

From the Office of Health Informatics Cerner Millennium Dynamic Documentation Changes Clinical Entry Workspace

June 27, 2025

Clinical Entry Workspace is part of Oracle Cerner's Integrated Charting developed to increase documentation efficiency for the entire clinical team. Dynamic Documentation components are relocated from the MPage Component Menu into Clinical Entry Workspace, located on the right side of the screen.

BEFORE Clinical Entry Workspace

HPI, ROS, PE, A/P are available in Components Menu on the right side of the screen if the provider created a third column.

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AFTER Clinical Entry Workspace One Time Set Up per MPage is Completed

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NOTE: HPI, ROS, PE, A/P are relocated from the MPage Components Menu to Clinical Entry Workspace.

Setting Up Clinical Entry Workspace

- Follow the steps below, one time, for each MPage used (e.g. Inpatient 2018, Ambulatory 2018, ED Workflow, and Discharge).
- STEP 1:In Provider View, open the appropriate MPage. (e.g. Inpatient 2018, Ambulatory 2018, ED
Workflow, Inpatient Workflow, and Discharge).
- **<u>STEP2</u>**: Use **Toggle Workspace** to **Open** or **Close** Clinical Entry Workspace.





- <u>NOTE</u>: Open Workspace, Dismiss Forever, and Dismiss buttons are only seen the first time a user opens Provider View and has never opened Clinical Entry Workspace.
- **<u>STEP 3</u>**: Click the **Settings** button.
- **<u>STEP 4</u>**: Select **Documentations** component first.
- <u>STEP 5</u>: Click, **Drag and drop** the documentation components to the desired order.
- **<u>STEP 6</u>**: Click **Apply** to save the changes.
- **STEP 7:** The **Exit door** in the **Toolbar MUST BE USED** when leaving **PowerChart/FirstNet** after making customizations to preserve the changes.

Additional Functionality

Use the **Gear** icon ²² to change the **width** of the **Clinical Entry Workspace** or **Hide Workspace**.

NOTE: Click here for more information about Clinical Entry Workspace.

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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.

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<u>NOTE</u>: If an auto text is not working within Clinical Entry Workspace, open the dynamic documentation note and insert the auto text within the body of the note.

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.