

From the Office of Health Informatics PSC Laboratory Front Desk Custom Settings and Filters October 7, 2024

Customizing your view in PowerChart enhances the view of the laboratory orders that were placed for a patient.

Add PowerChart to the AppBar

- **<u>STEP 1</u>**: Left-click the **A**.
- **<u>STEP 2</u>**: Select **Customize**.
- **<u>STEP 3</u>**: Select the **Buttons** tab.
- **<u>STEP 4</u>**: Scroll and select **PowerChart**.
- STEP 5: Select OK.

Setting PowerChart Filters

- Default View
- **<u>STEP 1</u>**: Open PowerChart and right-click **Orders** on the dark side.
- **<u>STEP 2</u>**: Select **Set as Defaul**t.
- Adding Columns
- **<u>STEP 1</u>**: From **Orders**, locate **Current** in the top toolbar and then select **Customize View**.
- **<u>STEP 2</u>**: Locate **Ordering Provider** within the **Available columns** list and move to ***Selected**, above details.
- STEP 3: Select OK.

Order Profile Filters.

- **<u>STEP 1</u>**: Select the Display Order Filters hyperlink, and only select the following:.
 - Active Statuses: Order and Future.
 - Inactive statuses: Discontinued.
 - Load the following types of orders: Ambulatory (In Office) orders.
 - **Miscellaneous:** Show individual instances for continuing orders.
 - This is what displays the reoccurring orders.







Current Add Help

Advanced Filter



Display: All Orders (All Statu	seo]		
Order statutes to verv		Load the tolowing types of orders	
Active statuses:	Inactive statuses:	Inpalient orders	
Ordered Invesces Future Incomplete Suspended On Hold, Med Student	Discontinued Canceled Completed Pending Complete Deleted Voded With Results	Ambulatory (In Office) orders Preceptors Decommented medications Macentarenous Ca Show individual instances for	
	Transfer/Canceled	Continuing orders	
Include all days	Include al days	Inactive Plan Film	
Include all days Include number of days	Include all days O Include runbes of days	continuing orders	

- **<u>STEP 2</u>**: Select **Save As** to enter a **List name**.
 - Example: Lab Phlebotomy.
- **<u>STEP 3</u>**: Select **OK** and then Apply to save the filter.

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For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.