ORCA - COVID-19 PowerForm & PowerPlan Instructions

This document describes steps to:

1. Open and document in the ORCA COVID-19 Assessment PowerForm (pages 2 - 3)
2. Order a COVID-19 test through the ORCA PowerPlan (pages 4-5)
3. FAQs (page 5)
1. Open the COVID-19 Assessment

2. Open the Patient’s chart and select Oncology on the Menu.

3. On the Onc Summary tab, locate the Vital Signs section, and select the Down Arrow button.

4. Select COVID Assessment from the list.


6. Document the appropriate information.

7. Sign all charting in the form by clicking the Green Checkmark.
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.
2. How to enter an order for COVID-19 Testing

All staff, including RNs ordering for prescreening testing, should use the **SCCA AMB COVID Testing** PowerPlan to order COVID testing. Do not use the individual order to request a scheduled COVID test for a patient as this creates significant billing, compliance, and lab issues.

Use the individual order for COVID testing ONLY in the following scenarios:
- Adding COVID testing to a different PowerPlan
- Ordering COVID testing for a patient that is in the building and already checked into the encounter where the testing will be collected

### COVID Standing Order RN Job Aid

- Click +Add Order
- Search COVID
- Select “SCCA AMB COVID Testing”
- On the drop down menu, choose T;N Routine, **SYMPTOMATIC**

On the next pop-up,
Type the name of the Triage APP of the day
“Non-Practitioner Entered – Cosign”
Diagnosis tab:
- Select the patient’s primary cancer diagnosis

Details tab:
- Click Sign
- Contact TC of the Day to alert them that a patient needs to be called and scheduled
  - TC will then contact the Infusion Triage TC to have order requisition printed.

3. FAQs

COVID-19 Assessment
RNs and Providers 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?
- SCCA Outpatient nurses and Providers

When is it used?
- Symptom monitoring, pre-screening, and phone screening
- In person assessments such in the triage center or during appointments

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?
- 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