Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Behavioral Health Ambulatory PowerForm

August 10, 2020

This Quick Reference Guide (QRG) reviews documenting the ambulatory MTP PowerForm.

Common Buttons & Icons

	Forms component drop-down arrow
	Sign icon
Completed	**Completed** expand arrow
	Forward Documents icon

Document the BH Outpatient MTP PowerForm

- **From the within the patient chart:**

STEP 1: Navigate to the Forms component from the respective workflow MPage for your role.

STEP 2: Click the **Forms** component drop-down arrow.

STEP 3: Click the **BH Outpatient Master Treatment Plan** form.

STEP 4: Complete the sections necessary for your practice/clinic by clicking the needed sections down the left-side pane.

- Sections with an asterisk have required documentation.
- Clinical diagnosis and chronic problems pull forward from the Problem list component and can be modified as needed.
- Click a header to note all items in a grid at one time.

STEP 5: Enter or update the dates and times as needed.

NOTE: The current date and time auto-populate when opening the form.

STEP 6: Click the **Sign** icon once documentation is complete.

Document Long and Short-Term Goals

- **From within the BH Outpatient MTP PowerForm:**

STEP 1: Scroll down to the **Goals** section needed.

NOTE: Both long and short-term goals have the same functionality.

STEP 2: Click the field you want to update.

STEP 3: Enter the needed information.

STEP 4: Click **OK**.

Document the Treatment Plan Validation

- **From the BH Outpatient Master Treatment Plan:**

STEP 1: Click **Treatment Plan Validation** in the left-side list.

STEP 2: Scroll down the page documenting information as applicable.

Obtaining Electronic Signature

- **From your respective workflow MPage within the patient's chart:**

STEP 1: Click **Documents** in the left-side Components list.

STEP 2: Click the **Completed** expand arrow to open the Completed list of documents.

STEP 3: Click **BH Outpatient Master Treatment Plan.**

STEP 4: Click the **View Document** in the Preview pane.

STEP 5: Click the **Forward Document** icon.

STEP 6: Select the **Additional Forward Action** check box if it is not already selected.

STEP 7: Click the **Additional Forward Action** drop-down arrow.

STEP 8: Click the **Sign** option.

STEP 9: List recipients in the **To** field.

NOTE: Use the Binoculars to search as needed.

STEP 10: Click the **Comment** field to freetext a comment as appropriate.

STEP 11: Click OK.