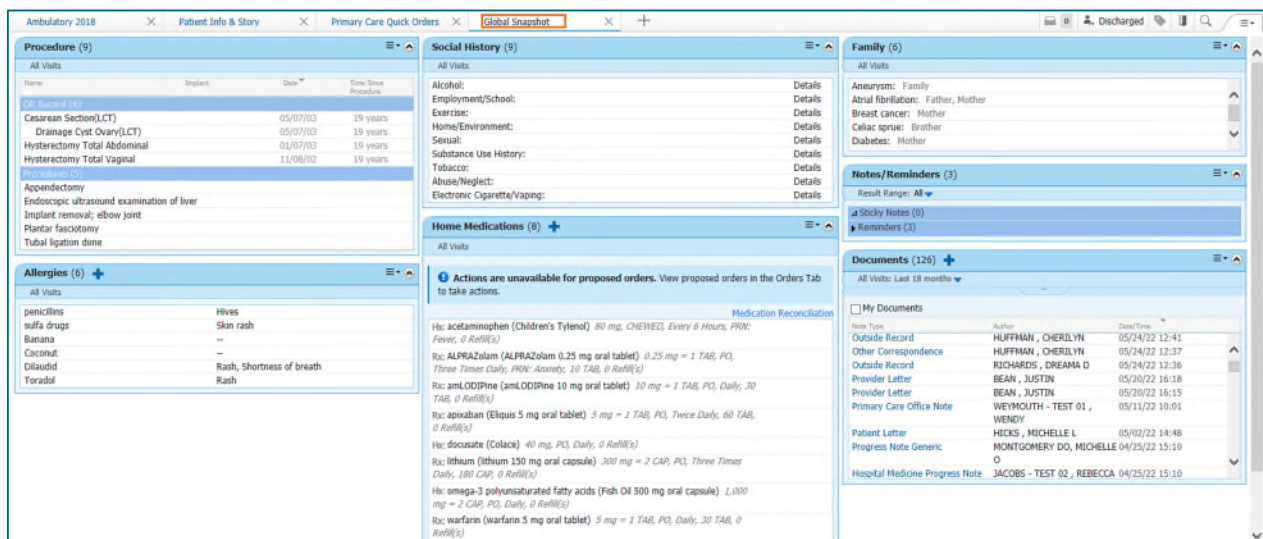**Northern Light Health**sm

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The Global Snapshot MPage combines several components to give providers a face up view of the patient's electronic health record.

Global Snapshot

The Global Snapshot contains the following customizable components:

- Procedure
- Home Medications
- Allergies

- Social History
- Family History

- Notes/Reminders
- Documents

Overview of the Global Snapshot

- **Components** are used to display information most pertinent to the patient.

- **Many customizations are available:**

  - Changing the order of the pages

  - Rearranging components

  - Setting component filters

  - Setting components to default expanded/collapsed

  - Changing the color of the components

  - Adding/Removing components from view

  - Changing the number of columns

NOTE: The Global Snapshot MPage is available to PowerChart ambulatory provider positions. Additionally, users must Exit using the Exit button to save preferences.
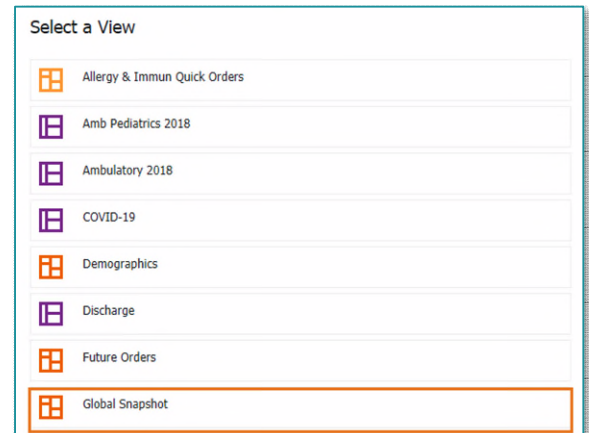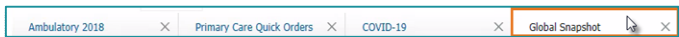
Adding the Global Snapshot MPage

Add View: Allows the ability of adding the Global Snapshot to the new ViewPoint.

➢ Click **Global Snapshot** under **Select a View**.

Switching Between Pages in Provider View

➢ The page listed first in the tabs across the top of the link will open by default.

➢ Open a different page by clicking its tab.

Changing the Order of the Pages

➢ The order of the pages may be changed.

➢ To do so, click and hold the left mouse key on the tab of the page to be moved, and drag to the desired position while holding the left mouse key.

➢ Release the mouse key to drop the page into its new location.

NOTE:	Page positions can only be changed by using this drag and drop technique. The Clear Preference option will not move the pages back to their original positions.

Using the Global Snapshot Components

➢ **Header:** Each component has a header box at the top.

- **Component Name:** The name of the components displays a hyperlink. When the hyperlink is clicked, the chart will open in the corresponding location within the EHR.

- **Expand/Collapse Icon:** In the upper right-hand corner of each component is the **Expand/Collapse** icon. When clicked, the component will alternate between open and close.

- **Add Icon:** Some components contain the Add   icon. When clicked, the corresponding window or link will open to enter new information into the medical record.
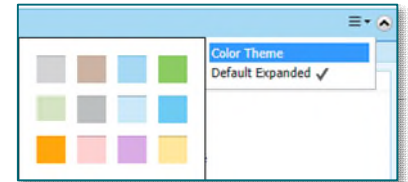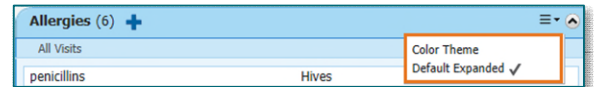
Customizing Global Snapshot

➢ **Setting Components to Default Expanded/Collapsed.**

- To change whether a component defaults expanded or collapsed:
  - Click the drop-down arrow on the component's header.

- ▪ Click **Default Expanded** to change the setting.

➢ **Changing the Color of Components.**

- • The color of individual components can be changed.
- • Click the drop-down arrow in the header.
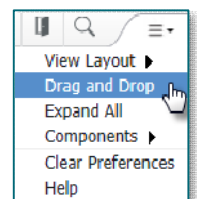- • Click the desired color from the hover menu.

➢ **Customization Menu.**

- • In the upper right corner of the screen, a menu is available that contains multiple options for customizing.
- • Click to access options for each of the following tasks.
- • **View Layout:** Allows customization of the number of columns.
- • **Drag and Drop:** Allows users to drag and drop to rearrange components to suit their workflow.
- • **Expand All:** When clicked, will change to Collapse All. Click Collapse all to make rearranging the components easier.
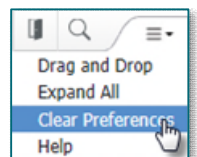- • **Components:** Can be unselected if they are not needed in view.

➢ **Rearranging Components.**

- • The order in which the components display can be changed.
- • Click **Drag and Drop** in the Customization menu.
- • Once drag and drop has been enabled, the cursor will change to a four-headed arrow when positioned.
- • Drag and Drop the component to the desired location.

➢ **Clearing Preferences.**

- • To reset the selected page to the system default view, click **Clear Preferences** in the Customization menu.
- • This option will clear all preferences on the selected page, including color changes, filters, components, and open/close defaults.

NOTE: Remember to sign out using the Exit button to save your changes.