

Flow Sheet Overview

The Flow Sheet function provides users a tool to view patient specific charting on selected charting fields over the course of a specified date range. Clinicians can use Flow Sheets to capture the history of a patient's condition or progress over time. The creation of custom Flow Sheets is controlled at the agency level through table settings as explained in the sections below. For further details related to how to use the Flow Sheet function, please refer to the **NDoc FASTForm for Flow Sheets**.

Flow Sheet Table Settings

The tables to be configured for creation and design of Flow Sheets are explained in the sections below:

User Access Settings

The User Types that will design the flow sheets will need access to both the Flow Sheet Type and the Flow Sheet table. User the User Access Settings screen under Administration>System>Settings>User Access to assign rights to these two tables.

Flow Sheet Type Table

Found under Administration>System>Tables>Flow Sheet Type, this table allows for the configuration of flow sheet types. The type is a broad category used to group flow sheets. This could include categories such as Vital Signs or Wounds. To add a type, users need to ensure the mode is set to Add. NDoc will automatically assign the number for the type. The description can then be entered and saved. The Edit mode can be used to alter the description or inactivate the type.

Flow Sheet Table

Found under Administration>System>Tables>Flow Sheet, this table is used to design the flow sheet using the following steps:

To Add a Flow Sheet	To Edit/Inactivate a Flow Sheet
• Use the Edit Mode to select Add • Note: NDoc will automatically assign the number for the flow sheet. • Use the Flow Sheet field to enter the title, which is what the users will see displayed when selecting a Flow Sheet to view. • Select the Flow Sheet Type. • Choose a Category (contains the visit charting categories broken down by either Homecare or Hospice). • Select the Field(s) that correspond with the selected Category. • Click Save	• Use the Edit Mode to select Change • Select the Type associated with the Flow Sheet to be edited. • Determine what needs to be changed (e.g., rename the sheet, set it to Active/Inactive, change the type, add/remove Categories/Fields)