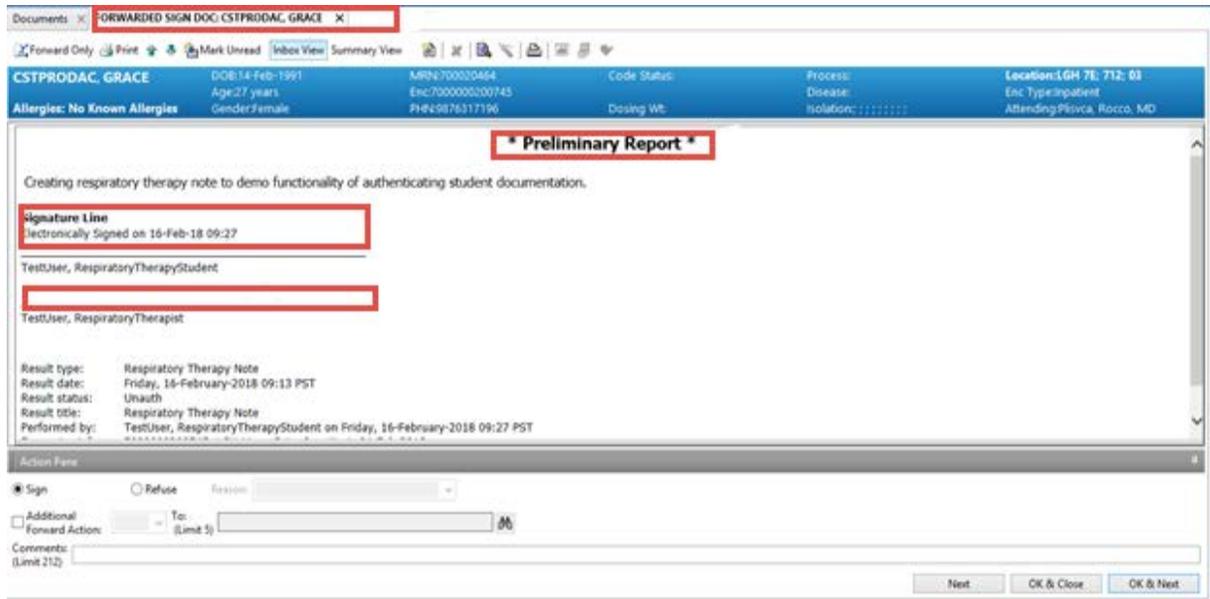
5. Click the **Sign** radio button next to the **Recipient** name under the **Recipients** section within the **Sign/Submit Note** window. Click **Submit** when complete.



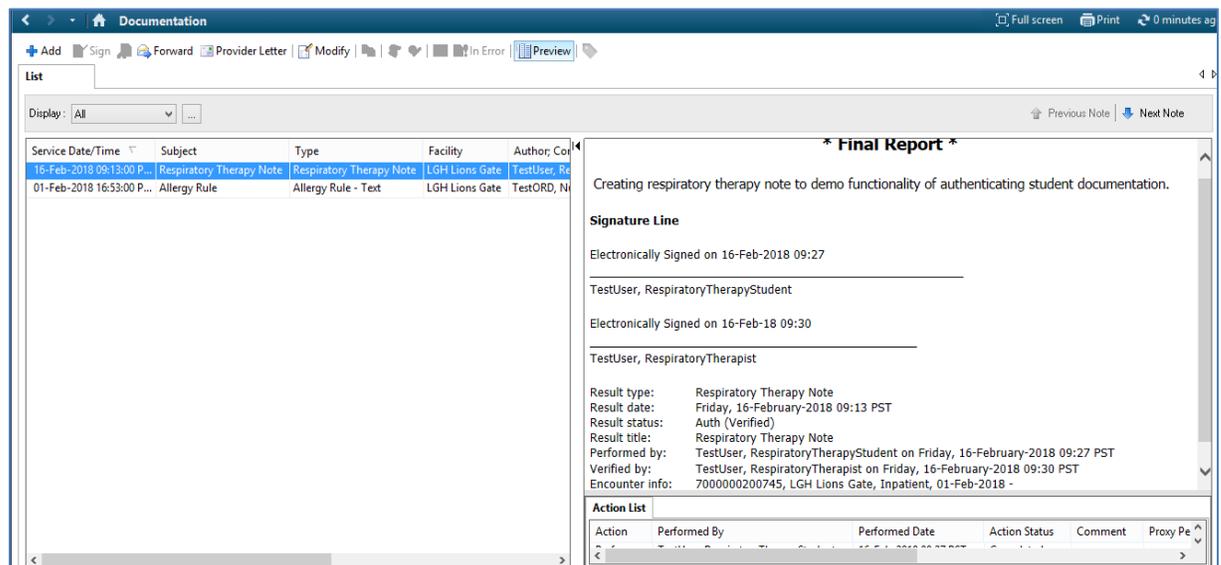
6. The documentation is sent to the recipients (preceptor's) **Message Centre** for authentication. The **Result Status** displays as Unauthenticated and the **Status** displays as pending.



- 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.



- 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.



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**.

Medications	16-Feb-2018 21:00 PST	16-Feb-2018 10:00 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		1 application Not given within 7 days.	
barium sulfate 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			

2. SLP **Student** reviews the fields in the **Charting for: [Patient Name]** window. SLP student clicks the **green checkmark** ✓ to sign when complete.



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

- 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				

- 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.

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