COVID-19 Assessment Frequently Asked Questions

**Purpose:** RNs and APPs will use the COVID-19 Assessment PowerForm in ORCA to document COVID-19 screening, symptom monitoring, and track changes in symptoms. This tool will provide data to better understand COVID-19 in our patient population and measure the impact of care interventions to ensure quality and safety.

**When do we start using the COVID-19 Assessment?**
- Monday, March 23, 2020

**Who uses the COVID-19 Assessment?**
- Outpatient nurses and APPs (see below)

**When is it used?**
- Symptom monitoring and phone screening
  - COVID-19 RN Hotline
  - CNCs
  - Community Site RNs
  - BMT/IMTX
- Triage Center APP in-clinic screening (G1006/G1008)

**How frequently are we monitoring symptoms?**
Frequency and length of symptoms monitoring depends on the situation. Details outlined below:
- Positive COVID-19 test result
  - Daily until symptoms resolve
- Negative COVID-19 test result
  - Daily by CNC/RN for up to one week
- Symptomatic no testing done or test results pending
  - Daily by CNC/RN for up to one week

**Do I have to document in this note and in another note in ORCA?**
- If it is a COVID-19 specific assessment, only document in this note.
- If in-clinic visit/assessment, document as normal
- If you receive a complex phone call which requires a regular note and a COVID-19 Assessment, include “see COVID-19 note” in regular note

**How do I chart the COVID-19 Assessment?**
- Review pages 2-3 of this document for additional instructions
- For additional questions, contact ORCA Support: 206-606-7711

**Who do I send feedback/change requests to?**
- For process questions or feedback on the assessment, talk to your manager or email Salma Walji, Infection Prevention at swalji@seattlecca.org
I. Open the COVID-19 Assessment

This document explains how to access and chart the COVID-19 Assessment. For workflow and process questions reference page 1 of this document.

1. Open the Patient’s chart and select Oncology on the Menu.
2. On the Onc Summary tab, locate the Vital Signs section, and select the Down Arrow button
3. Select COVID Assessment from the list.

4. **Result:** The COVID-19 Assessment form opens.
5. Document the appropriate information.
6. **Sign** all charting in the form by clicking the Green Checkmark. 

![Image of Onc Summary and Vital Signs section]
II. Modify, Unchart and Change the Date on a Signed PowerForm

Note: This example shows modifying the signed PowerForm in Clinical Notes. The PowerForm can be modified in Form Browser as well.

1. Select Clinical Notes on the Menu.
2. Locate the signed COVID-19 Assessment note to modify.
3. Double-click the title to open the note.
4. Right-click anywhere on the note and select Modify.
5. Make changes to the note.
6. Click Sign.

Result: the note displays: “Document Has Been Updated.”

Unchart a Signed PowerForm

1. Click on Form Browser on the Menu.
2. Locate the signed PowerForm to unchart.
3. Right-click over the form name and select Unchart.
4. Enter the reason for uncharting in the pop up box.
5. Click Sign.

Result: The PowerForm is marked “In Error” as well as any other result field associated to the form (e.g. Clinical Notes, Results Review).

Change the Date and Time in a Signed PowerForm

Note: The Date/time can only be modified once.

1. Click on Form Browser in the Menu.
2. Right-click over the form name and select Change Date/Time.
3. Enter the correct date and time.
4. Enter a comment.
5. Click Sign.