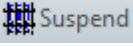
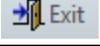


This Quick Reference Guide (QRG) review the basic functions and features of Oracle Health (Cerner) PowerChart.

### Common Buttons & Icons

	PowerChart icon
	Change button
	Suspend button
	Exit button
	Vertical Dots icon
	Expand icon
	Search field dropdown arrow
	Search icon

### Log On Oracle Health (Cerner)

➤ From the Apps screen:

**STEP 1:** Click the appropriate application icon.

**STEP 2:** Enter network Username and Password; then, click **OK**. The Oracle Health (Cerner) application displays in a new window.

**NOTE:** Capitalization does not matter when entering network username.

- Capitalization does matter when entering network password.
- To change users, use the Change button in the toolbar. The feature allows another care team member to document in a patient’s chart from where the chart was opened.

### Suspend a Session

➤ From Oracle Health (Cerner):

**STEP 1:** Click **Suspend**.

**NOTE:** Suspending a session locks Oracle Health (Cerner) and holds the current session in a password-protected state for up to 35 minutes. After 35 minutes elapses, Oracle Health (Cerner) logs off.

## Resume a Suspended Session

➤ From Oracle Health (Cerner):

**STEP 1:** Click the appropriate application icon. A **Resume Session** window displays.

**STEP 2:** Verify that the prepopulated username is correct; then enter network password.

**STEP 3:** Click **OK**.

**NOTE:** Resuming a session opens to the portion of Oracle Health (Cerner) that was being viewed before suspending it.

## Log Off Oracle Health (Cerner)

➤ From Oracle Health (Cerner):

**STEP 1:** Click the **Exit** button to log off.

**NOTE:** It is best practice to log out using the **Exit** button. Doing so ensure any updated preferences and settings are saved for future use.

## Use the Recent Feature to Find Patients

➤ From Oracle Health (Cerner):

**STEP 1:** Click the **Recent** dropdown arrow. A menu of recently viewed charts displays.

**STEP 2:** Click the desired patient to open the chart.

## Use the Search Field to Find Patients

➤ From Oracle Health (Cerner):

**STEP 1:** Click the **Search** field.

**NOTE:** The current search criteria is in the **Search** field in grey. Use the **Search** dropdown arrow to update this, as needed.

**STEP 2:** Enter the appropriate search term(s); then, press **Enter**. The **Encounter Search** window displays.

**STEP 3:** Use the fields to the left of the window to narrow the search, if needed.

**STEP 4:** Click the desired patient and encounter; then, click **OK**. The **Assign a Relationship** window displays.

**STEP 5:** Click the appropriate relationship; then click **OK**. The patient's chart opens.

---

## Use the Search Icon to Find Patients

➤ From Oracle Health (Cerner):

**STEP 1:** Click the **Search** icon.

**STEP 2:** Enter the appropriate search term(s) using the available fields; then, click **Search**.

**STEP 3:** Click the desired patient and encounter; then, click **OK**. The **Assign a Relationship** window displays.

**STEP 4:** Click the appropriate relationship; then click **OK**. The patient's chart opens.

## View Additional Toolbar Buttons

➤ From Oracle Health (Cerner):

**STEP 1:** Click the **Expand** icon next to the appropriate toolbar section. A dropdown menu displays.

## Rearrange Toolbar Sections

➤ From Oracle Health (Cerner):

**STEP 1:** Click the **Vertical Dots** icon to the left of the toolbar section.

**STEP 2:** Drag and drop the section in the desired location.

**NOTE:** Use the **Exit** button when closing Oracle Health (Cerner) to save toolbar changes for future use.

## Add or Remove Toolbar Buttons

➤ From Oracle Health (Cerner):

**STEP 1:** Click the appropriate **Expand** icon.

**STEP 2:** Click **Add or Remove Buttons**.

**STEP 3:** Click **Customize**. The Customize toolbar window displays.

**STEP 4:** Click the appropriate option.

**NOTE:** Use **Add** to add buttons to the toolbar using the **Add User Links** window.

- Use **Modify** to change the custom links.
- Use **Remove** to delete any unnecessary links.

**STEP 5:** Click **Close**.

**NOTE:** Use the **Exit** button when closing Oracle Health (Cerner) to save toolbar changes for future use.

---

## **Rearrange Toolbar Buttons**

➤ From Oracle Health (Cerner):

**STEP 1:** Click the appropriate **Expand** icon.

**STEP 2:** Click **Add or Remove** buttons.

**STEP 3:** Click **Customize**. The Customize toolbar window displays.

**STEP 4:** With the Customize toolbar window still open, click-and-drag buttons as needed.

**NOTE:** **Buttons cannot be moved between toolbars.**

**STEP 5:** Click **Close**.

**NOTE:** **Use the Exit button when closing Oracle Health (Cerner) to save toolbar changes for future use.**