

With the changes coming to Internet Explorer via Microsoft, the Electronic Forms application dependency upon Internet Explorer will be removed with the 21.01.04 release. We are excited to announce that Electronic Forms will now be accessed from the Thrive Web Client after this transition. The following enhancements have been made to Electronic Forms within Web Client:

Accessing Electronic Forms

The new path to access Electronic Forms: **Select Charts > Patient Account > Electronic Forms.**

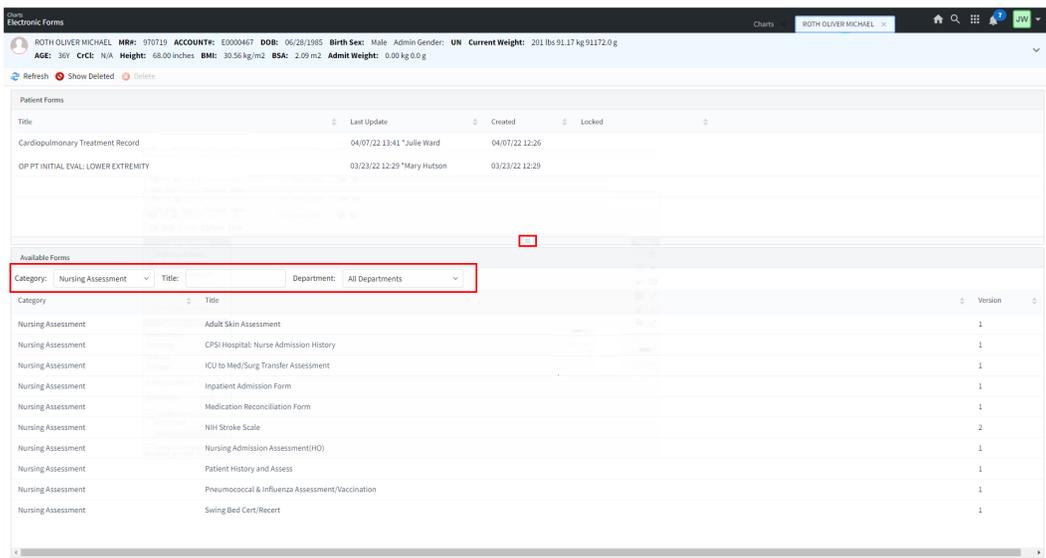
Electronic Forms Menu

When Electronic Forms is selected from the above path the Eforms Menu will display. The menu will still be divided into 2 areas: Patient Forms and Available Forms. However, a few new features have been added to enhance the user experience. The following features have been added:

- A new  **Drag** icon has been added at the bottom of the Patient Forms list. This will allow the user to select the drag icon and expand the listing to view more eforms of on the patient's account. Selecting the scroll bar on the righthand side of the menu will also allow the user to move through the additional forms.

New filter options have been added to the Available Form listing. The new options are:

- **Category** allows the user to select the subcategory that an eforms may be assigned in the Master of a form within Electronic Forms Maintenance.
- **Title** allows a free text search of the eform title that was given to the form when it was created within Electronic Form Maintenance.
- **Department** allows the eforms listing to display forms with the department number listed on the Permissions tab of the Master for the form in Electronic Forms Maintenance.



The screenshot displays the Electronic Forms web client interface for a patient named ROTH OLIVER MICHAEL. The interface is divided into two main sections: Patient Forms and Available Forms.

Patient Forms: A table listing forms assigned to the patient's account.

Title	Last Update	Created	Locked
Cardiopulmonary Treatment Record	04/07/22 13:41 *Julie Ward	04/07/22 12:26	
OP PT INITIAL EVAL LOWER EXTREMITY	03/23/22 12:29 *Mary Hutson	03/23/22 12:29	

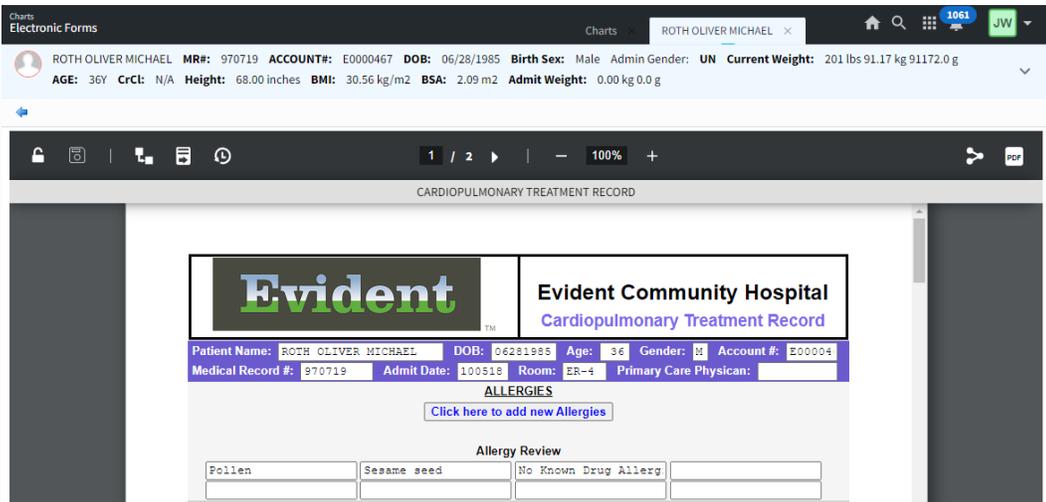
Available Forms: A table listing available forms with filters for Category, Title, and Department.

Filters: Category: Nursing Assessment, Title: [Search], Department: All Departments

Category	Title	Version
Nursing Assessment	Adult Skin Assessment	1
Nursing Assessment	CPSI Hospital: Nurse Admission History	1
Nursing Assessment	ICU to Med/Surg Transfer Assessment	1
Nursing Assessment	Inpatient Admission Form	1
Nursing Assessment	Medication Reconciliation Form	1
Nursing Assessment	NIH Stroke Scale	2
Nursing Assessment	Nursing Admission Assessment(HO)	1
Nursing Assessment	Patient History and Assess	1
Nursing Assessment	Pneumococcal & Influenza Assessment/Vaccination	1
Nursing Assessment	Swing Bed Cert./Recert	1

- To open a form from the Electronic Forms menu, double-click on the title. Opening a form in Web Client requires the title of the form to be double-clicked to open it, whereas within Thrive UX only a single click was required.

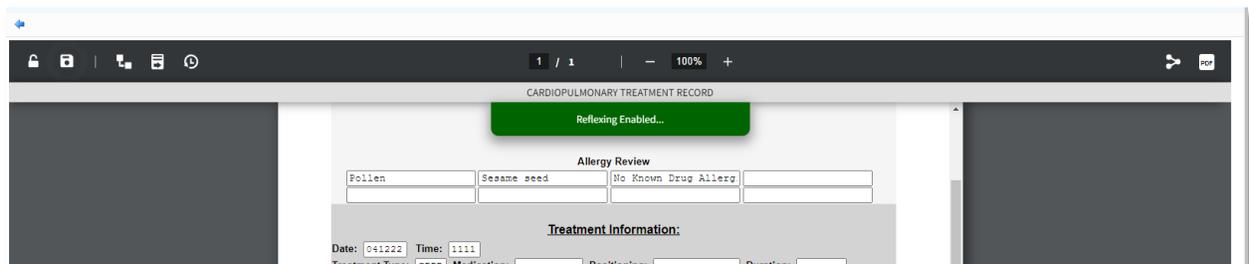
Documenting on an Electronic Form



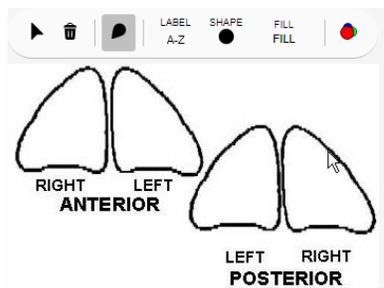
When a form is selected and opened, the toolbar will now display across the top of the page. The following icons will display:

-  The **Lock** icon allows the form to be locked/unlocked.
-  The **Save** icon will save the information documented within the form without leaving the current page.
-  The **View Reflexed Orders** icon will display all reflexes generated from within the form.
-  The **View Send Log** icon displays when a form has been faxed.
-  The **View Recent Changes** icon displays a view of changes or all documentation that has been charted on the form. Previously known as the changes/details log.
-  The **Page** icon allows the user to move to the next page of the Electronic Form. Documentation will be saved on this page when selected.
-  The **Zoom** icons allow the view of the eform to be increased or decreased.
-  The **Share Form** icon allows the form to be faxed.

-  The **Print** icon allows the form to be printed.
- Just below the icons, the **Title** of the form will now display, and then the form will display below ready for entry.
- **Applications Links** will work a little differently when Electronic Forms display within Web Client. Once an application link, like Allergies, is selected. The application will display, as it always has, to allow additional allergies to be entered. To get back to the form from the application, simply select the web browser back and forward arrows to toggle between Electronic Forms and the other applications or select Electronic Forms from the navigation panel.
- When a **Reflex** is triggered within the documentation, a new notification will display at the top of the form in green letting the user know the reflexing has been enabled. Once the form is saved the reflex response will follow the same process within Thrive UX.

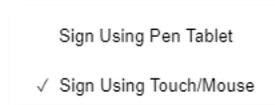


- The Markup Area Image Tool will now display at the top of the image when the mouse hovers over the image.



- The  **Place Mark** icon is selected by default when the form is opened. Selecting within the markup area will place a label in the area that is selected.
- If a label was placed incorrectly on the image, select the  **Pointer** icon, then select the label that should be removed. Next, select the  **Delete** icon to remove the erroneous label.
- The  **Label Type** icon controls the label that is placed within the mark. It defaults to A-Z when the form is opened but may be changed to numeric digits 1-9 by selecting the icon.

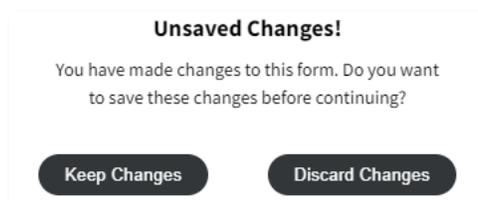
- The ^{SHAPE}  **Shape Type** icon controls the shape of the mark used within the markup area. It defaults to a circle but may be changed to a square or a line by selecting the icon.
- The ^{FILL}  **Fill** icon controls if the mark displays as a solid or an outline. It defaults to a solid fill but may be changed to outline or no fill.
- The  **Color** icon controls the color of the mark placed. It defaults to red when the form is opened but may be changed by selecting the color icon to change to the desired color. The available colors are green, blue, yellow, aqua, and black.
- The vital signs control will work similarly to how allergies currently work within Electronic Forms. Once the **New** field within the Vitals control is double-clicked it will now launch the Vitals application instead of displaying the vital sign combo box. The user may enter the patient's vitals within the vitals application. To return to the electronic form select the web browser back arrow or select Electronic Forms for the navigation panel. Once the page of the form is saved and reloaded the recently entered vitals will display.
- The Lookup control now has a magnifying glass for the user to select.
- The Signature area will now be displayed with the ability to select how the signature area will be signed. Select the  menu icon below the signature area. The following options will display:



- When **Sign Using Pen Tablet** is selected the  Pen icon will display in the top right corner of the signature area.
- When **Sign Using Touch/Mouse** is selected the  Touch icon will display in the top right corner of the signature area.
- Next select **Sign** to enter the signature and once the signature has been entered select Accept to save or Discard to clear the signature.

NOTE: To use a Topaz Signature Pad in Web Client Eforms, the SigWeb Software must be installed on each device that will be used to access the forms. See [Web Client Eforms Digital Signature Setup and Usage](#) for more information.

- To **Save** an electronic form within Web Client simply move to the next page or select the Back Arrow above the toolbar. Once the back arrow is selected the following prompt will display:



- Selecting **Keep Changes** will save the form and selecting **Discard Changes** will exit the eform without making any changes.