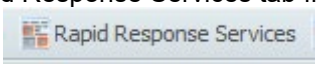
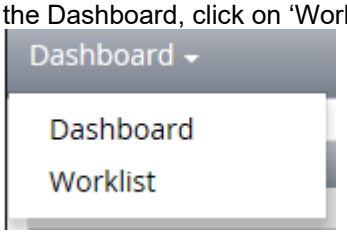
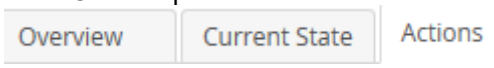
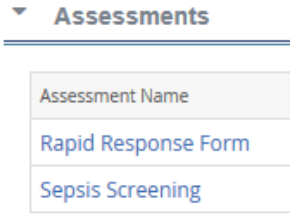
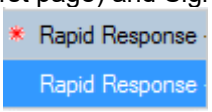
LOCATING AND COMPLETING RAPID RESPONSE REFERRAL FORM

1.	Click on the Rapid Response Services tab from your tool bar. 
2.	From the Dashboard, click on 'Worklist'. 
3.	Click on patient tab - 'Actions'. 
4.	Look down the page to assessments - powerform is located here. Click on form 'Rapid Response Form'. 
5.	Click on the radio button for Assessment.
6.	Complete mandatory fields on form (first page) and Sign using the green tick. Window closes. 
11.	Alternatively - Open patient record in powerchart, click on the adhoc icon, Rapid Response Folder, click on radio button for Rapid Response and click Record.
12.	Complete and Sign as above.
13.	To complete the Discharge form, repeat steps 1-7.
14.	Click on the radio button for Discharge.
15.	Navigate to the second page.
16.	Complete mandatory fields on form (second page) and Sign. Window closes.

Form is now viewable in the patient record within Documentation & Form Browser. You are unable to modify the Assessment to complete the discharge, a new form is required. However, if amendments are required you can modify individual forms.