Northern Light Health | Optum

From the Office of Health Informatics

Oracle Health (Cerner) Millenium Clinical Entry Workspace

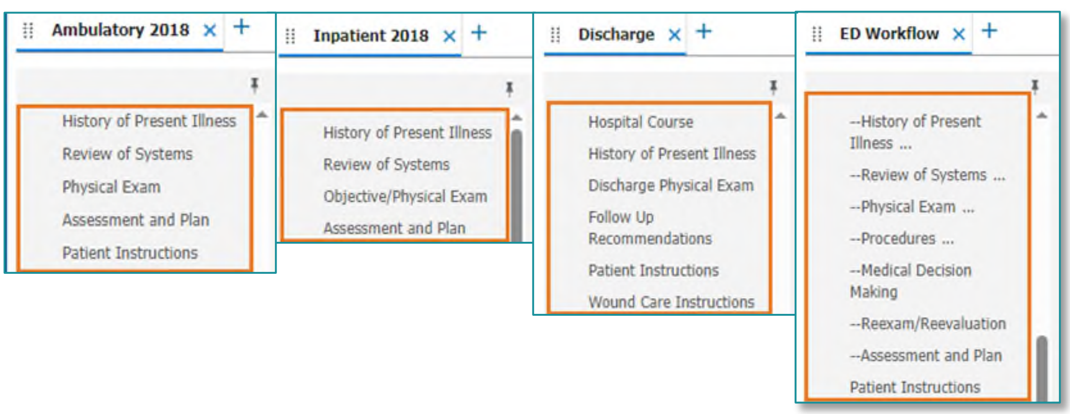
July 18, 2025

Clinical Entry Workspace is available in all Workflow MPages. Clinical Entry Workspace contains dynamic documentation components and documented PowerForms which can be reviewed and modified. Clinical staff can access PowerForms for documentation and favorite those that are frequently used.

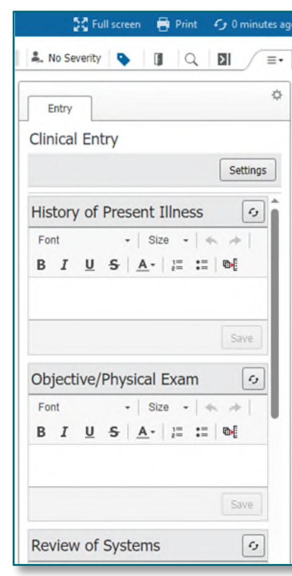
Provider Workflow MPage Dynamic Documentation Components Moved to Clinical Entry Workspace

- Dynamic Documentation components located in the **Provider View** MPages have been relocated to Clinical Entry Workspace.
- The components specific to the **Discharge** tab (MPage) will only be seen in **Clinical Entry Workspace** when the **Discharge** tab is opened.

CURRENT STATE



FUTURE STATE



NOTE: **Provider Dynamic Documentation components will not be affected for those who prefer to document directly within the note.**

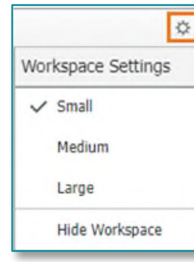
Nurse View Discharge Tab (MPage)

- **Wound Care Instructions** located in the **Discharge** tab (MPage) have been relocated to the **Clinical Entry** Workspace.

Overview of Clinical Entry Workspace

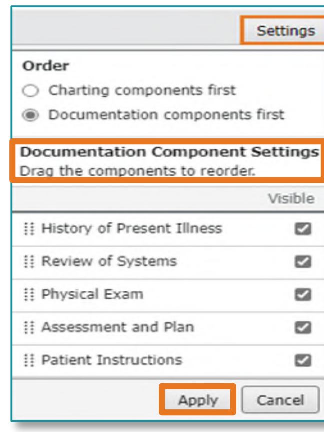
- Tools
  - **Toggle Workspace** icon is found in the top right of workflow MPages and is used to open/close Clinical Entry Workspace.

- **Gear icon** is used to change the width of the Clinical Entry Workspace column and Hide Workspace.



NOTE: **The width of Clinical Entry Workspace can also be changed by hovering over the inner border. Left-click and drag to the desired width.**

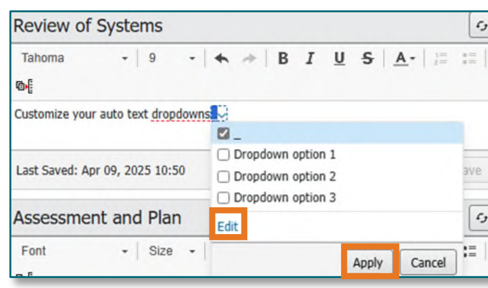
- **Settings** button is used to arrange the order in which **Charting** components and **Documentation** components display.
  - **Charting** component contains PowerForms.
  - **Clinical Entry,** referred to as **Clinical Entry Workspace** contains **Dynamic Documentation free text components**.
  - Providers can **re-order** Dynamic Documentation free text fields by dragging/dropping them into position within **Documentation Component Settings**.
  - Click **Apply** to save settings.



NOTE: **Clinical staff who do not use Documentation components will only see the Charting component in Clinical Entry Workspace.**

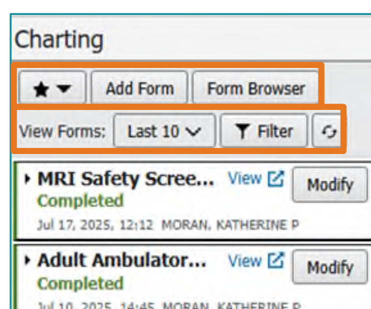
Editing Custom Auto Text from Clinical Entry Workspace

- Custom auto text dropdowns can be edited from Clinical Entry Workspace.
  - While using a **custom auto text** (created by the user), click **Edit** to:
    - Modify existing dropdown options.
    - Add a new option.
    - Remove an option.
  - Click **Apply** to save the changes.



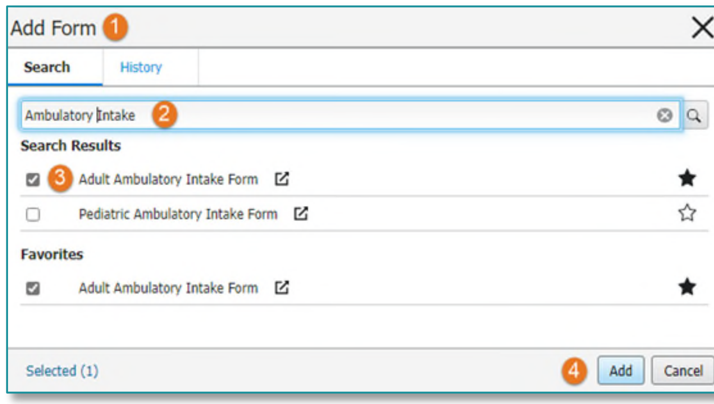
Charting Component

- **Favorites** button ★▾ is used to access forms that have been made a favorite.
- **Add Form** button is used to search, document, and favorite PowerForms.
- **Form Browser** button is used to search for documented forms within a given timeframe, only this encounter, or those personally created.
  - PowerForms can be **Viewed**, **Modified**, or **Uncharted**.



- **View Forms** has three buttons:
  - Use the **Last** button to determine how many forms will display in the **Charting** component.
  - Select the **Filter** button to filter PowerForms by form status, or forms authored by you.
  - Click the **Refresh icon** to pull in recently documented information.

Documenting a PowerForm from Clinical Entry Workspace



STEP 1: Click **Add Form**.

STEP 2: In the **Search** box, free text the name of the PowerForm to be documented.

- **Favorite** frequently used forms by clicking the **star** icon.

STEP 3: Click the box to the left of the form title or anywhere in the form name row.

NOTE: **Multiple forms can be selected if more than one form will be documented at this time.**

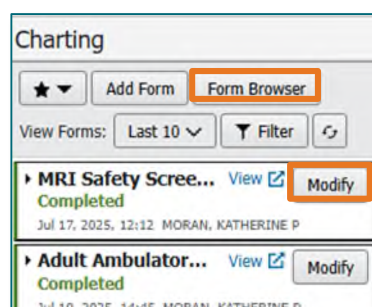
STEP 4: Click **Add** to open the form.

STEP 5: The selected PowerForm populates in view; complete as appropriate for the patient.

STEP 6: Click the **green checkmark** to **Sign**.

NOTE: **If multiple PowerForms were selected to document, the next PowerForm will populate after the previous PowerForm is signed.**

Modifying PowerForms from the Charting Component



STEP 1: In the **Charting** component, locate the form to be modified.

STEP 2: Click the **Modify** button.

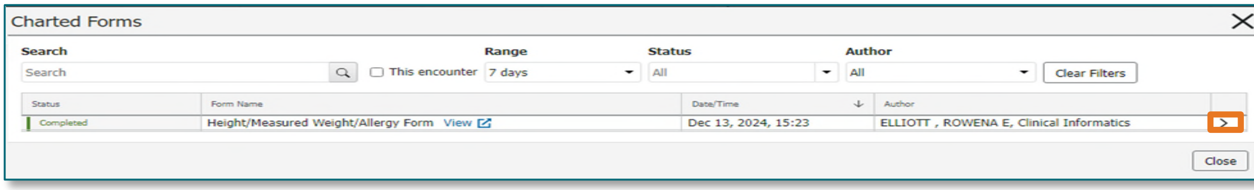
STEP 3: The PowerForm opens. Update as appropriate.

STEP 4: Click the **green checkmark** to **Sign** the form.

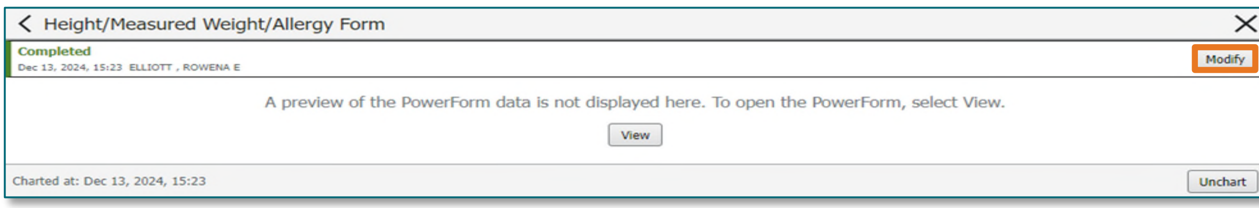
Modifying PowerForms from the Form Browser Button in the Charting Component

STEP 1: Click the **Form Browser** button in the **Charting** component.

<u>STEP 2:</u> Locate the form to be modified and click the arrow on the right side.



<u>STEP 3</u>: Click **Modify**.



- The PowerForm opens.

<u>STEP 4</u>: Modify the form as needed.

<u>STEP 5</u>: Sign the form by clicking the **green checkmark**.