

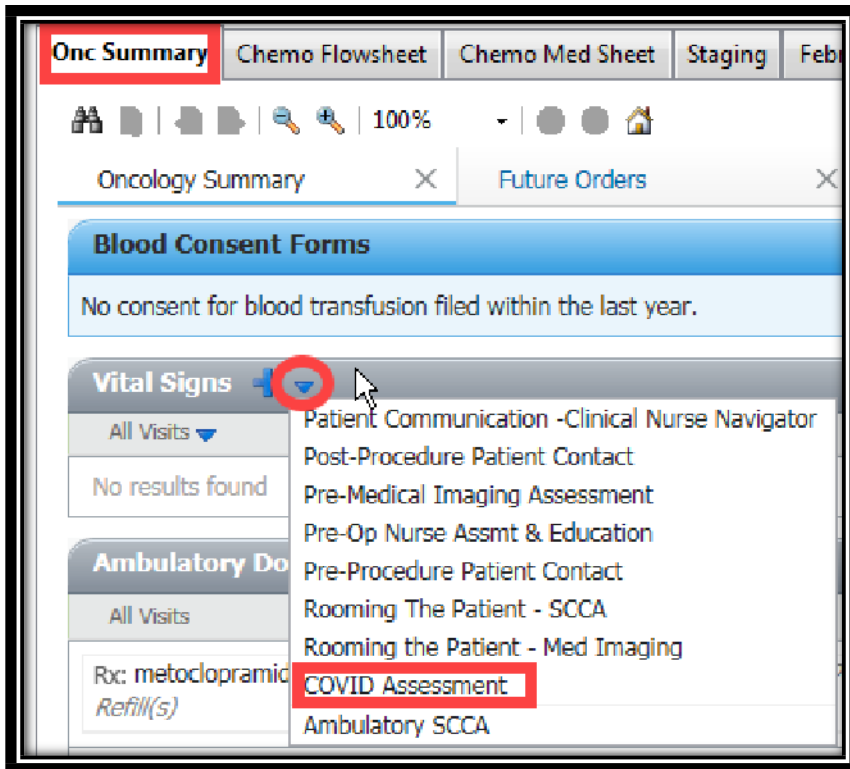
ORCA - COVID-19 PowerForm & PowerPlan Instructions


This document describes steps to:

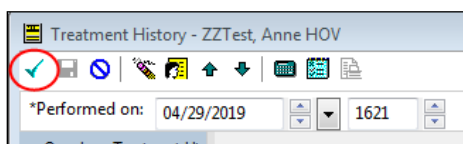
1. Open and document in the ORCA COVID-19 Assessment PowerForm (pages 2 - 3)
2. Order a COVID-19 test through the ORCA PowerPlan (pages 4-5)
3. FAQs (page 5)

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.




5. **Result:** The **COVID-19 Assessment** form opens.
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.

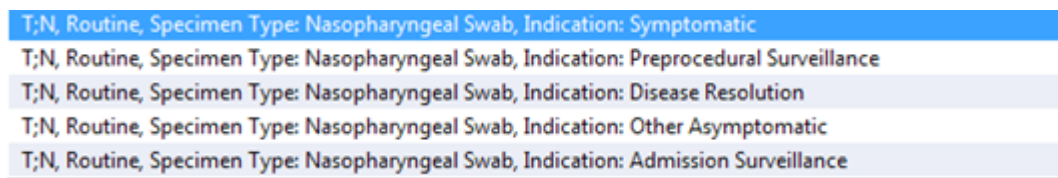
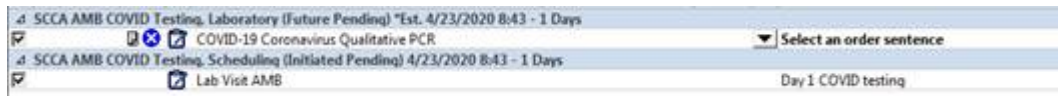
1. Click on **Form Browser** in the **Menu**.
2. Right-click over the form name and select **Change Date/Time**.
3. Enter the correct date and time.
4. Enter a comment.
5. Click **Sign**. 

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.

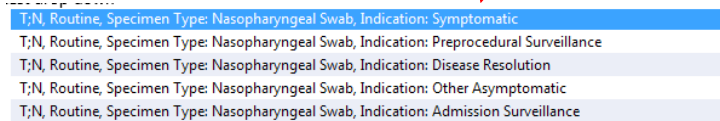
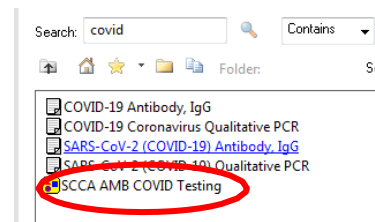
Use the individual order for COVID testing ONLY in the following scenarios:

- 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

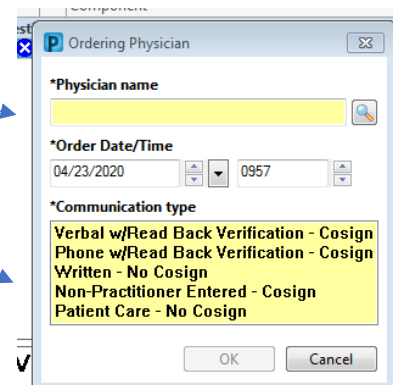
- Click +Add Order
- Search COVID
- Select “SCCA AMB COVID Testing”
- On the drop down menu, choose T;N Routine, SYMPTOMATIC



On the next pop-up,

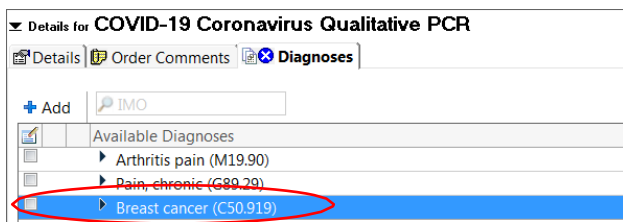
Type the name of the Triage APP of the day

“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