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<tr><td>6</td><td colspan="3">First, let's review how you will log into PowerChart.</td></tr>
<tr><td>7</td><td colspan="3">• As stated earlier, Cerner Millennium PowerChart is the most commonly used electronic medical record at Eastern Maine Healthcare Systems.
• To access this application, click Cerner Millennium Production in the Web Bookmarks section of the EMHS Secure Access Portal.</td></tr>
<tr><td>8</td><td colspan="3">• Select PowerChart. You will be prompted to enter your username and password. These are the same as those used for the portal.</td></tr>
<tr><td colspan="4">Message Box & Teach Me</td></tr>
<tr><td>14</td><td colspan="3">The Millennium Message Box will pop up when you open PowerChart.
• This is one way the EMHS Information Systems team communicates important information about issues and changes within PowerChart.</td></tr>
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17 **This is what we call the "Teach Me" link. It is what you will see when you open PowerChart.**

- This page contains many links to educational videos, flyers, pamphlets, and tip cards. These all review PowerChart functionality.
- If you have a question about something in PowerChart, please feel free to use this page to learn more at your convenience.

Patient Search Options

18 **Now, let's look at the different ways you can find the patient and encounter you need to do your job.**

19 **To find a patient's electronic chart, click the magnifying glass in the upper right corner of the screen.**

20
- The Patient Search window will open.

21 **Searching for a patient using the FIN...**

22
- The **best way** to execute a search is to use the **Financial Identification Number** (**FIN**). This number is specific to the patient AND the encounter.

23
- If you know the FIN, type it into the **FIN NBR** field.

24
- Press **Enter** on your keyboard or click the **Search** button on-screen.

25
- Because you used the FIN, only one patient will display in the top pane. Also, only one encounter will appear in the pane at the bottom of the window.
- Be sure to confirm that both the patient and encounter are correct.

26
- Click **OK** to open the chart.

28 **If you don't have the FIN, the next best way to search for a patient is to use the Medical Record Number (MRN).**

- The MRN is patient-specific, but is not encounter-specific. We'll see what that means when it comes to your search results in a moment.

29
- Type the Medical Record Number into the **MRN** field.

30
- Click **Search**.

31	• When you search using the MRN, only one patient will appear in the pane at the top of the window. However, all of that patient's encounters (for the organization(s) to which you have been granted access) will appear at the bottom on the right. • Click to **select the correct encounter** from the list.
32	• Click **OK** to open the patient's chart.
33	**If you don't have the FIN or MRN, you may search using the patient's name.**
35	• The best way to search for a patient by name is to type the [**LAST NAME**], [**FIRST NAME**].
36	• If you are not sure of the spelling, use an **ASTERISK (*)** as a wildcard character. • Click **Search**.
37	• When you search by name, you will very likely end up with multiple patients in the top results pane. All of the encounters for the patient highlighted in blue will display in the lower pane. • Find your patient in the list and click **ONCE** to highlight him/her. • <u>**IMPORTANT**</u>**: Double-clicking when using the Patient Search window is highly discouraged.** Double-clicking causes the system to automatically open the chart for the first encounter listed in the panel below. We recommend that you get in the habit of single-clicking and using the OK button to help make sure you have the right patient and the correct encounter.
38	• The encounter pane at the bottom of this window has many columns that contain information you can use to choose the correct encounter. Use the scroll bars to view additional information, and/or click and drag to resize the window, if needed.
41	• Click **ONCE** to highlight the correct encounter.
42	• Click **OK** to proceed.

Relationship & Facility Warning

45 **Choosing a Relationship**

46
- All access to patient records is monitored and recorded.
- Prior to opening any record, you will be asked to choose a relationship to the patient.
- All non-affiliate access is limited to the Patient Inquiry relationship.
- Your access it limited to read-only privileges. EMHS's non-affiliate colleagues may not enter information into the patient record.
- To open the chart, select **Patient Inquiry** and then click **OK.**

48 **The Facility Warning.**

49
- You will see this warning whenever you open a patient's record.
- It is designed to warn EMHS employees and providers when they have chosen to open an encounter at a location outside their own facility.
- You may click **OK** to proceed.

Most Commonly Used Links

53 **Clinical Notes**

54
- The chart will default open to the part of the record called, **Clinical Notes**.
- The patient's information is broken up into sections within the record.
  - As you can see, there's a **Menu** on the left side of the screen.
  - The various parts (**links**) within the record display here.
  - The **link highlighted in blue** is the one displaying in the area on the right.

54	• Many links are further broken down into a **navigator** section and a **view** section. ○ The navigator organizes the link's contents into folders and allows you to sort, filter and generally get around (navigate) the link. ○ The content you choose in the navigator will display in the view area.
55	• You will be able to view all **scanned**, **dictated**, and **electronic** documents created for the chosen encounter in the **Clinical Notes** link. **Common examples include:** History & Physicals, Discharge Notes, Medical Imaging reports, and Progress Notes. • By default, documents in the Clinical Notes link will be sorted by **type.** • **Double-click** to open a folder in the navigator.
56	• Most folders contain **sub-folder**s. These sub-folders and documents will often have a **prefix** identifying their source organization. **Prefix Key:** A_ = Acadia Hospital B_ = Blue Hill Memorial Hospital C_ = Charles A. Dean Hospital E_ = Eastern Maine Medical Center I_ = Inland Hospital M_ = Mercy Hospital T_ = The Aroostook Medical Center
57	• Sub-folders can be opened by clicking **ONCE** on the plus sign icon to their left.
58	• **Double-click** to open a document. Documents will display in the view area on the right.
59	• **This is an example of a scanned document.** A **tool bar** of options will display at the bottom of the view area for all scanned documents. You may need to advance through the pages of larger documents to find the information for which you are looking.
61	• The title of a folder or document is often partially obscured in the navigator. As you can see, if you pause with the mouse over a folder or document in the navigator, the **full title** will display in a **pop-up** window.

63	• **This is an example of an electronic document.** o Use the scroll bars on the right and bottom of the view area to scroll through the document. • **There are two printer buttons that can be used to print the document on-screen.** o **NOTE: Printing from PowerChart requires some configuration.** Speak to your organization's point of contact to determine whether printing has been configured for your location. **Care must always be used when printing and handling Protected Health Information (PHI) to ensure patient confidentiality and prevent HIPAA violations.**
64	• Most documents in Clinical Notes are **color-coded** in the navigator. o The color block to the left of a title reflects the **status** of that document. o To see a **color legend**, right-click anywhere in the white box within the navigator.
65	o In the **right-click** pop-up window, select **Color Legend** (at the bottom).
66	o As you can see, the legend can help you to identify the status of the available documents.
67	• You don't need to use the legend to determine the status of a document, though. o **The status will also display near the top of the document.** It's always a good idea to note the status when collecting data from a document. o In **Progress** and **Unauthenticated** documents have not yet been finalized and signed by the authoring caregiver.
68	• Don't forget that you can **change the sort order** of the documents on-screen by changing the selection in the lower part of the navigator. • You can also use the **up and down** arrow buttons to quickly scroll through documents, if desired.
69	• Some end-users like to **change the width of the navigator** and you are welcome to do that, if you like. o To do so, simply position your mouse over the border between the navigator and view window until the resize cursor appears. Next, simply **click and drag** the navigator to the desired width.

71 • So that's a basic overview of the Clinical Notes link.
  - This link is used frequently by our peers at non-affiliate sites.
  - This is where you will find all scanned, dictated, and electronic documents from the chosen patient encounter.
  - A list of commonly used documents that are available in Clinical Notes is shown on-screen.

72 **Flowsheets**

73 • To switch to another location within the EMR, simply **click the link in the Menu** on the left.

75 • **Flowsheets is divided into two tabs: All Results and Nursing Data.**
  - The **All Results** tab is where you will find pretty much all patient data; including a lot of the information you already know how to access using the Clinical Notes link.

• Data is presented in a flowsheet format. If you need to find **lab results**, **vital signs**, or other **flowsheet**-**type data** - you'll find it here in Flowsheets.

76 • As you can see, Flowsheets also has a **navigator** window. Results are **grouped by type** and the group headings are listed in the navigator.

• **Dates and times will display at the top of the result columns.** These are the times results are captured, so will be intermittent and sporadic.
  - **Always look at the date** and time at the top of the column when reviewing results.

77 ○ Use the **scroll bars** to find and view results.

131 • **Results are color coded.**
  - **Low** results have an "**L**" beside them and are displayed in **blue**.
  - **High** results have an "**H**" beside them and are displayed in **orange**.
  - **Critical** results have a "**C**" beside them and are displayed in **red**.

131 ○ Results that are calculated using patient variables do not have a set reference range, and therefore, will not be color coded.

▪ These results will always have an **asterisk (*)** beside them. An asterisk beside any result indicates the presence of comments.

▪ In the case of calculated results, the comments will provide the formula used to determine the value. **Comments** may also be used by lab personnel to communicate other important information. An example might be, "Tube partially hemolyzed."

132 • **Additional information about results is available.**

○ **Click once** on a result to see its **reference range**.

134 ○ **Double-click** to open the **Result Details** window.

135 ○ In addition to the **Normal** reference range, you will find the **Critical range** and other information on the selected result.

136 ○ To see if additional results are available, click "**Trend.**" Any available **prior results** will display.

139 • **Results can also be graphed, if desired.**

○ To do so, **place a checkmark in the box** beside each item to be graphed.

140 ○ Next, click the **Graphing** button in the upper left corner of the link.

142 • As mentioned a moment ago, results calculated based on patient variables display with an asterisk.

○ **Double-click** to open the **Result Details** window.

143 ○ Click the **Comments** tab.

144 ○ Information about the formula used to calculate the result displays on this tab. This tab also displays any comments from lab personnel regarding the result and/or sample.

148
- **In addition to regular lab results, microbiology results can be found on the All Results Flowsheet.**

150
  - Microbiology reports (as well as other report types) **can be viewed by double-clicking within the cell** on the flowsheet.

151
  - To improve the view, click the **maximize** icon in the upper right corner of the window.

152
  - Microbiology reports will include **results** and **antimicrobial susceptibility** findings.

166
- **The default flowsheet is the All Results Specialty Flowsheet, but there are many other flowsheet configurations available.** Depending on your specialty, you may find another flowsheet especially helpful.
  - To change the flowsheet on-view, open the **dropdown menu** in the upper left corner of the link.

167
  - There are many options and they are **not all in alphabetical order**.
  - It's not a bad idea to spend a few moments looking to see what's available.
  - One option, for instance, is the **Labs View**. This specialty flowsheet includes only lab results.

169
- **In addition to changing the flowsheet on-view, you may change the display.**
  - In the upper right corner of the link, you will see the **Table** (default display), **Group**, and **List** options.
  - Many end-users find that changing the display makes finding the information they need a little easier.
  - **Let's take a look at the Group option.** In this display, results are grouped by type, thus making trending easier.

170
  - **Next, let's check out the List option.**

171
    - In the List view, results display in reverse chronological order, including reference ranges.
    - This view is a favorite for printing purposes. By adjusting the width of the columns, it becomes very printer friendly.

172
- Okay... We now know how to change the flowsheet on-view. Let's take a quick look a few of the more popular flowsheet options.

173
  - There is a **Pulmonary Flowsheet** that pulls together information particularly important for respiratory care and service providers.

174
  - There is an **Insulin Administration** Flowsheet.

175
  - Here is the **Orthopedic** Flowsheet. This includes wound and extremity assessment information.

176
  - The **Clinical Data** flowsheet pulls together data entered by nursing and ancillary care providers.

176
    - This flowsheet is where you can find vital signs, patient measurements, assessments, pain evaluations, and treatment data.

177
    - The Clinical Data flowsheet is great, right? I'm going to let you in on a not-so-secret secret....

178
- Remember the **Nursing Data** tab?

178
  - This tab defaults to the Clinical Data flowsheet.

178
  - This means that you don't have to search for the flowsheet in the dropdown, but can simply click the tab to see it instantly.

179
  - Don't forget your display options!

182
- **Alright, we have now reviewed the Flowsheets link.**

182
  - This is where you can find lab results, reports, vital signs, patient measurement, and other flowsheet-type data.

182
  - In addition to the default flowsheets, you can access many other specialty flowsheets using the dropdown at the top of the link.

182
  - Data can be displayed in the Table, Group, or List formats.

184 **MPage Summaries**

- **Spoiler Alert!**
  - If you're afraid you won't be able to remember where everything is, you are not alone.
  - The fact is... PowerChart stores patient data in many places and if you don't use it every day, it can be difficult to remember where to find what you need.
  - MPage Summaries is the one place you can go within the EMR to find (just about) everything.

186
- **So far, we've left the Menu on-screen.** As you have seen, it can be used to switch between links in the chart.
  - When you use PowerChart, however, you may find that the Menu takes up valuable screen space.
  - If you choose, you may hide the Menu by unpinning it.
  - **To hide the Menu, simply click the pushpin icon in its upper right corner.**

187
  - When the Menu is hidden, the selected link will expand to fill the screen, making more data visible.
- **The MPage Summaries link has several tabs across the top: ED Summary, Inpatient Summary, Nursing Communication, Cross Specialty Summary, and Assessment.**
  - Each tab contains a different configuration of components with filters set-up to support the workflow for caregivers within the selected clinical setting.
  - You are welcome to use any of the tabs and you may find that one provides the best combination of patient data for your needs.
  - Let's review the most commonly used components...

188
- **First up... Documents.**
  - The Documents component allows you to access many **reports**, **assessments**, and **notes**.
  - Which documents you will see "face-up" will vary, depending on which tab you are on.

188	○ On this and many components, you will see a **"look back" filter**.
	▪ To **change how far back the system looks** to find documents, simply click the dropdown arrow beside the currently selected timeframe.
189	▪ The **maximum look back will vary** by component and depending on the selected tab.
191	○ **Click the document title to view the report.**
192	▪ In this way, you are able to access most of the same documents you saw in the Clinical Notes link earlier, without having to leaving MPage Summaries.
	▪ Click the **icon** in the tool **bar** at the top of the window to **print** the document, if needed.
194	▪ **Close** the window to return to MPage Summaries.
195	○ As I said a moment ago, which documents display face-up in the component vary a little, depending on the selected tab.
	▪ To select which documents to display, click the **filter tab** highlighted on-screen.
196	▪ The default document filter is called the "**Facility defined view**." This is slightly different on various tabs and is built to pull in the most commonly used documents by caregivers in the selected area.
	▪ Click the **dropdown arrow** to see other available options.
197	▪ Click to **select the desired filter**.
199	▪ Some end-users only ever need to see certain documents. If there's a filter that meets your needs, and you'd like to change the default document filter, you may click "**Set As Default**" to save the setting.
	▪ **This change is specific to the selected tab.** In other words, changing the default filter for the Documents component on the Cross Specialty Summary does not change the filter for that component on the Inpatient summary tab,
200	▪ When you are done, click the **filter tab** to close the filter window.

202
  - If the available look back ranges do not meet your needs, or if you are not finding the document you are looking for, you can **click the component title to navigate away from the MPage Summaries** and see more documents.
  - That's right... You don't have to use the Menu and remember what the link is called. Simply click the title of the component to go to that part of the record.

204
  - Look familiar? That's right... this is the Clinical Notes link we reviewed a few moments ago.
  - The MPage Summaries link makes it fairly easy to get around the record without having to remember the names of the links and/or use the Menu.
- If you like, you may use the **back arrow in the upper left corner to return** to the last viewed link (in this case, MPage Summaries).

206
  - Great! Here we are, back on the MPage Summaries link.
- **Some end-users accessing PowerChart from outside facilities need to find and print the Patient Insurance & Demographics sheet.**
  - The **Patient Information** component offers a direct link to this report.
  - **Just click the header**, as we did using the Documents component.

208
  - To **print** the report, click the **printer button** in the upper right-hand corner.

209
- **To access the Menu when it is unpinned,** hover the mouse over "**Menu**" in the left-hand border of the screen until the Menu floats open. Then, make your selection in the Menu.

217
- The **Vital Signs component** shows up to three results for each measure.
  - To see any **additional results** within the timeframe, **click the measure name**.

219
  - If there were any additional results within the timeframe, they would be listed in the **table on the right** and **graphed on the left**.

226 • The **Family component** shows any documented patient family medical history data.
  - o **You may click the header to go to the Histories link.**

227 o This is the **Histories** link.
  - ▪ Since we used the Family component to access the link, the **Family tab** is automatically selected.
  - ▪ As you can see, this link also houses the **Procedure** and **Social History data tabs**.

232 • The **Labs component** will display up to three results for each measure within the selected timeframe.
  - o The **default timeframe will vary** depending on which MPage is selected.

233 o Like Vital Signs, Labs **can be graphed**.
  - o Just **click the result title** to open the graphing window.

235 • The **Procedures component** displays documented procedure history.
  - o Clicking the **header** in this component will take you to the **Histories link** (the one we accessed a moment ago via the Family component).

- It may be helpful to know that you can **hover with the mouse** over most components for **additional information** about results on-screen.

242 • The **Consolidated Problems component** will display the **diagnosis** (or **diagnoses**) from the selected encounter.
  - o In addition, the patient's **Active** and **Resolved Problems** will display.
  - o You may click the **header** in this component to go to the **Problems and Diagnoses link.**

244 o The **diagnosis** (or **diagnoses**) for the selected visit display **at the top** of the Problems and Diagnoses link.
  - o **Patient Problems** display at the **bottom**.
    - ▪ If desired, you may **right-click** a problem or diagnosis for additional information.

245 ▪ Select "**View Details.**"

246 ▪ When you are done viewing the details of the selected problem, click the **Cancel** button.

248
- So far, we've seen how to use the Menu to navigate the record (both pinned and unpinned). We've also seen reviewed how to use the back arrows.
    - **Notice, also, this dropdown arrow beside the back and forward arrows.**

249
    - This will show the last few links you've visited and allow you to shortcut to any of those links.

250
- If there are any **Diagnostic** imaging or **Pathology** results, they will display in these components.

251
- The **Immunizations** component will display any documented vaccinations administered during the visit, as well as any documented historical immunizations.

252
    - **Hover** over a vaccination to see **additional details**.

256
- The **Microbiology** component will display micro results.

257
    - **NOTE: The Microbiology component is one of several where the shortcut in the header will not result in being taken to another place within the record.** This is because the tool referenced in the link is available to in-system users, only.

258
- Now that we have reviewed the most commonly used MPage components, let's briefly review the available tabs on this link.
    - The MPage Summary you will see when you open a patient's chart is **tied to the type of encounter** the patient had.
- For instance, the **Cross Specialty Summary** is the MPage built to support outpatient visits.
    - We chose this MPage Summary for this course because it is the one with the **broadest timeframes** by default.
    - For this reason, choosing this MPage Summary when reviewing a patient chart will **give you the most comprehensive view** of the available patient information.
    - Having said that, you may also like the following...

259
- **ED Summary:** This is the default tab when a patient is seen in the Emergency Department or when reviewing a patient record after discharge, where the patient entered the hospital via the ED.

260 • **Inpatient Summary:** This is the default view for all active inpatient encounters.

261 • **Nursing Communication:** This MPage is designed to support the inpatient nurse and ancillary teams. You may find additional helpful information here.

262 • **Assessment:** This link is designed to pull in critical patient assessment data.

- However, you may find that the timeframe defaults are too narrow and that one of the other views is better suited to your needs.

• There you go! That's the MPage Summaries link.

- We have reviewed the basic options within this link, including available summaries, the components and component filters, and results graphing.
- We've also seen how to navigate the chart using the links within the MPage components, the back arrow, Menu, and history dropdown.

263 **Orders and Changing the Encounter**

264 • If you really like the Menu and want to keep it open, you made do so.

- To pin the Menu open... Hover over "Menu" in the left-hand border of the screen.

265 ○ When the Menu opens, click the pushpin icon in its upper right corner. The Menu will now stay open on-screen.

267 **Orders**

• **The default look back range for the Non-Affiliate position is "All Orders 5 Days Back."**

- If you are reviewing a chart after patient discharge, you will likely want to change the look back to show all orders.
- To do this, click the blue font at the top of the link.

268 ○ Use the dropdown to change the look back criteria. The recommended look back filter is "All Orders (All Statuses)."

271 ○ Click "Apply."

273
- You may recall that we are looking at an **ambulatory encounter**.
    - Many of our ambulatory practices will have electronic orders, but not all. If you are looking for ambulatory orders and not finding them on the Orders link, please look for them on the **Clinical Notes** link.

Changing Encounters

- **Please call your attention to the blue demographics banner bar at the top of the chart.**
    - This banner displays basic information about the patient and encounter of the chart you are reviewing.
    - Within this area, you will find the **Location**. You may click the location to switch encounters.

274
- **Available encounters will display in the pop-up window.**
    - The open encounter will be highlighted in **blue**.
    - **Double-click** to select the correct encounter.

275
- A **warning** will appear to confirm your wish to change encounters.
    - Click "**Yes**" to continue.

276
- Because you are accessing information from a new encounter, you will need to **assign** a **relationship** again.

277
    - Click "**OK**" to continue to the chart.

278
- You will now see the orders from the newly selected encounter.

Orders (cont'd)

- The Orders link also has a **navigator** window on the left.
    - Orders are grouped by type and you may click any group in the navigator to jump to those orders in the profile on the right.

279
- You may **click the blue font** of any order to open its **Order Details** window.

280
    - This window has several tabs containing helpful information, such as... **Ordering Provider(s)**, **Order History**, and **Order Comments**.

280 - Click the tabs across the top of the window to see all available details.

281 - Click the **Exit** button to close the details window and return to the Orders profile.

- We have now reviewed the basics of how to use the Orders link.
  - We have looked at how to change the orders filters, change the encounter, use the navigator, and open the order details window.
  - In fact, we have now reviewed all of the most commonly used links within the chart.
  - But this course wouldn't be complete unless we spent a moment looking at the remaining links...

Other Available Links

285 **Teach Me**

- In addition to being the first thing you see when you open PowerChart, Teach Me is the **first link** on the Menu.

286 - This way, you always have ready access to educational and informational materials while working in PowerChart.

287 **Allergies**

288 - After Teach Me, the remaining links are listed **alphabetically.**

290 - All documented allergies will display on this link, along with documented reactions.

- The Display dropdown allows you to view **Active**, **Non-Active**, or **All allergies**.

292 **Chart Search**

294 - Chart Search allows you to **search the patient's chart** for specific terminology. Any electronically documented or transcribed documentation will be searched.

- If you like, you may set the **search criteria** on the **left**.
- And then, simply type the term you are looking for in the **search field**.

295 - As you type, suggested search terms will appear below the search field. If you like a suggested term, you may select it from the list.

297 • Click the "**Search**" button to execute the search.

298 • Every result containing the selected search criteria will show on-screen.

302 ○ You may **click to view results**.

303 ○ Click the "**X**" to close the window and return to Chart Search.

304 • As you can see, Chart Search may be helpful when you are looking for specific patient data.

305 **Forms**

306 • The next links in the Menu are the Clinical Notes and Flowsheets links. Since we have already reviewed these, let's skip to the Forms link.

308 • The Forms link is another place you can go to find some of the **electronic documentation done by clinical staff**.

• The documentation here can also be found on the **Clinical Notes** link in a folder called, "**Clinical Documentation.**"

○ Generally speaking, the plain text format found on the **Clinical Notes link is more printer-friendly** and prints to fewer pages than forms printed from this link.

○ However, this link is here, should you choose to use it.

• **By default, documents on this link will be sorted by Date.**

○ However, several other sort orders are available in the dropdown at the top of the link.

309 ○ Another popular sort order is "**Form**." This sorts the forms by title in alphabetical order.

310 • **Right-click** any form to see available options.

311 • To open the form in read-only format, select "**View**." The form will open for review.

313 ○ Use the navigator on the left to visit all the pages of the form. (**Bold font** indicates where data has been entered.)

○ Most pages will have **scroll bars**, so be sure to use these to see all available information.

○ Click the red "**X**" in the upper right corner to close the form when you are finished.

314 • If you prefer the printout from this link over that from the Clinical Notes link, you may right-click a document and select "**Print.**"

317 **Histories**

321 • Hopefully, the Histories link will look familiar to you. We saw this link when we were using the **Family** component on the MPage Summaries.

• If you prefer to navigate to the Procedure, **Family**, and **Social History** data using the Menu rather than the MPage Summaries components, you will need to look for "**Histories.**"

322 **Immunization Schedule**

326 • The Immunization Schedule link displays the information shown in the **Immunizations** component on MPage Summaries.

• In addition to the patient's immunization history, shown in the lower left corner of the link...

• Future suggested immunizations will display in the lower right corner, and...

• Recommended vaccinations (based on the patient's age and sex) will display at the top of the link.

328 **Insurance**

332 • As shown earlier, this link displays the **Patient Insurance & Demographics** report.

333 **MAR Summary**

336 • The MAR Summary is a good way to review the **medications administered** during a **specific timeframe**.

• The thing you will need to remember, if you would like to use this link, is that the default look back timeframe is 3 days. **If you are reviewing a chart older than three days, you'll need to adjust the timeframe.**

• There are two ways to do this:

  ○ **If you only need to look back a few more days, use the back arrows in the gray bar at the top of the link to pull additional days into view.**

337
- **If you need to go back more than just a few days, right-click anywhere on the gray bar.**

338
- Choose "Change Properties" from the right-click menu.

339
- Set the Date Range to pull in the data you need to review.
- The MAR Summary will pull in data from multiple encounters, which is useful if your patient was seen at more than one location within a short timeframe.
- Keep in mind that the larger the Date Range, the longer it will take to compile the data.

346
- **The MAR Summary is organized in the following manner:**
  - Medications with Scheduled dose times are at the top, under these are those medications without a scheduled dose time,...
  - ... Then PRN medications, and at the bottom are continuous infusions.
- **If you are reviewing a chart after discharge, all medications will appear in gray.**
  - The gray color indicates that the medication orders are no longer active.
  - Active medications (on an active encounter) will appear with a white background.
- **By default, the columns will appear in 24 hour intervals. All doses given of a particular medication within a 24 hour period will display together.**
  - Administered doses will be outlined with a black box.
  - Doses that are not given will have an orange box.

347
- **Hover over a dose** to see additional information in a pop-up window.

348
  - Click the Details button to see even more information.

355
- Any doses displaying with a **black delta icon** in the upper right corner have additional comments.
  - To see the comments, first, hover over the icon and then click the Details button. The Result Details window will open. The comments will display on the Medication tab. Comments will also display on the Comments tab.

373 **Medication List**

376
- **The Medication List link displays the patient's home medication list.**
- **By default, it includes all medications in all statuses**, so be sure to check the Status column to determine whether it is a current medication.
  - "**Prescribed**" medications have been ordered electronically by an EMHS provider.
  - "**Documented**" medications were ordered non-electronically or by an outside provider and recorded into the system by a nurse or MA.
- **If you like, you may change the filter (like we did with the Orders link) by clicking the blue font at the top of the link.**

377 **Problems and Diagnoses**

379
- We've already looked at the MPage Summaries and Orders links. So, our next stop is the Problems and Diagnoses link.

380
- As with most of the other links, we've already visited this one. We saw it earlier, when we clicked the header of the **Consolidated Problems** component on the MPage Summaries.

381 **Transfusion Summary**

383
- The last link in the Menu is the Transfusion Summary link.

384
- This link has components specifically designed to provide information regarding the patient's blood type and transfusion history at EMHS.

Additional Functionality

386 **Action Toolbar**

- **At the top of the PowerChart screen is a place for toolbars.**
  - As you can see, a button that will take you to **Teach Me** is already located here.

- **We highly recommend taking the time to add at least one other toolbar to your view.**
  - To do this, click "**View**" in the menu at the top of the window.
  - 387 Hover over **Toolbar**.
  - 388 Hover over **Navigation Toolbar**.
  - 389 And select "**Action Toolbar.**"
- 390 The Action Toolbar will appear on-screen.

Change button

- This button allows you to log-out and for another person to log-in at the same time.
- If you are in a patient's chart, the second person will open to that chart, as well.

Suspend button

- As you know, it is our responsibility to protect **patient confidentiality**.
- If you need to leave your computer unattended and don't want to lose your place, use the **Suspend** feature.
- 392 Your username will default into that field and you will need to add your password.
- **Because your session is password protected, you can rest assured that the patient data has been safe.**

393 **Exit button**

- You can always close PowerChart by clicking the red "**X**" in the upper right corner.
- **However, any changes that you've made during your session may be lost if you do.**
- Please be sure to use the **Exit** button in the toolbar to close PowerChart when you are done with your work.

394 **View menu**

- If you don't want to take the time to add the toolbar to your view, you may always access the three options using the "**View**" button in the top menu.
- 395 As you can see, **Change User**, **Suspend**, and **Exit** all appear in this dropdown menu.

396 **Minutes Ago button**

- Another button you should know about is what we call the "**Minutes Ago**" button.
- This button will show how long it has been since you last refreshed the screen.
  - It's a good idea to refresh at regular intervals, especially when looking at the chart of an active encounter.
  - If you make changes to your settings and suspect that the data has not updated, go ahead and click this button.
  - Doing so will ensure that you have all the **most up-to-date data** available.

Exiting PowerChart

398
- When you are done with your work in PowerChart, click the **Exit** button to close the application and save any preference changes you've made during the session.

400
  - It's important to log off the portal when you have completed your work.
  - Doing so will prevent unauthorized access and potential HIPAA violations.

401
- The "**Sign Out**" button is in the upper right corner of the portal screen.

403
  - Clicking this button closes the portal.
  - You will see this message when you have successfully logged off.

404
- **So, there you go! You now know how to use PowerChart.**

405
- **Thank you! This concludes this eLearning module. Please contact the IS HelpDesk with any questions, issues, or concerns.**