From the Office of Health Informatics

Quick Reference Guide (QRG)
Using Workflow MPages

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This Quick Reference Guide (QRG) demonstrates the processes for using Workflow MPages.

Common Buttons & Icons

	Refresh icon
	Toggle Workspace icon
	Menu icon
	MPage Plus icon
	MPage X Close button
	Component Plus icon
	Home icon
	Back Arrow icon

Navigate to a Different Patient Encounter

➢ **From within the patient's chart:**

STEP 1: Click **LOC** in the blue patient banner at the top of the screen.

STEP 2: Click the encounter to navigate to it.

STEP 3: Click **OK**.

STEP 4: Click **Yes** in the Visit List window, as appropriate.

STEP 5: Click the appropriate relationship within the **Assign a Relationship** window.

STEP 6: Click **OK** in the Assign a Relationship window.

STEP 7: Click the **Refresh** icon.

Customize Components

➢ **From within the patient's chart:**

NOTE: **Use the Toggle Workspace icon to open and close the Clinical Entry Workspace.**

STEP 1: Click the **Menu** icon.

STEP 2: Click **Components**.

NOTE: **A checkmark denotes components already in view. Components in gray are locked to the MPage and cannot be removed.**

STEP 3: Click a component to select it and add it to view.

STEP 4: Click a previously selected component to disable it from view.

STEP 5: Click and drag components to fit the preferred workflow.

Add and Remove MPages

- **From within the patient's chart:**

STEP 1: Add MPages:

- Click the + icon at the end of the MPage list.
- Search and select the MPage to add.
- Click **OK**.

STEP 2: Remove MPages:

- Click the **X** close button on the MPage to remove it.

Navigate to Other Parts of Patient's Chart

NOTE: **This feature is available for some components, but not all.**

- **From the patient's chart:**

STEP 1: Click the component header.

STEP 2: Click the **Back Arrow** icon or **Home** icon to navigate back to the MPage.

Customize Quick Orders or Summary Screen Display

- **From the patient's chart:**

STEP 1: Click the **Menu** icon.

STEP 2: Click **View Layout**.

- Choose the layout needed.

STEP 3: Click **Drag and Drop**.

NOTE: **This is often best completed with the components collapsed. To do that, click Collapse All.**

STEP 4: Click the component header.

STEP 5: Drag it to the desired location on-screen.

STEP 6: Click the **Menu** icon.

STEP 7: Click **Expand All** to reopen the components.

NOTE: **Close PowerChart using the Exit button to save changes.**

Review Problem List

➢ **From the Handoff MPage within the patient's chart:**

STEP 1: Click **Problem List** in the left-side menu.

STEP 2: Update the Problem List by clicking the appropriate button.

STEP 3: Click **Resolve** to resolve problems, as appropriate.

STEP 4: Add problems to the list using the **Add as** dropdown and **Problem search** field.

Document Histories Tabs

➢ **From the Handoff MPage within the patient's chart:**

STEP 1: Click the appropriate tab for documentation.

STEP 2: Click the **Histories** header.

STEP 3: Document information as appropriate.

Document Vital Signs

➢ **From the Handoff MPage within the patient's chart:**

STEP 1 Click **Vital Signs** in the left-side menu.

STEP 2: Use the available filter button options to change the timeframe of the vital signs documentation in view.

STEP 3: Click the + icon.

NOTE: **Or click the Vital Signs header to navigate to the iView documentation screen.**

STEP 4: Document additional vital signs in iView.

View Clinical Notes

➢ **From the Handoff MPage within the patient's chart:**

STEP 1: Click **Clinical Notes** in the left-side menu.

STEP 2: Use filters across from the header to filter notes.

NOTE: **Default is the last 50 notes.**

Add Assessments

➢ **From the Handoff MPage within the patient's chart:**

STEP 1: Click **Assessments** in the left-side menu.

STEP 2: Click the + icon across from the header.

STEP 3: Document additional assessments in iView.

Document Patient URL

- **From the Handoff MPage within the patient's chart:**

STEP 1: Click **Patient Provided Health Information URLs** in the left-side menu.

STEP 2: Using the dropdown, document the patient URL in the Patient Provided Hyperlink Form.

Modify Chief Complaint Title

- **From the Inpatient Provider View:**

STEP 1: Click **Chief Compliant** in the left-side menu.

STEP 2: Click the chief complaint title.

STEP 3: Enter or update the chief complaint.

NOTE: Be aware, this information flows to discharge documentation.

STEP 4: Click **Sign**.

Add Members to Patient Care Team

- **From the Inpatient Provider View:**

STEP 1: Click **Care Team** in the left-side menu.

STEP 2: Click the **Plus** icon.

STEP 3: Assign appropriate people to the patient's Care Team.