

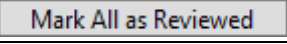



This Quick Reference Guide (QRG) reviews the workflows used on the inpatient rehab unit.

Common Buttons & Icons

 Document Medication by Hx	Document Medication by History button
 Add	Add button
 Mark All as Reviewed	Mark All as Reviewed button
	Sign icon

Document Preadmission Encounter

➤ From the Multi-Patient Task List:

STEP 1: Right-click the task.

NOTE: You can also access the PowerForm from AdHoc in the patient's chart.

STEP 2: Click Chart Done.

STEP 3: Complete the Preadmission PowerForm, documenting all appropriate sections and fields. To add medication history for the patient:

- Click the Document Medication by History button.
- Click the Add button.
- Search for and add the appropriate medication.

NOTE: Red asterisks indicate required fields for documentation.

STEP 4: Click the Sign icon.

NOTE: To view the completed form in the patient's chart, navigate to the Documentation page.

Document Quality Indicators Admission

➤ From CareCompass or Multi-Patient Task List:

STEP 1: Double-click the task.

NOTE: You can also access the PowerForm from AdHoc in the patient's chart.

STEP 2: Complete the Quality Indicators PowerForm, documenting all the appropriate sections and fields for your role.

NOTE: Red asterisks indicate required fields for documentation.

STEP 3: Click the **Sign** icon.

Document Quality Indicators Cognitive Patterns

This form is completed on admission and on discharge.

➤ From CareCompass:

STEP 1: Select the task and click **Document**.

STEP 2: Complete the Quality Indicators Cognitive Patterns PowerForm, documenting all the appropriate sections.

NOTE: Red asterisks indicate required fields for documentation.

STEP 3: Click the **Sign** icon.

Team Conference

➤ From CareCompass or Multi-Patient Task List:

STEP 1: Double-click the task.

NOTE: You can also access the PowerForm from AdHoc in the patient's chart.

STEP 2: Complete the Team Conference PowerForm, documenting all the appropriate sections and fields for your role.

NOTE: All team members present should be documented in the Team Members section.

STEP 3: Click the **Sign** icon.

Document Quality Indicators Discharge

➤ From CareCompass:

STEP 1: Select the task and click **Document**.

STEP 2: Complete the Quality Indicators Discharge PowerForm, documenting all the appropriate sections.

STEP 3: Click the **Sign** icon.