ChartMaker® Clinical Quick Reference Card for Flow Sheets

FLOW SHEETS

Access a Flow Sheet

- Open the patient's chart.
- Click the **Flowsheet** tab.
- Click **Flow Sheet > Set** and then select the appropriate **Flow Sheet**.

Create a New Flow Sheet

- Open any patient chart.
- Click the **Flowsheet** tab.
- Click **Flow Sheet > Set** > **New Set...**
- **Name** the Flow Sheet, choose whether it is **Global** or **Individual** (just for this patient), and whether you want to **Clone** the currently selected Flow Sheet.
- Click the **OK** button.

Add an Item to a Flow Sheet

- Open the patient's chart.
- Click the **Flowsheet** tab.
- Click **Flow Sheet > Set >** the appropriate **Flow Sheet**.
- Click **Flow Sheet > Add Item**.
- Select the **Adult**, **Peds**, or **Follow-Up** tab.
- Click the **Select...** button.
- Search for and select the **Procedure** (highlight and click the **OK** button).
- Click the **OK** button.

Configure a Procedure to be Tracked in a Flow Sheet

- Click **Edit > System Tables > Conditions**.
- Search for and highlight the procedure.
- Click the **Properties** button.
- Check the **Result**, **Procedure**, and **History** options.
- Click the **OK** button.
- Click the **OK** button in the Conditions dialog.

Move Items in a Flow Sheet

- Click the arrow button next to the item you want to move. This will highlight the entire row.
- Drag and drop it where you want it to go.

Set Default Flow Sheet

- Click **Edit > Preferences**.
- In the Preferences dialog, click the **Appearance** tab.
- Check the **Set Default Flowsheet** option, and select the desired **Flow Sheet**.
- Click the **OK** button.

Remove an Item from a Flow Sheet

- Open the patient's chart.
- Click the **Flowsheet** tab.
- Click **Flow Sheet > Set >** select the appropriate **Flow Sheet**.
- Click the arrow button next to the item you want to remove. This will highlight the entire row.
- Click **Flow Sheet > Remove Item**.
- Click the **OK** button.