
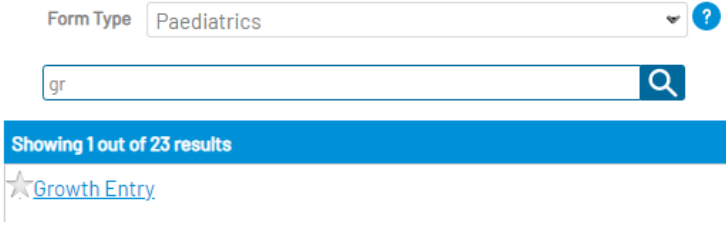


Living Forms	
<p>Living Forms are a specific type of document</p> <ol style="list-style-type: none"> <li>1. Documents/forms which change over long period of time.</li> <li>2. Observations etc.</li> <li>3. Appear in tree view among normal documents.</li> <li>4. Their primary usage is to record information about a patient which changes over the years (e.g. Weight, Height).</li> </ol> <p>Living Forms are actually composed out of two elements</p> <ol style="list-style-type: none"> <li>5. Input Form – using Evolve form creation tools to create.</li> </ol> <p>Reports – presentation of the data in various (multiple) forms</p>	
To create a <b>Living Form</b> :	
Open the patient record	
From the <b>Patient Menu</b> select <b>Fill in a Form</b> (or, from the toolbar, select the <b>Fill in a Form</b> icon	
From the <b>Form Type</b> dropdown list, select <b>All types</b>	
To search for a form within the <b>Form Type</b> :	
Select the <b>Search for a form</b> box and type in part or all of the form name	
Any forms that match the results will appear	
Select the Form that you wish to complete, e.g. Continuation Sheet	
<p>The <b>Form</b> opens in edit view with <b>SplitView</b> on the right hand side.</p> <p>SplitView provides you with the ability to review a second reference document while completing a Living Form. Please see the <b>Fill in a Form</b> crib sheet for more details on how to use this</p>	

## Living Forms

If you don't want to use the SplitView you can move the pane over by clicking on the bar between the left and right pane (a double arrow will appear) and drag to the right

Enter details into the text box and then click on **Submit**

Different Living Forms will have different data capture options e.g. tick box, drop down options etc.

The **History** tab displays which shows all historic data, including the most recent, that has been input

MultiSpec Continuation Sheet Input    MultiSpec Continuation Sheet Hist

The **Input** tab displays the form so the user can provide new records

Click on the **Input** tab





Enter more data to the form and click on **Submit**






Click on the **History** tab to view the data entered

Added By	Added Date	Specialty	Notes
Ely-Harris Marc (Western Sussex Hospitals)	18/03/2021 14:44	General Surgery	Post-op: FWB, Xray(/), bloods(/), repeat L&S BP( )
Ely-Harris Marc (Western Sussex Hospitals)	18/03/2021 14:29	General Surgery	Lives alone, No POC, daughter helps Mobilises with a stick

**Example only** as each living form will be slightly different

To view the **Form** from the patient's case notes:

Living Forms	
Click on the <b>Patient</b> tab	
Expand the tab e.g. <b>Clinical History</b> by clicking on the <b>+ sign</b> and this shows the document that has been added to that tab with the date and the name of the form	
Select the form by <b>left clicking</b> on it and this then displays in the main document area	
<p>Living forms are distinguished from other documents in the tree view by a Living Form icon:</p>  <p>You can now input and view from this screen.</p> <p>It is possible to take a <b>Snapshot</b> of a living form at a given time; a snapshot creates a document that is a read-only copy of a selected report, representing the state of the living form at the date of the snapshot creation.</p> <p>It appears in the tree view, as a normal document without a Living Form icon</p>	
To take a snapshot:	
Open the living form from the tree view	
On the <b>History</b> tab, click on the <b>Take Snapshot</b> icon	
Click on Yes to the message that appears	<p>Confirm taking snapshot</p> <hr/> <p> Are you sure you want to take a snapshot of Living Form using "MultiSpec Continuation Sheet" report?</p> <p style="text-align: right;"><input type="button" value="Yes"/> <input type="button" value="No"/></p>
When it has successfully taken the snapshot, a message will appear to confirm. Click on <b>OK</b>	<p>Snapshot generated</p> <hr/> <p> Living Form snapshot has been successfully generated</p> <p style="text-align: center;"><input type="button" value="OK"/></p>
Click on the <b>Patient</b> tab (to refresh)	

Living Forms	
Expand the appropriate tab by clicking on the <b>+</b> <b>sign</b> and this shows the document that has been added	
The newly saved snapshot will be shown with the date and name	
Click to view the snapshot	
<b>Finalising</b> a living form, locks it from adding or updating its data. A read-only document is created from the living form, containing all the available reports in a single document. It appears in the tree view, as a normal document without a Living Form icon	
To finalise the <b>Form</b> :	
Click on the Form from the patient's case notes (with Living Form icon)	
Click the <b>Finalise</b> button at the top right of the viewer	
Click <b>Yes</b> to confirm (or <b>No</b> to cancel if it's a mistake)	<p>Confirm finalisation of Living Form</p> <hr/>  Are you sure you want to finalise Living Form? This operation can't be reverted. <p style="text-align: center;"><input type="button" value="Yes"/> <input type="button" value="No"/></p>
The following message will appear, click on <b>OK</b>	<p>Living Form finalisation started</p> <hr/>  Finalisation process has started. It may take some time to generate final snapshot <p style="text-align: center;"><input type="button" value="OK"/></p>
The finalised Form will appear in the tree view like any other document	
When the item is clicked in the tree view the finalised form is displayed in the Document Viewer	