LOCATING, COMPLETING AND MODIFYING FORMS FROM WITHIN THE ADHOC FOLDER

1.	From within the Woman's record, click on the AdHoc button from the toolbar at the top of the screen. Tear Off　Suspend　Exit　Calculator　**AdHoc**　Medication Administration　Specimen Collection
2.	Select the form you wish to record by putting a tick to the left and selecting Record. The form will open.
3.	_Please note: most of the forms have the same format whereby they have a menu to the left with various sections that require completion. Always check that you have completed all sections._ Once everything within the form has been completed, it must be signed using the green tick in the top left hand corner. If you need to save before finishing, click on the floppy disk icon (top left).

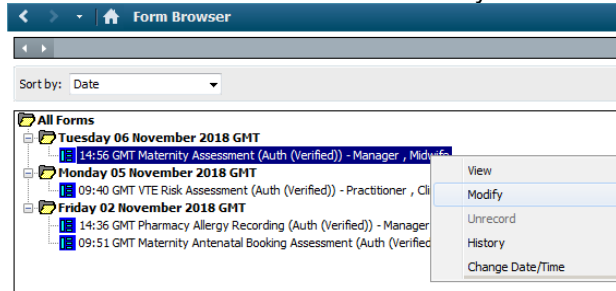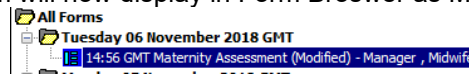|	
4.	Once you sign the form it will return you to the screen you were previously on. If you navigate to Obstetrics View and refresh ⟳ 13 minutes ago you will see the completed form within Documents. **Documents (4)** Display: Facility defined view · Change Filter… · Last 50 Notes · My Notes Only · Group by Encounter All Visits: Last 158 days | Time of Service	Subject	Note Type	Author	Last Updated	Last Updated By
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▾ In Progress (0)					
▾ Completed (4)					
NOV 06, 2018 14:56	Maternity Assessment	Maternity Forms - Text	Manager , Midwife	NOV 06, 2018 15:18	Manager , Midwife
NOV 05, 2018 09:40	VTE Risk Assessment	VTE Risk Assessment Forms	Practitioner , Clinical	NOV 05, 2018 09:40	Practitioner , Clinical
NOV 02, 2018 14:36	Pharmacy Allergy Recording	Pharmacy Allergy Recording	Manager , Midwife	NOV 02, 2018 14:36	Manager , Midwife
NOV 02, 2018 09:51	Maternity Antenatal Booking Assessment	Maternity Forms - Text	Manager , Midwife	NOV 02, 2018 09:51	Manager , Midwife	
5.	To preview a document from this screen, single left click on the name of that document and it appears as a pop up to the right. To close it, left click back on the document name again. Double click on a document to see it in full screen if required. _[Screenshot of Obstetrics View showing Documents list and Maternity Assessment preview]_

6.	To Modify the form, click on Form Browser from the main left hand menu and the recently completed form should display. If it is not there, check the date criteria is correct on the grey bar.
	
	[Screenshot of Form Browser]
	Form Browser
	02 November 2018 GMT- 06 November 2018 GMT(Admission - Current)
	Sort by: Date
	
	📂 All Forms
	⊟ 📂 Tuesday 06 November 2018 GMT
	   14:56 GMT Maternity Assessment (Auth (Verified)) - Manager , Midwife
	⊟ 📂 Monday 05 November 2018 GMT
	   09:40 GMT VTE Risk Assessment (Auth (Verified)) - Practitioner , Clinical
	⊟ 📂 Friday 02 November 2018 GMT
	   14:36 GMT Pharmacy Allergy Recording (Auth (Verified)) - Manager , Midwife
	   09:51 GMT Maternity Antenatal Booking Assessment (Auth (Verified)) - Manager , Midwife
	
	If you need to change the search criteria (date range), right click on the grey bar and select Search Criteria.
	
	02 November 2018 GMT- 06 November 2018 GMT(Admission - Current) · Search Criteria
	
	Select Date Range, change to required dates and click OK. Form should now display.
	
	[Screenshot of Form Browser dialog]
	Form Browser
	View Range
	● Date Range
	○ Admission - Current
	Date Range
	From Date: 02/10/2018 · 0000 · BST
	To Date: 06/11/2018 · 2359 · GMT
	OK · Cancel

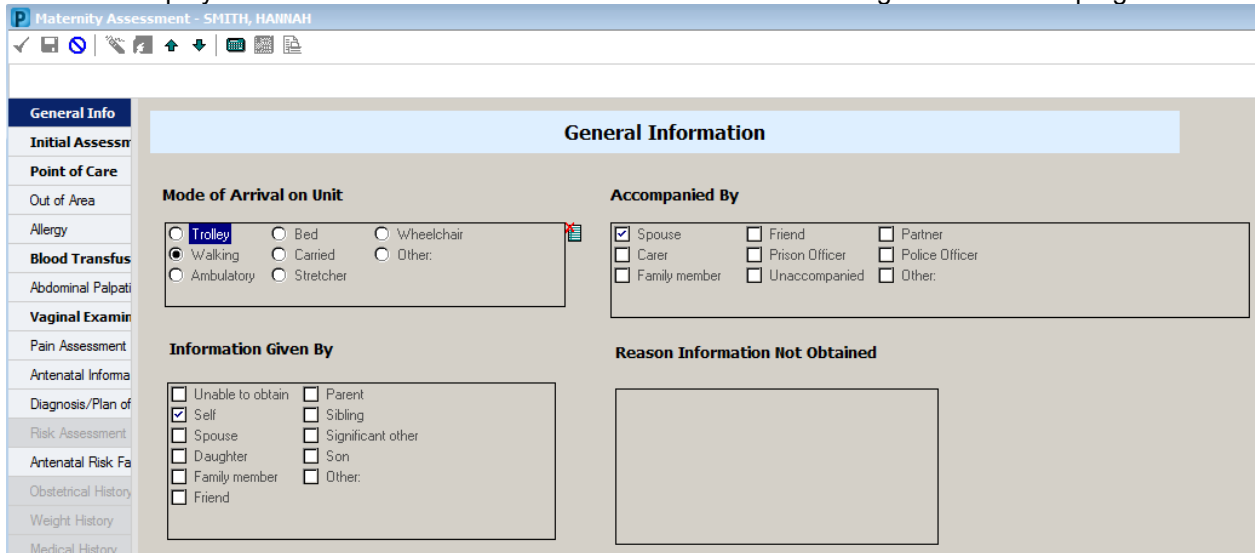|	
6.	Right click on the relevant form and select modify from the drop down.
7.	Change the details that required modifying and then sign again using the green tick in the top left hand corner. Form will now display in Form Broswer as Modified.
8.	To view the form and any changes, double click on it and it will display. The icon displays next to modified sections. You can close this view using the 'X' in the top right corner.
9.	If you navigate back to the Obstetrics View the document will now display within Documents with a blue triangle (this symbolises a modified document). When you single click on the document again to preview, it will now display with the modifications. Example taken below from a preview of a modified document. **General Info** *Mode of Arrival on Unit :* Walking Manager , Midwife - 06/Nov/2018 15:46 GMT { [Trolley] - previously charted by Manager , Midwife at 06/Nov/2018 14:56 GMT} *Accompanied By :* Spouse *Information Given By :* Self Manager , Midwife - 06/Nov/2018 14:56 GMT *Primary Language :* Polish Manager , Midwife - 06/Nov/2018 15:46 GMT { [English] - previously charted by Manager , Midwife at 06/Nov/2018 14:56 GMT}