Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Overview of Cerner

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This Quick Reference Guide (QRG) provides an overview of Cerner.

Overview of Cerner

Log In and Navigate the AppBar

Customize the AppBar

- From the CernerWorks screen:

STEP 1: Click the AppBar icon.

STEP 2: Enter your username and password.

STEP 3: Click OK.

NOTE: The first time you launch AppBar, it displays with only the AppBar icon, and may also launch at a different location in the screen.

STEP 4: Click the AppBar icon.

STEP 5: Click Customize.

STEP 6: Click the Buttons tab.

STEP 7: Click Product.

NOTE: This allows the applications to display in in alphabetical order, by Product type.

STEP 8: Select the appropriate application for your role.

STEP 9: Click OK.

NOTE: The applications you selected display on the AppBar. Hovering over each application will allow you to see a preview of the app before you select it.

Change the Order of AppBar Applications

- From the AppBar:

STEP 1: Click the AppBar icon.

STEP 2: Click Customize.

STEP 3: Click the Buttons tab.

STEP 4: Click the application you want to move to the front.

STEP 5: Click the appropriate Arrow icon.

STEP 6: Click OK.

Navigate PharmNet

- From the CernerWorks screen:

STEP 1: Click the Phamedmg icon.

STEP 2: Enter your username and password.

STEP 3: Click OK.

STEP 4: Click the Search by drop-down arrow; then click Person Name.

STEP 5: Search for your patient.

STEP 6: Confirm that the correct patient displays.

NOTE: Review and add additional information as needed.

STEP 7: Click the Results tab.

NOTE: Review results as needed.

STEP 8: Click the Interventions tab.

NOTE: Review interventions as needed.

STEP 9: Click Task.

NOTE: Change patient or password as needed.

STEP 10: Click Edit.

NOTE: Update how information displays on your screen as needed.

STEP 11: Click Options.

STEP 12: Click User Preferences.

STEP 13: Click the Profile Striping tab.

NOTE: Update display as desired.

STEP 14: Click the SlideBar tab.

NOTE: Update scrolling preferences as needed.

STEP 15: Click the Profile Sort tab.

NOTE: Update how orders are presented on screen as desired.

STEP 16: Click the Patient List tab.

NOTE: Update number of patients on task menu as desired.

STEP 17: Click Apply.

STEP 18: Click OK.

STEP 19: Click the  Change Patient icon.

STEP 20: Click the Recent drop-down arrow; then click the appropriate patient.

NOTE: Use the action toolbar to navigate through PharmNet as needed.

Navigate the Pharmacy Patient Monitor

- From the CernerWorks screen:

STEP 1: Click the  Powerchart icon.

STEP 2: Enter your username and password.

STEP 3: Click OK.

STEP 4: Click the View drop-down arrow; then click the appropriate location.

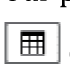
NOTE: Any lists in bold us created by the system and can be viewed by all users. Any list that is not in bold can only be viewed by you.

NOTE: The right pane displays inpatient orders by priority.

NOTE: Red and orange labels next to patients identify orders that have priority. Red bars are labeled STAT, and orange bars are labeled NOW.

STEP 5: Click the Patient cell.

STEP 6: Review your patient's orders.

STEP 7: Click the  Order Centric View icon.

NOTE: This view displays all order and their prescription as they correspond to your patients in the first column.

STEP 8: Click the Medication Request tab.

NOTE: This view displays any current medication requests.

STEP 9: Click the Patient Centric View icon.

STEP 10: Click the Refresh icon.

NOTE: Ensure the continuously refresh PowerChart to view the most up-to-date information. You can modify your preferences to automatically refresh orders at a specified interval.

- Click the Settings icon.
- Click User Preferences.
- Select the Timer on check box.
- Select the time interval.
- Click OK.

Search for a Patient

In some instances, a nurse may contact you about a patient. While you can look through the list, it is best practice to search for a patient using a search field.

- From the Pharmacy Patient Monitor window:

STEP 1: Click the Search by drop-down arrow; then select your search criteria.

STEP 2: Click the Search field.

STEP 3: Enter your patient's name.

STEP 4: Click the patient.

NOTE: You can also conduct a search by medication, by typing in the medication to the search bar.

NOTE: If you want to conduct a search for patients in the ER, type ER into the search fields.

NOTE: If you need to navigate back and forth between patients, click the Recent drop-down arrow; then select the appropriate patient to switch over to.

Navigate the MPTL, CSW, and Patient Chart

Navigate the MPTL

- From the Pharmacy Patient Monitor window:

STEP 1: Click Multi-Patient Task List.

STEP 2: Right-click Assigned Tasks.

STEP 3: Click Customize Patient View.

STEP 4: Select the Choose a Patient List check box.

STEP 5: Select the appropriate patient list.

STEP 6: Click Save.

STEP 7: Click OK.

NOTE: The pair of 1. Pending and 1. All tabs are now associated to the tasks for the patients in the selected list.

STEP 8: Navigate to the 1. All tab.

STEP 9: Ensure there are no tasks for the set parameters.

NOTE: Tasks added for you patients will display in the Pending tab.

Navigate the CSW and the Patient Chart

- From the Pharmacy Patient Monitor window:

STEP 1: Click Clinical Surveillance.

STEP 2: Click the Recent drop-down arrow; then select the appropriate patient.

NOTE: You may need to adjust the page to get the best view using the Menu Pin icon.

STEP 3: Click the Expand Arrow icon.

NOTE: All other components display and can be used as needed.

STEP 4: Click the Menu button.

STEP 5: Click Task List.

STEP 6: Click Allergies.

NOTE: Ensure to review allergies to prevent any error in patient care.

STEP 7: Click Orders.

NOTE: You can add orders that may pertain to new medication.

a. Click **Add**.

b. Enter the medication information.

c. Click Done.

STEP 8: Click MAR.

NOTE: The MAR allows you review medication administration for a patient.

STEP 9: Click MAR Summary.

NOTE: The MAR Summary displays medication administration information for a longer timeframe across encounters.

STEP 10: Click Med Request MPage.

NOTE: You can review medication requests made by nurses.

STEP 11: Click Documentation.

NOTE: Patient notes and PowerForms will display here.

STEP 12: Click Notes.

NOTE: The same information in the Documentation window will display here.

STEP 13: Click Form Browser.

NOTE: This page shows all documented PowerForms.

STEP 14: Click Demographics.

STEP 15: Review all demographic information for the patient.

STEP 16: Click Diagnoses and Problems.

Navigate Charge Credit

- From the CernerWorks screen:

STEP 1: Click the Phamedmgr icon.

STEP 2: Enter your username and password.

STEP 3: Click OK.

STEP 4: Click the Credit/Charge icon.

NOTE: If this is opened within a patients chart, the patient's charge information will display.

STEP 5: Click the Search drop-down arrow; then select the appropriate search option.

STEP 6: Search for your patient.

NOTE: The page updates to display all orders for your patient.

STEP 7: Adjust the patient medication as appropriate.

STEP 8: Click Submit.

NOTE: The patient chart automatically closes.

STEP 9: Click Options.

STEP 10: Click User Preferences.

STEP 11: Uncheck the Clear patient profile after a submit check box.

STEP 12: Click Apply.

STEP 13: Click OK.

STEP 14: Search for the patient once again.

STEP 15: Click the  Add Charge icon.

STEP 16: Search for appropriate medication.

STEP 17: Ensure the medication information is correct.

STEP 18: Click OK.

STEP 19: Select whether you need to add a new charge.

STEP 20: Click Submit.