

Inserting a PCOC Smart Template into a Clinical Note

Quick Reference Guide

What is a Smart Template?

A **Smart Template** is a documentation tool that automatically pulls information from the patient's electronic medical record into a clinical note.

For PCOC, Smart Templates retrieve information that has already been entered and saved in the **PCOC PowerForm or iView**, helping clinicians:

- ✓ Reduce duplicate documentation
- ✓ Save time when writing clinical notes
- ✓ Ensure consistent and accurate recording of PCOC data

💡 **Document once, use many times.**

Available PCOC Smart Templates

PCOC Summary

Provides a brief overview of the most recent PCOC assessment, including:

- Phase of Care
- RUG-ADL
- AKPS

Palliative Care Outcomes Collaboration (PCOC) - Phase, RUG, AKPS		
Event Name	Event Result	Date/Time
PC- Phase of palliative care	Unstable	02/06/26 17:08:00
Total RUG ADL Score	10	02/06/26 17:08:00
PC- Aus Mod Karnofsky Performance Scale	30 - Almost completely bedfast	02/06/26 17:08:00

PCOC Full Assessment

Provides a comprehensive summary of the patient's most recent PCOC assessment, including all documented PCOC outcome measures.

Palliative Care Outcomes Collaboration (PCOC) - Complete

Phase of Care		
Event Name	Event Result	Date/Time
PC- Phase of palliative care	Unstable	02/06/26 17:08:00

RUG - ADL

Event Name	Event Result	Date/Time
RUG - ADL Bed Mobility	3. Limited physical assistance	02/06/26 17:08:00
RUG - ADL Toileting	4. Other than two person physical assist	02/06/26 17:08:00
RUG - ADL Transfers	1. Independent or supervision only	02/06/26 17:08:00
RUG - ADL Eating	2. Limited assistance	02/06/26 17:08:00
Total RUG ADL Score	10	02/06/26 17:08:00

The Australia-modified Karnofsky Performance Status (AKPS)

Event Name	Event Result	Date/Time
PC- Aus Mod Karnofsky Performance Scale	30 - Almost completely bedfast	02/06/26 17:08:00

Delirium

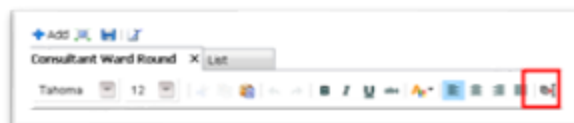
Event Name	Event Result	Date/Time
PCOC Delirium symptoms present	Yes	02/06/26 17:08:00
PCOC Delirium score	1	02/06/26 17:08:00

Edmonton Symptom Assessment System (ESAS)

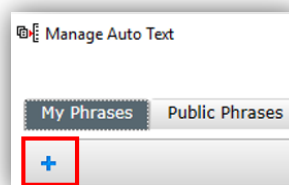
Event Name	Event Result	Date/Time
ESAS-PCOC Pain	2	02/06/26 17:08:00
ESAS-PCOC Tiredness	4	02/06/26 17:08:00
ESAS-PCOC Drowsiness	3	02/06/26 17:08:00
ESAS-PCOC Nausea	8	02/06/26 17:08:00
ESAS-PCOC Appetite	10	02/06/26 17:08:00
ESAS-PCOC Shortness of breath	5	02/06/26 17:08:00
ESAS-PCOC Constipation	7	02/06/26 17:08:00
ESAS-PCOC Sleep	1	02/06/26 17:08:00
ESAS-PCOC Depression	0	02/06/26 17:08:00
ESAS-PCOC Anxiety	1	02/06/26 17:08:00
ESAS-PCOC Wellbeing	6	02/06/26 17:08:00
ESAS-PCOC Other symptom present	Other	02/06/26 17:08:00
ESAS-PCOC Other symptom description	Vomiting	02/06/26 17:08:00
ESAS-PCOC Other symptom score	7	02/06/26 17:08:00

How to find and save the template (one-time setup)

1. Open **ieMR** and go to **Documentation**
2. Open a **blank Progress Note**
3. Click the **Manage Auto-Text** icon



4. Select **New Phrase**



5. In the **Manage Auto-Text** window, click **Insert Templates/Tokens**



6. Search for: **PCOC – Complete and/or PCOC – Pha, RUG, AKPS ST**

Name
PCOC - Complete
PCOC - Pha, RUG, AKPS ST

7. Click **Insert**
8. Enter an **abbreviation** to save it to your Auto-Text list
Tip: Use a unique character first (e.g. `PCOC short) and a capital letter so it appears at the top of the list.
9. Click **Save**, then **Close**

The template is now saved and ready to use.

How to use the template in a clinical note

1. Open any clinical document (e.g. Progress Note)
2. Type the abbreviation you saved (e.g. `PCOC short)
3. Select the template from the Auto-Text list
4. Press **Enter** or double-click

Helpful Tips

- Results reflect the **most recently completed PCOC assessment for the current admission** available in ieMR.
- PCOC results from **previous admissions will not appear** in the Smart Template.
- The **date and time the PCOC assessment was recorded** will be displayed alongside the results,

allowing clinicians to confirm when the scores were generated.

- Smart Templates display information exactly as documented in the completed PCOC assessment and cannot be edited within the template itself.
- If expected results are not displaying, check that the PCOC assessment has been completed and saved successfully