

## 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**

#### 5C Full screen 🚔 Print 🕢 0 minutes a # Ambulatory 2018 × + Inpatient 2018 × + || Discharge × + ED Workflow x + ..... 👗 No Severity 💊 🚺 🔍 🖾 / ≡. I ¢. ¥ Entry History of Present Illness --History of Present Hospital Course Clinical Entry History of Present Illness Illness .. Review of Systems History of Present Illness Settings Review of Systems --Review of Systems ... Physical Exam **Discharge Physical Exam** Objective/Physical Exam History of Present Illness 5 -- Physical Exam ... Follow Up Assessment and Plan Assessment and Plan + Size + 🔸 Recommendations --Procedures ... Patient Instructions B *I* <u>U</u> <del>S</del> <u>A</u> · <u>i</u>≡ :≡ ∞[ **Patient Instructions** --Medical Decision Making Wound Care Instructions --Reexam/Reevaluation --Assessment and Plan Objective/Physical Exam 5 Patient Instructions - Size - + + B I U S A- 1= := 04 NOTE: Provider Dynamic Documentation components will not be affected for those who prefer to document directly within the note. Review of Systems 5

#### 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.



#### FUTURE STATE

- **Gear icon** is used to change the width of the Clinical Entry Workspace column and Hide Workspace.
- <u>NOTE</u>: 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.
- <u>NOTE</u>: 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.

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Assessment and Plan	
II Patient Instructions	
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- 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**

- **<u>STEP 1</u>**: Click **Add Form**.
- **<u>STEP 2</u>**: 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.

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Selec	ted (1)	4 Add Cancel

- **<u>STEP 4</u>**: Click **Add** to open the form.
- **<u>STEP 5</u>**: The selected PowerForm populates in view; complete as appropriate for the patient.
- **<u>STEP 6</u>**: Click the green checkmark to Sign.

# <u>NOTE</u>: If multiple PowerForms were selected to document, the next PowerForm will populate after the previous PowerForm is signed.

#### **Modifying PowerForms from the Charting Component**

- **<u>STEP 1</u>**: In the **Charting** component, locate the form to be modified.
- **<u>STEP 2</u>**: Click the **Modify** button.
- **<u>STEP 3</u>**: The PowerForm opens. Update as appropriate.
- **<u>STEP 4</u>**: Click the **green checkmark** to **Sign** the form.

#### <u>Modifying PowerForms from the Form Browser Button in the</u> <u>Charting Component</u>

**<u>STEP 1</u>**: Click the **Form Browser** button in the **Charting** component.

Charting
★ ▼     Add Form     Form Browser       View Forms:     Last 10 ∨     ▼ Filter     5
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Adult Ambulator View Modify Completed Jul 10, 2025, 14:45 MORAN, KATHERINE P

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

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#### **STEP 3:** Click **Modify**.

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Completed Dec 13, 2024, 15:23 ELLIOTT , ROWENA E		Modify
	A preview of the PowerForm data is not displayed here. To open the PowerForm, select View.	
	View	
Charted at: Dec 13, 2024, 15:23		Unchart

- The PowerForm opens.
- **<u>STEP 4</u>**: Modify the form as needed.
- **<u>STEP 5</u>**: Sign the form by clicking the **green checkmark**.

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.