

# TAYLOR FORMS ON DEMAND

## Replaces- Patient Care eForms (Lotus.domino)

### Beginning: September 13th, 2022

Accessing forms that are not available within Epic is currently done on “*The Source*” webpage. Clicking “eTools and Forms” would take you to the Lotus Notes program to select a form.

**The Source**  
Wednesday, July 20, 2022

**Condition Level**

BSL	LH	PMC	SLH	SVH	TVH	TWH
4	2	3	3	4	3	2

**Physician & AHP Privileges Roster**  
*Important: To conduct a search, you MUST choose a facility and use either Internet Explorer or Google Chrome.*  
Link to Physician & AHP Privileges Roster

**System Directories**  
CIN Provider Search  
Directory Search  
PMC Phone Directory

**Quick Tools**  
Care Value System (CVS)  
Community Resources  
Digital Update Request  
DUO / Secure Remote Access  
Ethics at Work Line  
Forms Central  
Get Going with Google site  
Employee Central  
Iris Reporter & Iris Reviewer  
ITS Self Service Portal  
Kronos Web Timestamp  
Reflection Pool  
Staples Office Supplies  
Stationery & Business Cards  
TeleTracking Central  
Webmail  
IT Self Service  
Password Reset (SSPR)  
IT Unified Identity Account (ID Link)  
IT Access CommonSpirit (Replacing ACES)

**Departments** | **Epic Central** | **Policies & Procedures** | **Clinical & Nursing** | **eTools & Forms** | **Emergency**

“Patient Care eForms” was the link that would lead you to the Lotus notes program where you would select the desired form. “Patient Care eForms” links can be found in multiple places on The Source Website.

### Electronic Forms

eForms

[eForms Help](#) | [Frequently Asked Questions](#)

- [Digital Update Request Form](#) - Request updates to The Source and external web sites.
- [CHI St. Luke's Health Gift Transmittal Form](#) 📄: As a department within CHI St. Luke's Health, it is important that the philanthropic gifts you receive end up in the correct place with the correct information. Include a completed copy of the Gift Transmittal Form along with the gift(s) received and send to the CHI St. Luke's Health Foundation.
- [Cost Center Update](#) - Submit a Cost Center Update Form to the Finance department for new cost centers, changes, and deletions online!
- [eForms Password Maintenance](#) - To change your eForms password, complete this form. (You must know your old password to change it!)
- [Floor Stock Requisition](#) - Order your departmental coffee supplies and floor stock items online and view items ordered previously by your unit!
- [Forms Central](#) - Need to revise an existing hospital form or create a new one? Running low on in-house forms? Order more! You can also place an order for “quick copy” items or order storage forms.
- **Generic Rounds**- This e-application is used to document and view the results of Baylor St. Luke's Medical Center rounds activities. Available applications are below:
  - [Pressure Ulcers Study](#)
- [Employee Injury Reporting](#) - How to report an employee Injury using IRIS
- [Physician Non-Monetary Compensation Pre-Approval Form](#)
- [Retirement Plan](#)
- [SIS/Crystal Report Request](#)
- [Staples Office Supplies – Order Department Office Supplies](#)
- [Transportation Request](#) - Need a package delivered? Mail and Messenger Service can help!

Tools

- [Physician Education Checklist](#) 📄 (NEW)
- [Nutritional Care Manual Outline](#)
- [oneSource](#) Manufacturer's Instructions for Use (IFU)

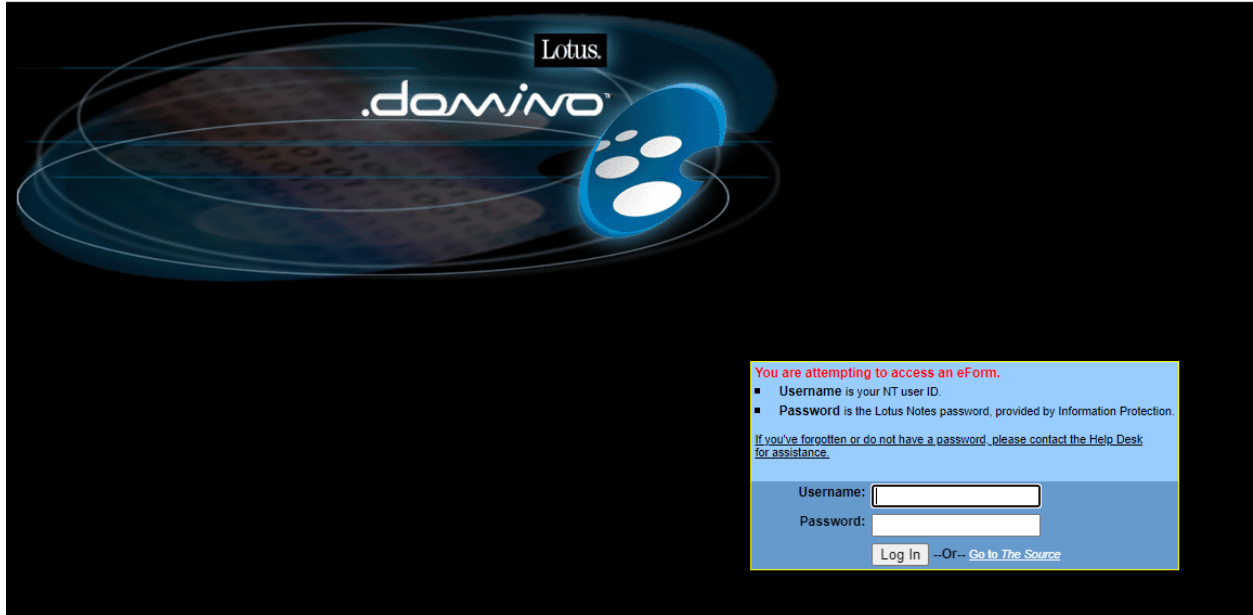
Forms

- [Address Change Form](#) 📄
- [Annual Plan for Fund Disbursement](#) 📄
- [Direct Deposit Form](#)
- [St. Luke's Foundation Distribution Request Form](#) 📄
- [Business Cards/Stationery Products](#)
- [Patient Care eForms](#)
- [Printable Forms](#)
- [Telecommunications Work Order Form](#) 📄  
If you would like to request new Telecommunications hardware or changes to existing service, complete the Order Form above and fax to 832-355-7575.
- [Texas Medical Center Parking Form](#) 📄
- [METRO, METROrail, or Vanpool Request Form](#) 📄
- [IRIS Downtime Form](#) 📄



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This is what the current Lotus Notes log in page looks like.



Beginning August 9<sup>th</sup>, we will be using a new program for eForms management called:

**TAYLOR FORMS ON DEMAND or Taylor FOD**

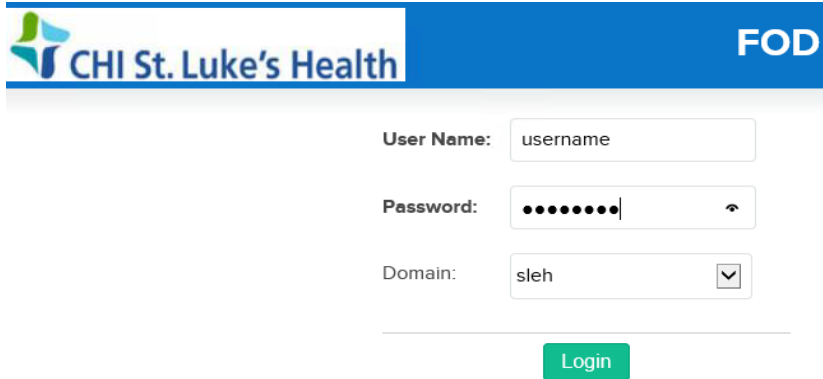
The Source link will be changed to say: Taylor Forms on Demand (Patient Care eForms)

***How to Login to Taylor Forms on Demand (FOD) –***

Use your AD credentials

(Same user name and password you use to sign into your computer)

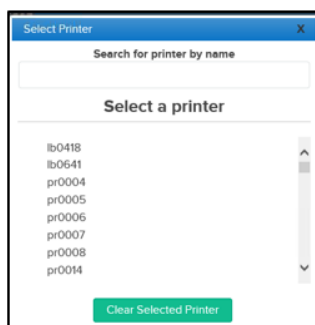
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The login form features the CHI St. Luke's Health logo on the left and the text 'FOD' on the right, both within a blue header bar. Below the header, there are three input fields: 'User Name:' with the text 'username', 'Password:' with a masked password of ten dots and a toggle icon, and 'Domain:' with the text 'sleh' and a dropdown arrow. A green 'Login' button is centered below these fields.

### ***Selecting Your Printer –***

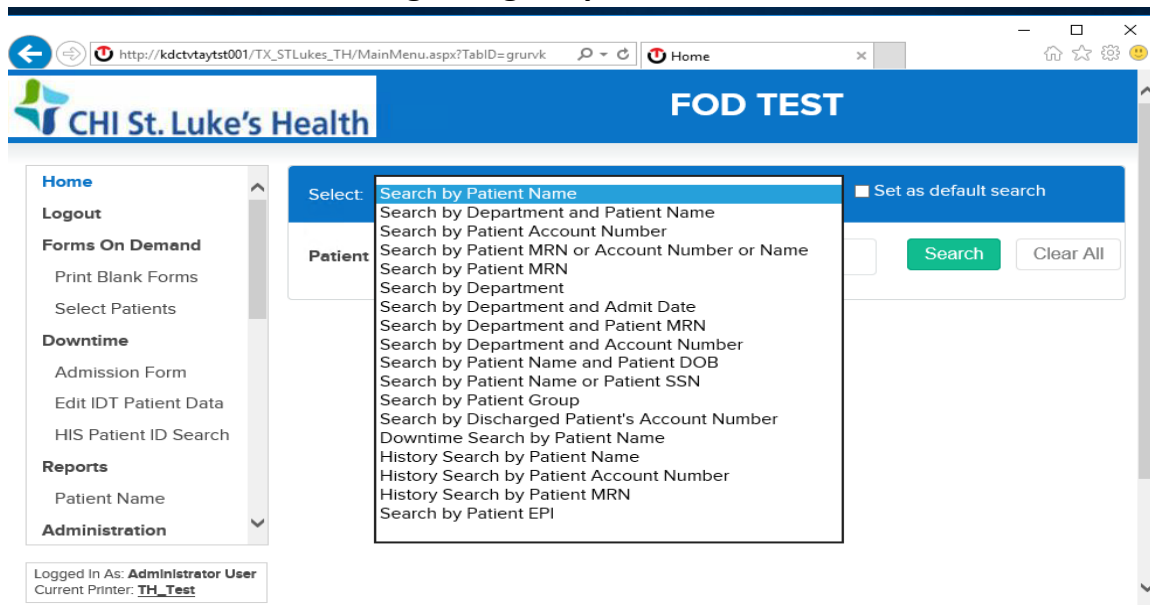
The first time you login you will have to choose your printer so click on select printer and choose your printer from the drop down list. If you want to change your printer just click on the printer link and choose another printer from the drop down list. The printer you choose will stay chosen on that computer. If you change computers or clear your cache just find and select your printer again.



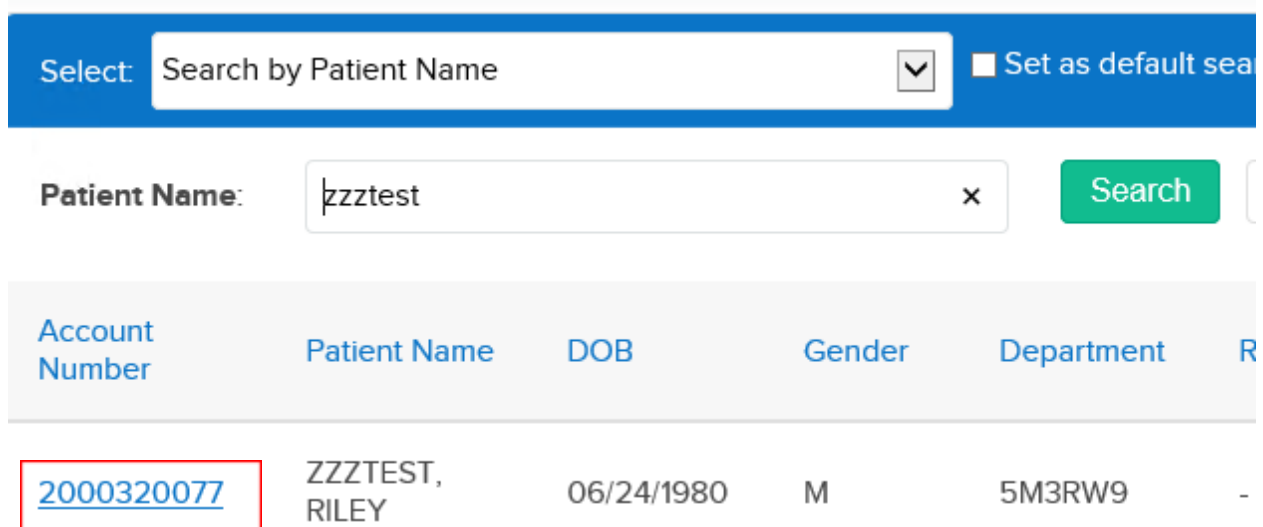
### ***Searching For Patients –***

If you select the drop down arrow to the right of the Select box, you can set your search to use one of several search types.

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Run your search then click on Account Number for the patient you need to print forms for



After you select the Account Number the currently selected patient will show at the top of the screen as the "Patient in Focus", in our example we selected Account Number [2000320077](#), Name: **ZZZTEST, RILEY**

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CHI St. Luke's Health

**ZZZTEST, RILEY**  
Admit Date: 05/11/2022 DOB: 06/24/1980  
Acct #: 2000320077 Room/Bed: - Department: 5M3RW9

Home  
Logout  
Current Patient  
View Information  
Update Information  
Select Forms  
Clear Patient  
Forms On Demand

Select: Search by Patient Name  Set as default search

Patient Name: zzztest

Account Number	Patient Name	DOB	Gender	Department	Room/Bed
<a href="#">2000320077</a>	ZZZTEST, RILEY	06/24/1980	M	5M3RW9	-

**Next Page...**

**Selecting Forms –**

Click “**Select Forms**” on the left hand side of the page and then you will have the option to choose the Forms

http://kdctvtaytst001/TX\_STLukes\_TH/MainMenu.aspx?TabID=gruvrk ZZZTEST, RILEY, ( 20003200... x

CHI St. Luke's Health

**ZZZTEST, RILEY**  
Admit Date: 05/11/2022 DOB: 06/24/1980  
Acct #: 2000320077 Room/Bed: - Department: 5M3RW9

Home  
Logout  
Current Patient  
View Information  
Update Information  
**Select Forms**  
Clear Patient

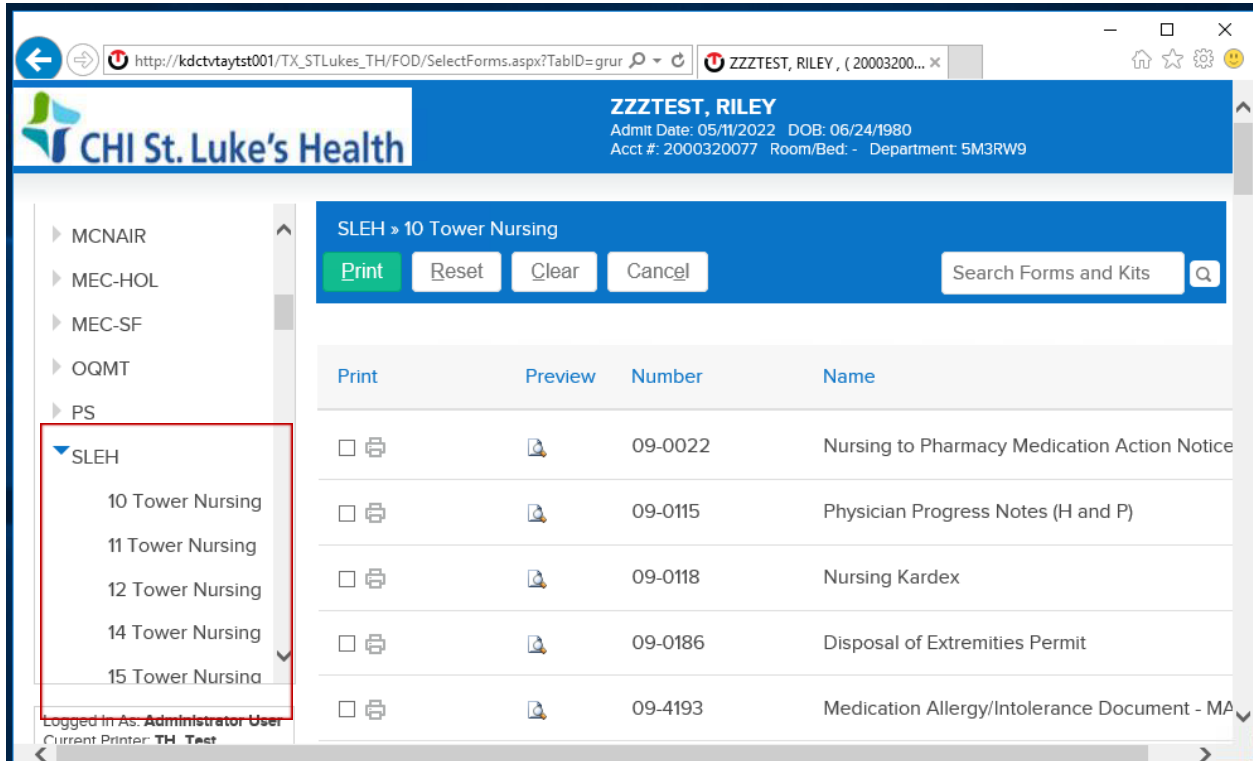
Select: Search by Patient Name  Set as default search

Patient Name:

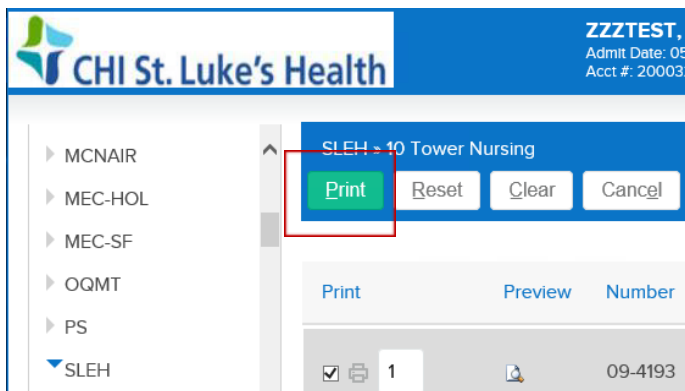
After you click “**Select Forms**” you will see categories on the left side mostly representing facilities. If you click on the triangle by a category you will see additional categories representing nursing stations or departments. Select your facility and your department and you will see the

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forms specific to you. In the example below the forms shown are for facility **SLEH** and nursing station **10 Tower Nursing**



Click in the box to the left of your form to select if for printing. You can also change the number in the box to the right of the printer icon to increase the copies you print.




Click the **Print Button** to send the form to the printer.

Sample Demographics on the form...

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**MRN**

**Account Number:**



00227361      11746082

**Smith, Real**

**Please, TestWithMe**

12/17/1989      32Y      F