

Clinical Information Systems

Acute Care Solutions

PowerChart

PowerChart Handbook for
2nd, 3rd and 4th Year Nursing Students

(June 2014)



northern health

the northern way of caring

Log-in Information

Below is your Northern Health student account login information. Please keep a copy of this information for future reference.

Name: Use Mail Merge Fields

Username: Use Mail Merge Fields

Password: Use Mail Merge Fields

PIN: Use Mail Merge Fields

Remember to activate your account before trying to log-in.

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Quick Reference Sheet

For more details, please refer to the pages contained in the handbook.

- Accounts for NH must be activated before your first login. Please see the next page on how to activate your account. Once you complete the online process it may take 1-2 days before your account is ready for the first login. It is best to activate your account a couple of days before you head to your clinical site (you can activate the account from home, school, etc.).
- Please note the password provided is temporary and your first login **MUST** be on a Northern Health computer within the Northern Health network at which time you will reset your password.
- If you either had a previous ID with NH or are a current NH employee - and we were able to verify that it was to remain active – you will use that same log-in (in these instances you would have had correspondence with someone from your program). If you have any problems trying to access your account contact the ITS User Access team at 1 888 558 4357 option 5 then option 2
- If you have password or userID problems – please follow the instructions in the handbook on how to contact NH's helpdesk. Remember – when asked for your PIN has been included on the page with your username and temporary password.
- There is currently some HTML coding issues within the iPortal page. This only becomes an issue when you are accessing iPortal from outside of NH. The issue presents itself by indicating that certain pages are not accessible. The current fix for this is:
 - When you receive the “connection has timed out” message
 - Click on the URL that your browser is attempting to go to by clicking on the Address Bar
 - Go to the start of the URL (left hand side – when I click on the URL I press the HOME button which automatically brings me to the start of the url)
 - You will need to type the following at the beginning followed by the rest of the URL:
 - https://
- If you have not accessed your account in 90 days you will be locked out and need to contact IT to have it reset. Ensure that you know your pin number in case you are asked for it.
- Problems with userID's and passwords **MUST** to be addressed by NH through their helpdesk. In the event that you are unable to get the issue resolved within NH please email the delegate at your education institution responsible for student IT access with the following info:
 - NH userID name
 - Student ID number
 - Description of problem and what you have attempted to do to resolve

External User Accounts

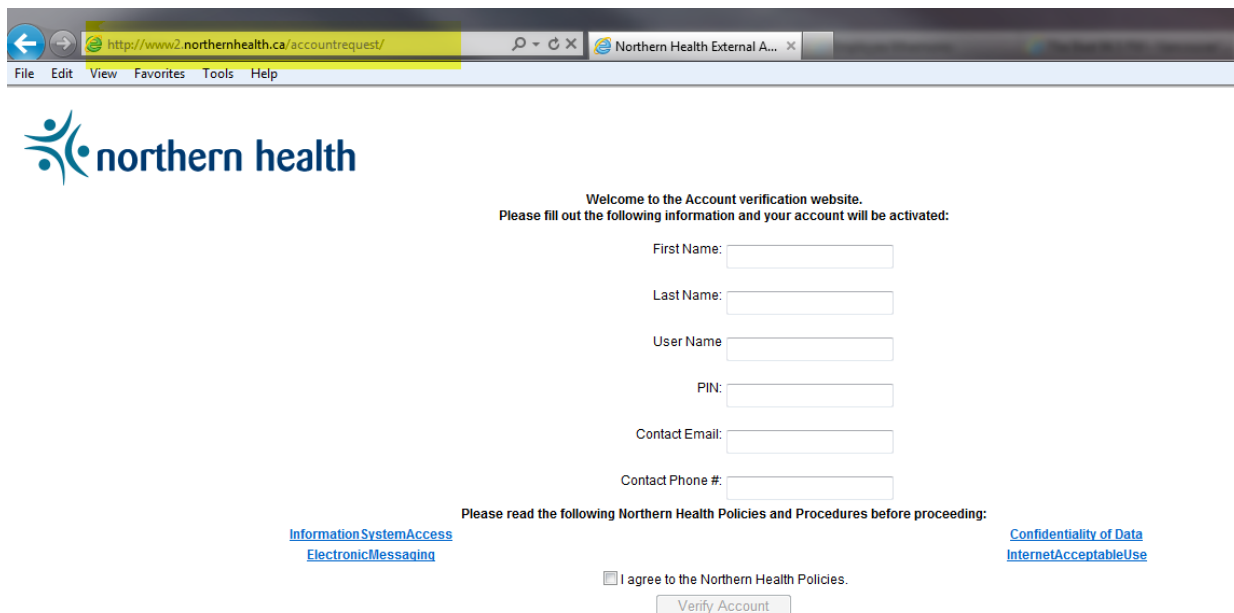
Activating Your Northern Health User account

Accounts for Northern Health must be activated before you first login. Once you complete the online process it may take 1 -2 days before your account is ready for the first login. It is best to activate your account a couple of days before you head into your clinical site.

You can activate this account from home or an external computer. This account cannot be activated from a northern health computer

1. Open your web browser (Internet explorer)
2. Navigate to <http://www2.northernhealth.ca/accountrequest>

The following web page should appear:



Welcome to the Account verification website.
Please fill out the following information and your account will be activated:

First Name:

Last Name:

User Name:

PIN:

Contact Email:

Contact Phone #:

Please read the following Northern Health Policies and Procedures before proceeding:

[InformationSystemAccess](#) [Confidentiality of Data](#)
[ElectronicMessaging](#) [InternetAcceptableUse](#)

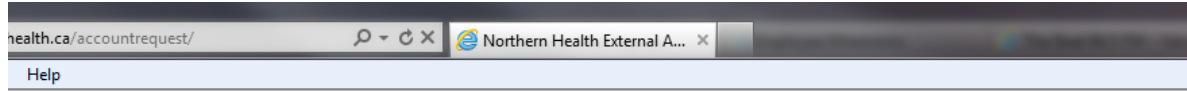
☐ I agree to the Northern Health Policies.

***If this webpage does not open, please try navigating to:**

<http://www2.northernhealth.ca/accountrequest>

If you still can't access the account verification website at this point, please contact the Northern Health ITS Service Desk at 250-565-2784 or 1-888-558-4357

3. Enter your First and Last Name, Northern Health username (ex. jdoe), 4 digit PIN number (Student ID last 4 digits) , email address, and phone number.
4. Read the *Information System Access*, *Electronic Messaging*, *Confidentiality of Data*, and *Internet Acceptable User* policies and procedures.
5. Select the ***I agree to the Northern Health Policies*** and Click the Verify Account button



Welcome to the Account verification website.
Please fill out the following information and your account will be activated:

First Name:

Last Name:

User Name:

PIN:

Contact Email:

Contact Phone #:

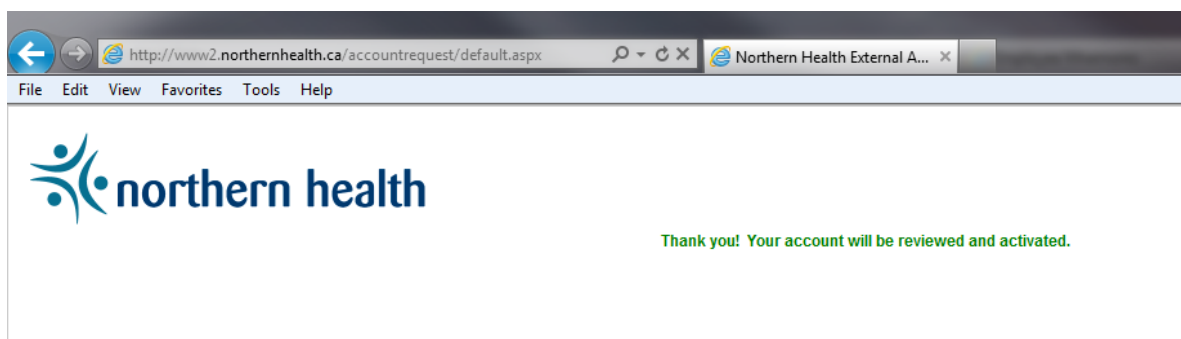
Please read the following Northern Health Policies and Procedures before proceeding:

[InformationSystemAccess](#)
[ElectronicMessaging](#)

[Confidentiality of Data](#)
[InternetAcceptableUse](#)

☒ I agree to the Northern Health Policies.

6. After selecting the Verify Account button you should see the following screen:



From this point, your user account will be activated within **1-2 business days**. If you require further assistance please contact the Northern Health ITS Service Desk at **250-565-2784** or **1-888-558-4357**

Please note that you will not necessarily be sent an email saying that your account has been activated. It is best to check after 2 days to ensure it has been activated. Your first network login will need to be done from a NH network computer.

How to Activate PowerChart Access

Your first log in into PowerChart **MUST** be on a **Northern Health Computer** and within the Northern Health network at which time you will be required to re-set the password.

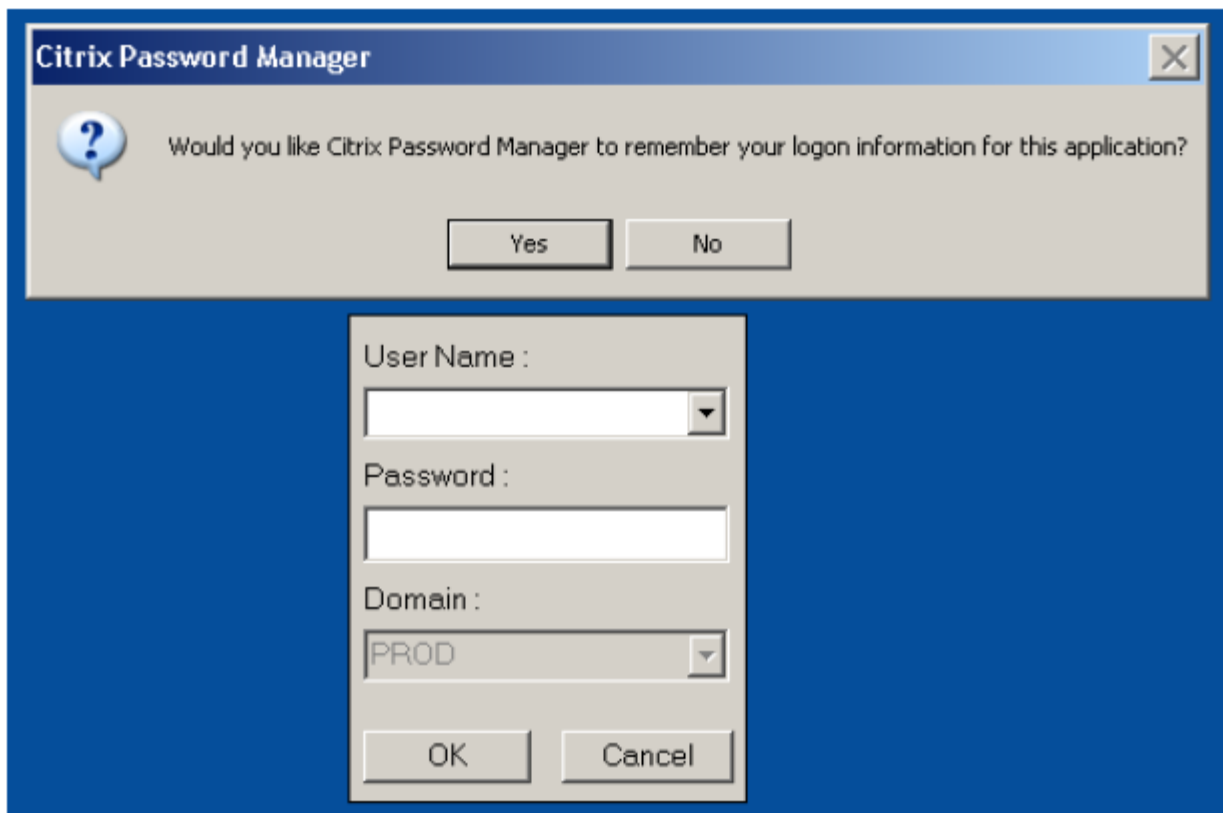
Follow the steps below once you have logged into an NH computer.

If you are already a current Northern Health employee, you do not have to complete this step.

PowerChart Password re-set process

When you first log into PowerChart you will see the “pop up” below. This step allows you to set a password to allow Single sign on. Single sign on means that once you have logged into a Desktop computer you can click on the PowerChart icon without entering another username and password.

1. Click Yes and the “New Logon for Cerner Millennium” window displays:



2. Enter in your username and for the password, type in **your username in all lower case**
3. Click Finish

New Logon for Cerner Millennium

Citrix Password Manager has detected an application that is requesting logon credentials. Enter your logon information and click Finish to submit your credentials.

Username/ID: username

Password:

Confirm Password:

Domain(1): PROD

Reveal

password is the same as username (all lowercase)

< Back Finish Cancel Help

You should now be logged into PowerChart, and you're Citrix Single Sign is configured. From now on, when you click on the PowerChart icon, PowerChart will open automatically.

Troubleshooting User ID or Passwords

Problems with User ID's and passwords must be addressed by NH through the Help Desk.

Remember: You will be asked for your PIN number along with your Username and temporary password.

For Access Related Issues only contact:

Phone: Help Desk at 1-888-558-4357 and press option 5 and then option 2" or via email .

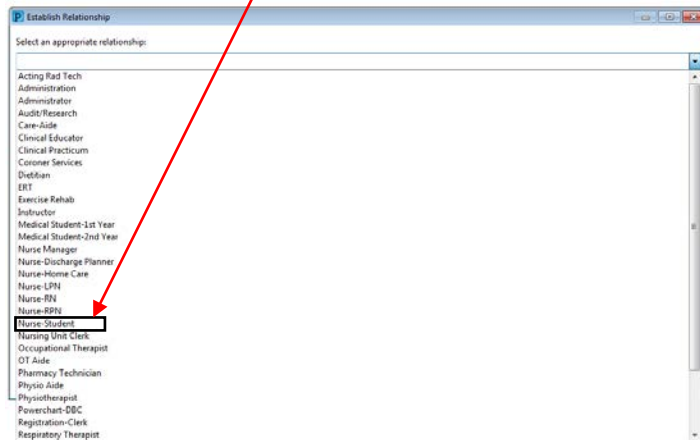
Email: ITS.UserAccess@northernhealth.ca

In the event you are not able to get the issue resolved within NH please contact your instructor with the following info:

- NH userID name
- Student number
- Description of the problem and what you have attempted to do to resolve

Current Employee with Northern Health

If you are currently an active employee of Northern Health and will be working in this capacity during your schooling, you will use your normal log in when accessing PowerChart. You will see a pop-up box asking you to “Establish Relationship,” while you are in your student role select **“Nurse-Student”**



If you are having problems with this step please contact the ITS Access team

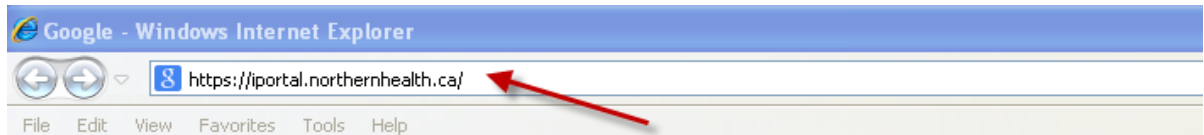
Phone: Help Desk at 1-888-558-4357 and press option 5 and then option 2”

Email: ITS.UserAccess@northernhealth.ca

Iportal

How to Access Iportal from a Non-NH Computer

- 1) Open Internet Explorer (note: only use IE to access Iportal)
- 2) Type <https://iportal.northernhealth.ca/> in the address bar and hit enter



- 3) When prompted for credentials enter nirhb\ and your username, enter your password and click okay



Iportal Links

Below are some links to information on Iportal regarding the use of PowerChart:

<https://iportal.northernhealth.ca/Browse/cistrainingsupportsite/default.aspx>

At this link you will find videos on how to use PowerChart functionality.

The screenshot shows the 'CIS Training Support Site' with a welcome message and a list of quick access buttons. The buttons are arranged in two rows. The first row contains 'Nursing Facility Trainers' (with a stethoscope icon) and 'Message Center Information' (with a mail icon). The second row, under the 'E-Learning' heading, contains 'Adding Allergies' (with a pen icon), 'Enhanced View Information' (with a 3D cube icon), and 'eHealth Viewer Information' (with a folder icon). Below these is a button for 'Allergy Training Log' (with a 3D cube icon).

CIS Training Support Site
Welcome to the CIS Training Support Site!

As a new site to the Provider Solutions portfolio we are currently working towards supporting CIS training throughout Northern Health. In this site you will find current documentation that will help to support you, the facility trainer. As we are a new unit to the Clinical Information System team we will be expanding and updating this site as we grow. Located below are quick access buttons to training outlines, assessments, classroom handouts and training guides for whichever avenue of training you are involved in. We will be advancing this website regularly so please check back for updates on a regular basis!

Nursing Facility Trainers **Message Center Information**

E-Learning

Adding Allergies **Enhanced View Information** **eHealth Viewer Information**

Allergy Training Log

<http://iportal.northernhealth.ca/clinicalresources/CIS/Cerner%20User%20Guides/Forms/AllItems.aspx>

The screenshot shows the 'Cerner User Guides' page. On the left is a navigation menu with links like 'View All Site Content', 'Lists', 'Documents', 'Training Documents', 'Cerner User Guides', 'CIS Calendar Items', 'Pictures', 'CIS Home', 'HLN Contacts', 'Discussion Board', 'Newsletters, reports, and tools', 'FAQs', 'PowerChart', 'HLN Application Demo Videos', 'CIS Laboratory', 'Leadership', and 'CIS Medical'. The main content area has a breadcrumb trail: 'iPortal > Clinical Resources > Clinical Information Systems > Cerner User Guides'. Below this is a list of user guides with columns for 'Type', 'Name', and 'Modified'. A red arrow points to the 'Health Link North PowerChart User Guide' entry. A callout box with the text 'How to manuals for PowerChart' points to the arrow.

Cerner User Guides

Diagnostic Imaging User Guides
Laboratory User Guides
Pharmacy User Guide
PowerChart / QuickReg User Guides
Registration / HIMS User Guides

New | Upload | Actions | Settings

Type	Name	Modified
	Health Link North Anatomic Pathology User Guide	13/04/2010 4
	Health Link North ESM User Guide	23/02/2010 1
	Health Link North General Laboratory User Guide	28/05/2010 1
	Health Link North HIMS User Guide	26/03/2010 1
	Health Link North Laboratory Downtime User Guide	28/05/2010 1
	Health Link North Laboratory Manager User Guide	15/04/2010 1
	Health Link North Microbiology User Guide	15/04/2010 1
	Health Link North Pharmacy Supply Chain User Guide	24/02/2010 2
	Health Link North PharmNet User Guide	24/02/2010 2
	Health Link North PowerChart User Guide	20/04/2010 3
	Health Link North Quick Registration User Guide	25/02/2010 9

How to manuals for PowerChart

Other iportal links of interest:

Policies, Procedures & Clinical Practice Standards (DST's)

Policies, Procedures & Clinical Practice Standards (DSTs) are located on OurNH, the new Northern Health intra-net site. To access OurNH use the link below then select the Policies & Procedures tab. Policies can be located by keyword search, title or category.

<http://ournh.northernhealth.ca/Pages/home.aspx>

Library

<https://nhalibrary.andornot.com/>

Issue with logging onto Iportal when not on a NH network

If you are not on a Northern Health Network and are having issues accessing the NH Iportal page then follow these steps: (i.e. you receive a "connection has timed out" message)

1. Click on the URL that your browser is attempting to go to by clicking on the Address Bar
2. Go to the start of URL (left hand side. Tip: Press the HOME button which automatically brings me to the start of the URL)
3. Type the following into the beginning of the URL:

<https://>

4. Complete the rest of the URL information

How to Contact Help Desk (Service Desk) in NH

For Access Related Issues only contact:

Phone: Help Desk at 1-888-558-4357 and press option 5 and then option 2". This will take you to the ITS Access Team.

Email: ITS.UserAccess@northernhealth.ca

Calling for general Help on PowerChart.

- 1) Call the service desk at 250-565-2784 or 1-888-558-4357
- 2) Listen to the prompts: for Xerox press "1" for the Service Desk press "2"
- 3) Explain the details of your incident to the Service Desk Agent and provide your first name, last name, phone number, location and the computer number. Include how you can be best contacted as response time may be delayed.
- 4) Once the ticket is logged you will receive an email with the ticket number

Email

- 1) Open a new email message in outlook
- 2) Type its.servicedesk@northernhealth.ca in the "To" field
- 3) Add a subject and a description of your problem to the body of the email, make sure to include any error messages, location, phone number and computer number

Voicemail

- 1) Call the service desk at 250-565-2784 or 1-888-558-4357
- 2) Select option 2
- 3) If you are placed in the queue you will have the option to leave a voicemail by pressing 1
- 4) Leave a voicemail after the beep containing your first name, last name, computer number, phone number and location

Note: In the event you will be asked to verify your identification the last 4 digits of your student ID# are to be used.

Troubleshooting Problems

Northern Health accounts need to be accessed every 90 days or else you will be locked out. If you happen to get locked out call IT and they can assist you. Be sure to have your Pin number (last 4 digits of your student ID) handy as they may request it.

Accessing OurNH or iPortal from a non-NH computer can be done by visiting Northern Health's website then clicking on OurNH or iPortal at the bottom of the page.

If you are having difficulties accessing OurNH from a non-NH computer, it may be because your internet browser is not compatible. Instead of Internet Explorer, try using Safari, Google Chrome or Fire Fox.

Confidentiality

Any person accessing the Northern Health computers must be aware and agree to Northern Health's Data Access and Confidentiality Contract.

A screen shot of the contract is on the following page.

Auditing

Northern Health utilizes a number of systems that include confidential and private information. All information generated within the organization is private and is for the sole purpose of the business of Northern Health. In order to meet legislative requirements, Northern Health has auditing capabilities and conducts periodic audits to assist with investigation of inappropriate or unauthorized access to electronic health records as directed/conducted by the NH Privacy Office.

For example: some practices that would not be considered privacy-complaint and may instigate a review are:

- Sharing of Usernames and Passwords
- Not logging out when leaving a computer unattended, which might allow inappropriate use of electronic information systems.
- Accessing health records that are not required of them to conduct the duties of their job.
- Using the electronic health record system for accessing their own record or records of family or friends.

For further information on Privacy and Security, visit the NH Iportal site:

<https://iportal.northernhealth.ca/CorporateResources/privacy/Pages/default.aspx>

Please review the Data Access & Confidentiality Acknowledgement required to access to Northern Health computer systems.

Your access may be reviewed and revoked pending acceptance of the acknowledgement.

DATA ACCESS & CONFIDENTIALITY ACKNOWLEDGEMENT

I acknowledge that all information to which I may have access to or learn about through my relationship with the Northern Health Authority (NH) is strictly confidential and not to be communicated to anyone in any manner except as authorized by NH policy, and when so authorized, it will be in compliance with the Freedom of Information and Protection of Privacy Act of British Columbia (FIPPA).

I further acknowledge that information is not to be copied, altered, printed, interfered with, destroyed or taken, except upon authorization and in accordance with established policy and the FIPPA. I understand that compliance with confidentiality is a fundamental condition of my computer system access privileges and employment with NH.

I have read, understood and agree to abide by the following:

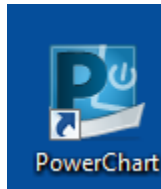
- I acknowledge that my username and password is equivalent to my legal signature and is not to be shared with anyone. I will be held accountable for all activity performed under my access account. Upon loss or suspected disclosure of my password to another individual I will immediately inform the appropriate authority as follows:
 - NH staff contact the ITS Service desk at 1-888-558-4357 or e-mail servicedesk@northernhealth.ca
- Upon completion of an access session, I will ensure that the workstation has been properly logged off from the computer systems. I will not leave my workstation logged on and unattended unless locked.
- I will treat all electronically stored data and printed documentation as strictly confidential.
- I will only access data which relates directly to my job functions on a "need-to-know" basis and use such information only for and to the extent required by the business purposes I am authorized to perform.
- I will not access my personal health record or the health record of any member of my family, co-worker or any other individual for whom I am not providing direct care as a requirement of my employment. I understand that I can access my personal health information through other established procedures through the appropriate Health Records Department.
- I will only share personal information with individuals who "need to know" and who are also involved in providing health care services to the patient/client/resident as a requirement of their employment.
- I will use my network access privileges (including Internet and E-Mail) in an ethical and professional manner, for the purpose of NH related business and/or as authorized by policy.
- I will not, by any methods, remove any electronic data or software from any NH facility without proper authorization.
- I understand that all of my computer system activity (e.g. accesses, searches) is monitored and recorded in an audit trail and that random compliance audits will be conducted and potential breaches investigated.
- In the event of a suspected or confirmed privacy or security breach, I will immediately inform the IPO office at 1-866-565-2999 (local 5822) or e-mail privacy@northernhealth.ca
- I hereby acknowledge that failure to comply with these terms can lead to disciplinary action, which may include termination of access, termination of employment, termination of contract, withdrawal of privileges and/or professional sanctions.
- I have reviewed and understand the content contained in the [Information Privacy & Security eLearning Module](#) provided.

PowerChart

Logging into PowerChart

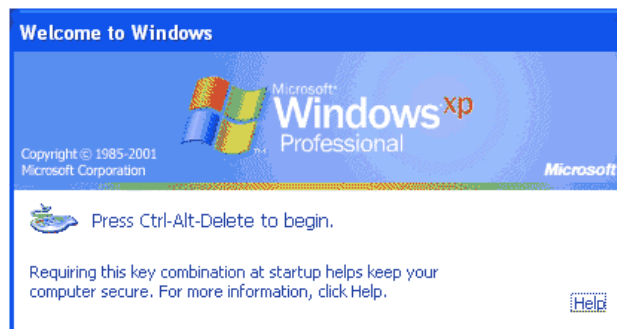
We are using a sign in process called Single Sign-on. This means you will only be required to log onto the Northern Health network with your username and password. The Power Chart icon will display on your desktop. Simply click on the Power Chart to open the application. You will automatically be logged in without being prompted for a username and password.

Power Chart icon



Tips and Tricks

1. *Wiggle* the **mouse** if the screen is black.
2. If nothing appears on the screen (the screen remains black), *turn on* the device by *pressing* the **power button** on the top of the box attached to the back of the screen.
3. If someone else is logged onto the workstation (it is NOT at the CTRL-ALT-DEL screen) **ensure you log that person out first before you login.**
4. When the CTRL-ALT-DEL screen appears, *hold both* the **CTRL** key and the **ALT** key down at the same time and *press* the **DEL** key once.



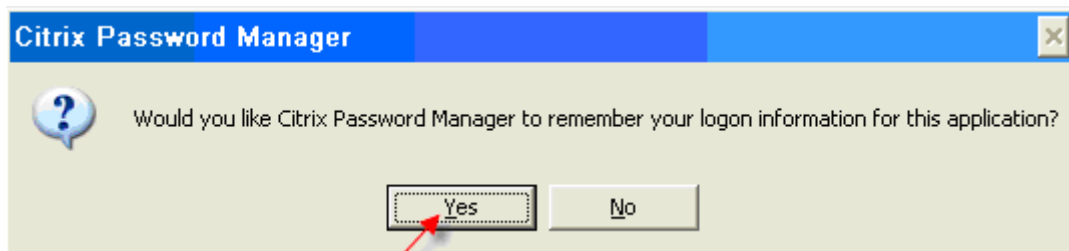
5. *Enter* your **username** in the User name field.
6. *Hit* the **TAB** key.



7. Enter your **password** in the Password field.
8. Click **OK** button, or *hit ENTER* key.
9. When the system starts up completely, you will see your HLN icons.
10. Double click on an icon to open the appropriate application.

If on a Thin Client you may need to do the following:

Note: A Thin Client is a computer which depends heavily on some other computer (its *server*) to fulfill its traditional computational roles. This stands in contrast to the traditional desktop model which is designed to take on these roles by itself.



1. Click **Yes**.
2. A window for New Logon will open.

New Logon for Citrix Program Neighborhood Agent

Citrix Password Manager has detected an application that is requesting logon credentials. Enter your logon information and click Finish to submit your credentials.

Username/ID: YourUserName ← Same as your network logon

Password: •••••• Reveal

Confirm Password: ••••••

Domain(1): NIRHB

< Back Finish Cancel Help

3. Enter the same **username** and **password** you used to log into the computer in the Username and Password fields.
4. Enter your **password** again in the Confirm Password Field.
5. Type **NIRHB** in the Domain field.
6. Click **Finish**.

Your desktop will appear with the appropriate Power Chart and Internet icons

System Timeouts

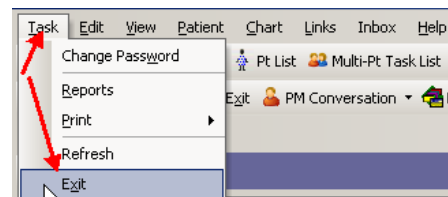
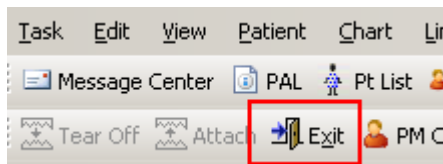
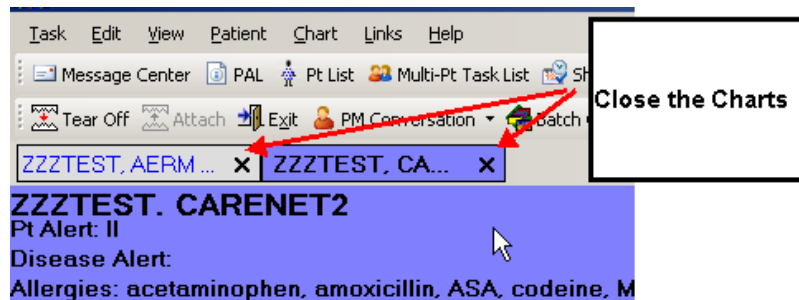
Thin Client Workstation		
Inactivity (no use of mouse or keyboard)	What happens	What you do to continue
15 minutes	Screen powers off	Wiggle the mouse to bring your screen up again exactly where you left it
60 minutes	2 minute warning appears to disconnect Citrix session (suspend session) (Will hear a beep when the message appears)	Repeat logon procedure at any workstation. The session begins exactly where you left off.
62 minutes	Citrix session is disconnected	Repeat logon procedure at any workstation. Session starts at beginning

Regular Workstation		
Inactivity (no use of mouse or keyboard)	What happens	What you do to continue
60 minutes (different on each workstation)	2 minute warning appears to disconnect Citrix Session (suspend session)	Only the person who was last logged on can unlock the workstation. Everyone else has to power the workstation off and back on again, and then login again
62 minutes	Citrix session is disconnected	Double-click on the HLN system icon. The Session begins exactly where you left off.
15 minutes later	Citrix session terminated	Double-click on the HLN system icon. The session starts at the beginning.

Logging Off

Below is the recommended process for logging out of Power Chart. This will properly close your session in Power Chart.

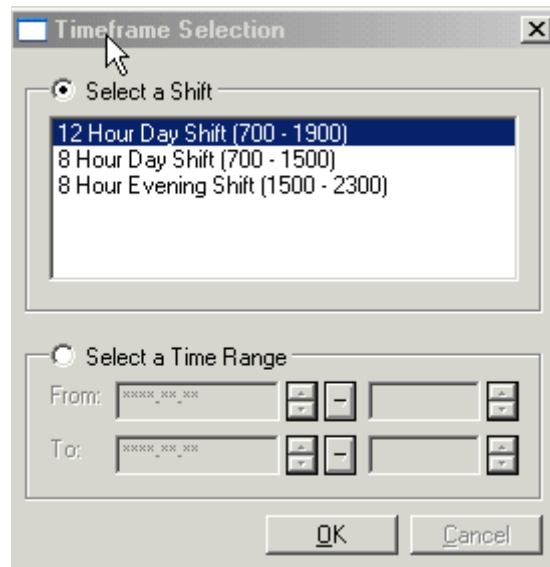
1. Close any open charts
2. Select the Exit Icon or go the Task Menu>Exit



Timeframe Selection

Once Power Chart opens you will be presented with a timeframe selection window which set up the timeframe for your Patient Access List (PAL). Generally a 12 Hour shift is acceptable.

1. Choose a shift from the prefabricated or enter your own time range by selecting "Select a Time Range".



Note: The shift selections will vary depending on the time of day it is. You will not see the evening selections in the day time and vice versa. Setting the time frame sets the view for your PAL and Pt List and displays within the Information Bar of the PAL and Pt List

2. Click OK.
3. The Organizer will open.

PAL and the Pt List

The difference between a Patient List (Pt List) and a PAL is that a Pt List is a static list that displays patient and location information. The PAL is an interactive list, based on and built from the Pt lists that are available. Information within the PAL is visible at a glance or can be accessed thru an icon as the new information is available


Building and Maintaining Location and Custom Patient Lists

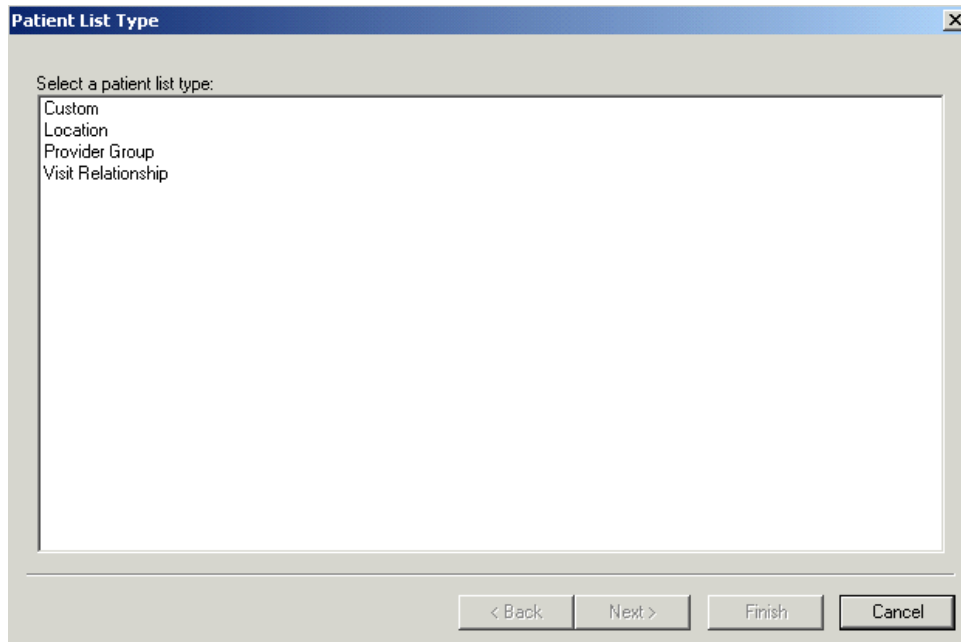
Patient lists help you organize and easily access a large amount of patient data. You can view patient lists based on a customized criteria or a patient location. These two types of patients' lists are the most commonly used. You can build up to 10 different patient lists.

Location lists: designate a specific location such as a nursing unit, and lists all patients currently located in that unit. You cannot add or remove patients to or from the list

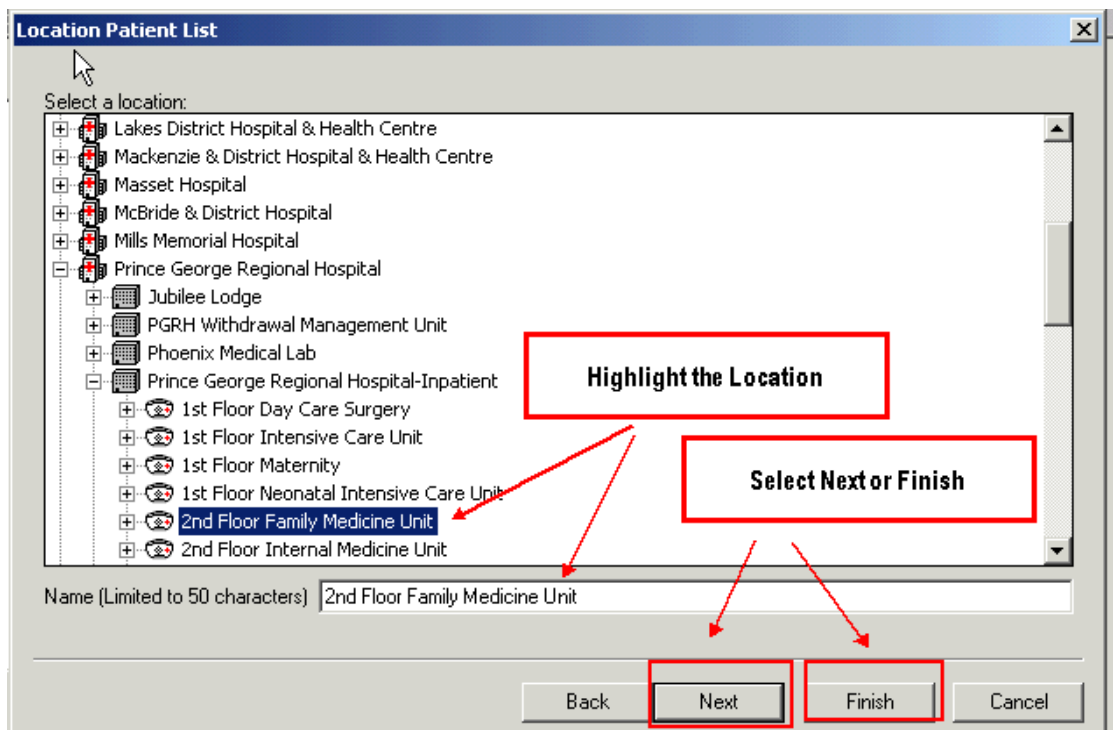
Custom lists: Patient entries are not generated automatically. You must manually enter the patients you want on the list. You can add patients to or remove patients from the list

Creating a Location List

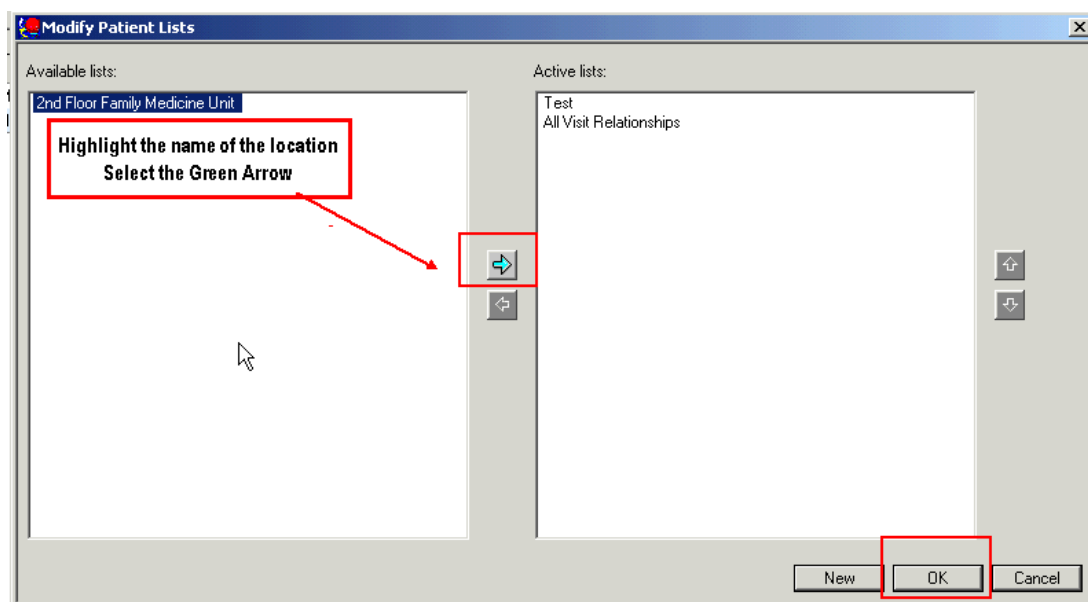
1. Click on the Pt List Tab
2. Click on the List Maintenance Icon 
3. The Modify Patient List window will appear.
4. Click New (bottom right)
5. A patient List type window will appear



6. Double click on Location
7. Double mouse click on the name of the Facility or select the + sign to open the “tree”
Double mouse click again on the Facility Name or the + sign to view the names of the locations within the facility
8. Highlight the name of the location or nursing unit. This information will flow into the “Name” field at the bottom.
9. Select Next to complete the filters or Proxy. This can be done after the list is built. To skip this step click on Finish
10. Click Finish

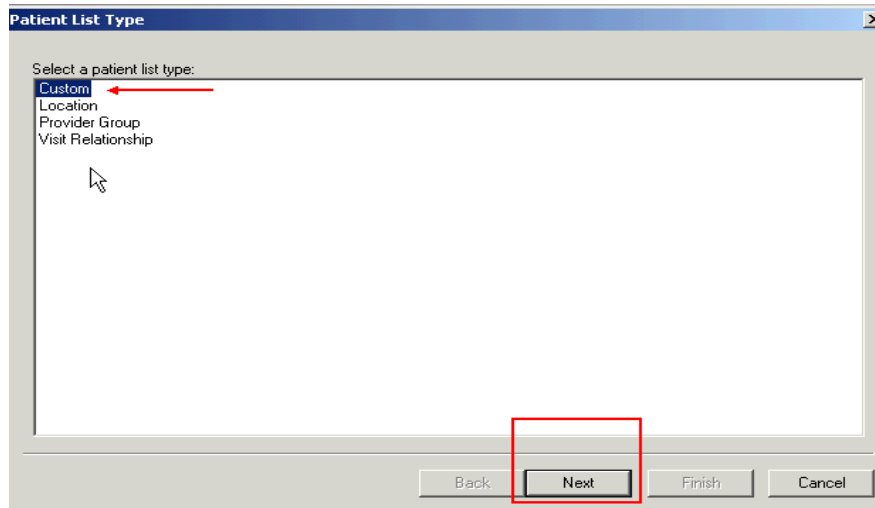


11. The Modify Patient Lists window will appear.
12. Highlight the name of your list within the Available List
13. Select the Green arrow to move the list over to the Active List
14. Select OK and the list will now appear as a tab in the Pt List.
15. All patients registered to this location will appear on the list

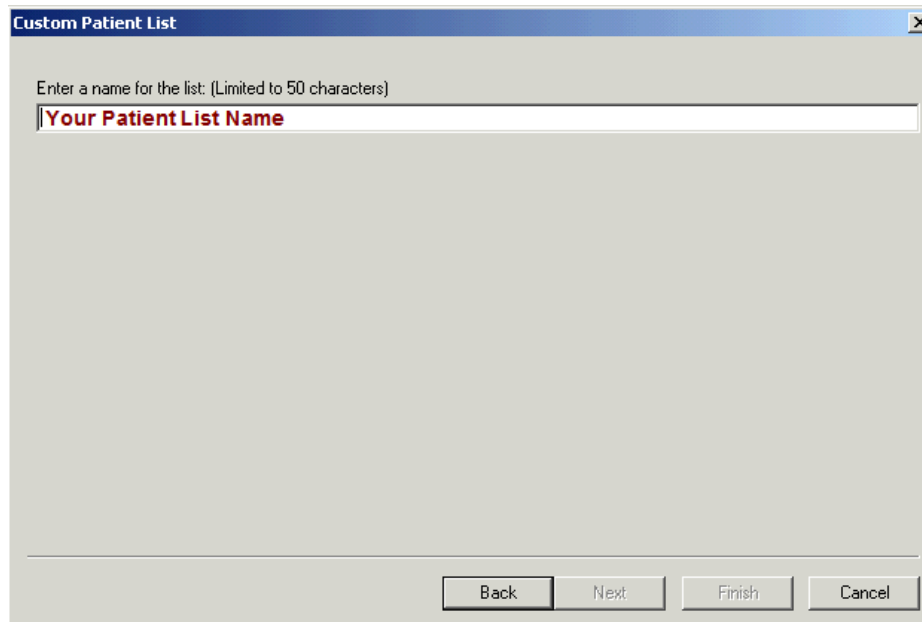


Building a Custom List

1. Follow the instructions from steps 1-5 within the Building a Location List
2. A patient List type window will appear.
3. Click on Custom
4. Click on Next



5. The Custom Patient List opens. Enter a name of your choosing for your custom list.



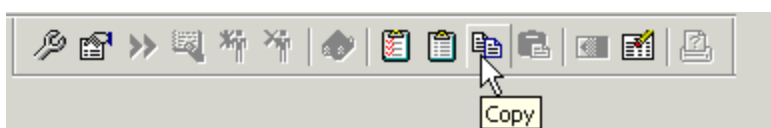
6. Click Next to add filters. (Filters can be added later) or Click Finish
7. The Modify Patient Lists window will appear.
8. Highlight the name of your list within the Available List
9. Select the Green arrow to move the list over to the Active List

10. Select OK and the list will now appear as a tab in the Pt List. (for picture see steps #11-14 within the Building a Location)
11. **No patients will appear on this list automatically. You need to add and remove them as required**

Adding patients to the Custom List

Copy and Paste feature

1. This function can be done **only** if you have a location list built
2. Click on the name of the location list tab
3. Click on the patient's name
4. Click on the Copy icon (top right hand side)



5. Click on the Name of your Custom List to open up the window
6. Click on the Paste icon



7. Click on the Refresh Button to refresh the screen. Your patient will appear on your list

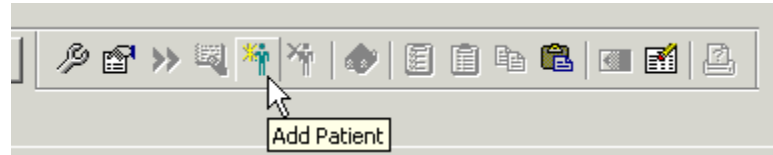
Note: Instead of the Copy and Paste feature you can right click on a patients name in the Location list and select Add to a Patient List and select the name of the Custom list

All Patients

Name	Room	Bed	Age	Sex	Medical Service	MRN	Enc #	Length
ZZZTEST, FSI	A2204	A			Medicine	11-0794-92	001130796	152.1
TESTFAMILY, ERROR	A2205	A	23 years	Male	Medicine	11-0790-93	001130042	346.1
ZZZTEST, BLOODF BANK	R2207	A	43 years	Male	Medicine	11-0788-75	001129474	452.1
ZZZTEST, MEDITECHAB MIDDLE	Patient Snapshot...				Medicine	11-0797-74	001131488	39.8
ZZZ, JAMESTRANCURRENTTWO	Provider Information...				Medicine	90-4540-02	001131446	43.0
PASTORAL, VISIT	Visit List...				Medicine	11-0796-69	001131301	56.9
ZZZTEST, MEDITECHCAP	Inactivate Relationship...				Medicine	11-0798-32	001131568	17.9
ZZZTEST, GAYLORD	Add/View Sticky Notes...				Medicine	90-4761-43	001130977	99.0
FMU, UHNBC					Medicine	11-0794-21	001130673	193.1
CLINICALDOCS, FINAL	Sort...				Medicine	11-0791-23	001130102	339.1
ZZZTESTING, FUNCTIONAL7 NOFSI	Hide				Obstetrics	90-4571-19	001129679	417.1
PHARMTEST, SUNNY-FMU CERT	Customize Columns...				Medicine	11-0785-30	001128674	545.1
ZZZ, TESTOP2	Add to a Patient List				Test		001128660	547.1
ZZZTEST, MEDITECHAF	Copy			Ctrl+C	Christine's Custom List		001131583	14.9
ZZZPHARMTEST, PGRH-FMU FIVE CER	Paste			Ctrl+V	Medicine	11-0797-85	001131504	29.0
ZZZTESTING, ROBIN	Open Patient Chart				Medicine	11-0790-28	001130792	153.1

To add individual patients via the Search function

1. Click on the name of your Custom list
2. Click on Add Patient icon. This will open the Patient Search Screen

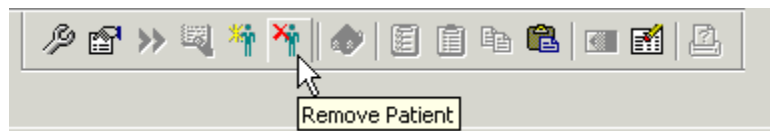


3. Search for the patient and select the **correct encounter** and select OK
4. Select refresh the screen and the patient will appear on the list

Note: The patient's encounters (visits) within this list will not update. In other words, if this patient comes in for another visit, this new encounter will not appear on this list. You need to remove the old encounter and add in the new encounter.

To remove individual Patients from a Custom List


1. Click on the name of your Custom list
2. Click on the name of the patient you wish to remove from your list. Patient's name is highlighted in yellow (This function does not remove the patient from the system. It only affects your list).
3. Click on Remove Patient icon

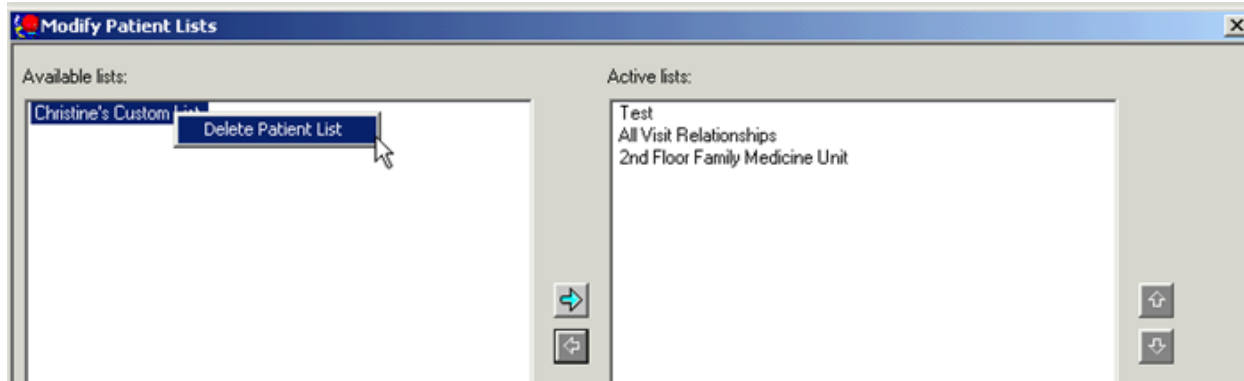


4. Select refresh and the patient will be removed from the list.

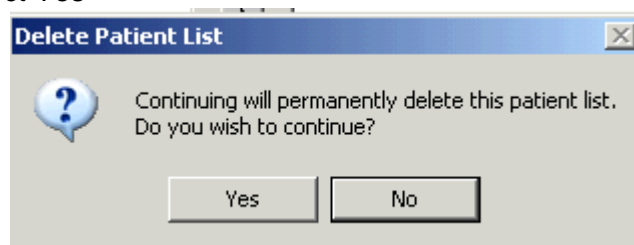
Note: Building, adding and removing patients within a custom list need to be maintained by you.

Removing a Location or Custom list tab

1. Click on the Pt List Tab
2. Click on the List Maintenance Icon 
3. The Modify Patient List window will appear
4. Highlight the name of the list within the Active list window (right side)
5. The Green Arrow will light up in the middle of the window
6. Click on the Green Arrow. This will move the list over to the Available List window (left side)
7. Right mouse click on the list name and select Delete Patient List



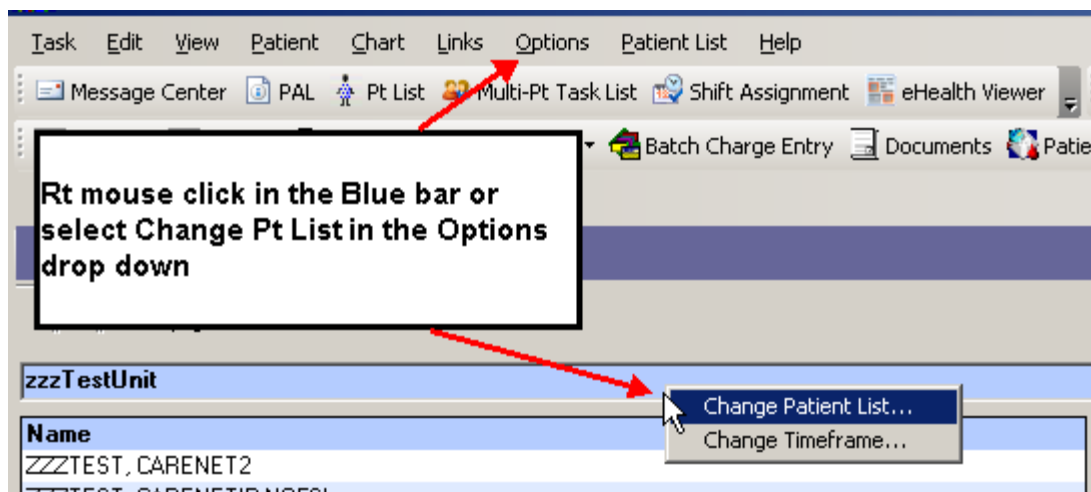
8. A pop up window will appear asking if you wish to delete this list. Do you wish to continue? Select Yes



Displaying the Patient List in the PAL

Patient lists can be displayed individually in the PAL which provides key patient and workflow information. The PAL allows you to view visit information such as results, allergies and patient demographic data.

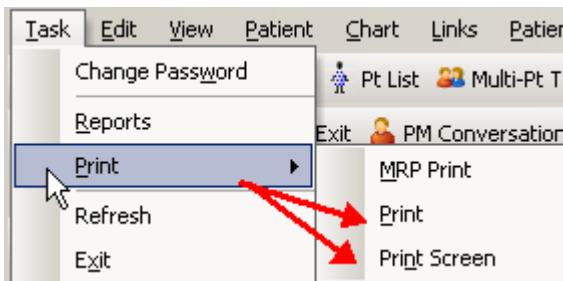
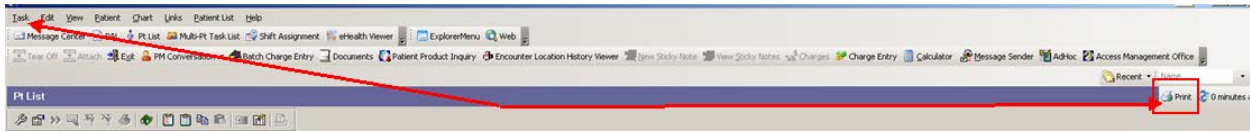
1. Right-click anywhere in the information bar **OR** go to the Options Menu.



2. Click Change Patient List...
3. Click on an Available Patient List.

Printing a Patient list

1. Click on the Patient List tab
2. Select the Print Icon OR go to the Task menu>Print
3. Alternatively, within the Task menu you can select Print screen. This feature however, will only give you a print out of the Pt List screen



Viewing the Flowsheets

Flow sheets: Lab, Imaging, Other Tests, Recent Results

PowerChart contains 4 Flow sheets; Lab, Imaging Other Tests and Recent Results, which display the patient results. Information found within these flow sheets are either entered by a department (Lab, X-ray, Pathology) or by the forms filled out by a clinician. The information is then displayed for reference. All flow sheets have the same basic components, however the display and information found in each may differ

Flow sheets have two main sections, the Navigator bar and the Interactive view Section.



Navigator Bar

Displays the categories or time frames of the pathway. Allows you to show or hide categories or time frames. It also brings a category or time frame and its components to the top of the components list displayed to the right on the window.

- If the boxes are checked, the component is in view.
- If the box is unchecked, the component is not viewed.

To customize your view only, check the categories you would like to see.

Interactive View

The main section of the view is the interactive view itself. This is where the results are displayed in a spreadsheet format similar to a flowsheet. Along the left side are section headings with individual items underneath, such as the section heading CBC and Differential and the item WBC. Along the top are the date and time columns. Result values are displayed in the individual cells for section items and date and time.

Section
Items

Lab View		2012-07-18 02:24 MST	2012-07-18 02:09 MST	2012-07-17 15:31 MST	2012-07-17 14:46 MST	2012-07-17 11:15 MST	2012-07-17 11:14 MST	2012-07-17 10:55 MST
CBC and Differential								
<input type="checkbox"/> WBC					L 3.8		* (c) 4.0	
<input type="checkbox"/> RBC					* L (c) 4.40		* (c) 5.00	
<input type="checkbox"/> Hgb					* (c) 151		* (c) 140	
<input type="checkbox"/> Hct					* (c) 0.39		* (c) 0.45	
<input type="checkbox"/> MCV					* (c) 90.0		* H (c) 95.0	
<input type="checkbox"/> MCH					* (c) 29.3		* L (c) 25.0	
<input type="checkbox"/> MCHC					325		320	
<input type="checkbox"/> RDW					12.0		* (c) 12.0	
<input type="checkbox"/> Platelet					* L 25		* L (c) 150	
<input type="checkbox"/> Neutro Auto					L 1.3			
<input type="checkbox"/> Lymph Auto					L 0.3			
<input type="checkbox"/> Mono Auto					0.2			
<input type="checkbox"/> Eos Auto					0.1			
<input type="checkbox"/> Neutro Man							* (c) 2.6	
<input type="checkbox"/> Lymph Man							* (c) 1.4	
<input type="checkbox"/> Monocyte Man							* (c) 0.0	
<input type="checkbox"/> Eos Man							* (c) 0.0	
<input type="checkbox"/> Basophil Man							* (c) 0.0	
RBC Morph							NORM	
Plt Comment							Plt Commen	

Lab FlowSheet

Lab results are displayed in individual cells within the flowsheet. Lab results may be preceded with the following letters:

L = Low

H= High

C= Critical result

* = Comment

(c) = Corrected results/details

Lab											
Print 1 minute											
Flowsheet: Lab View Level: Lab View More Table Group List											
Last 1000 Results											
Navigator <input checked="" type="checkbox"/> CBC and Differential <input checked="" type="checkbox"/> Chemistry - General <input checked="" type="checkbox"/> Blood Gases <input checked="" type="checkbox"/> 24 Hour Urine <input checked="" type="checkbox"/> Miscellaneous Fluids <input checked="" type="checkbox"/> Routine Cultures <input checked="" type="checkbox"/> Crossmatch Summary <input checked="" type="checkbox"/> Routine Testing <input checked="" type="checkbox"/> Pathology Reports	Lab View 2012-09-26 21:47 PDT 2012-09-26 21:41 PDT 2012-09-14 07:45 PDT 2012-08-01 08:04 PDT 2012-08-01 07:25 PDT 2012-08-01 07:21 PDT 2011-11-23 10:11 PST 2011-11-23 10:00 PST 2011-10-16 04:06 PDT 2011-10-16 03:49 PDT										
	<input type="checkbox"/> CBC and Differential <input type="checkbox"/> WBC 10.0 10.0 10.0 10.0 10.0 <input type="checkbox"/> RBC 5.00 5.00 5.00 5.00 5.00 <input type="checkbox"/> Hgb 140 140 140 140 140 <input type="checkbox"/> Hct L 0.14 L 0.14 L 0.10 L 0.10 L 0.10 <input type="checkbox"/> MCV 100.0 100.0 100.0 100.0 100.0 <input type="checkbox"/> MCH 30.0 30.0 30.0 H 35.0 H 36.0 <input type="checkbox"/> MCHC L 300 L 300 L 300 350 350 <input type="checkbox"/> RDW L 3.0 13.0 13.0 13.0 L 10.0 <input type="checkbox"/> Platelet 350 350 350 350 350 <input checked="" type="checkbox"/> Neutro Man H 7.5 4.8 4.4 4.2 <input checked="" type="checkbox"/> Lymph Man 2.5 1.6 1.4 H 3.9 <input checked="" type="checkbox"/> Monocyte Man 0.0 H 1.6 H 1.1 H 1.9 <input type="checkbox"/> Eos Man 0.0 H 1.1 H 1.3 0.0 <input type="checkbox"/> Basophil Man 0.0 H 0.9 0.0 0.0 <input checked="" type="checkbox"/> Blasts Man H 0.5 <input type="checkbox"/> Myelo Man H 0.4 <input type="checkbox"/> Progran Man H 0.4 <input type="checkbox"/> Meta Man H 0.5 Left Shift Present Macrocytosis Present Chemistry - General <input type="checkbox"/> Creatinine 60 <input type="checkbox"/> GFR H 124 <input type="checkbox"/> Sodium Lvl H C 170 <input type="checkbox"/> Potassium Lvl										

Adjusting the Time Frames in Power Chart

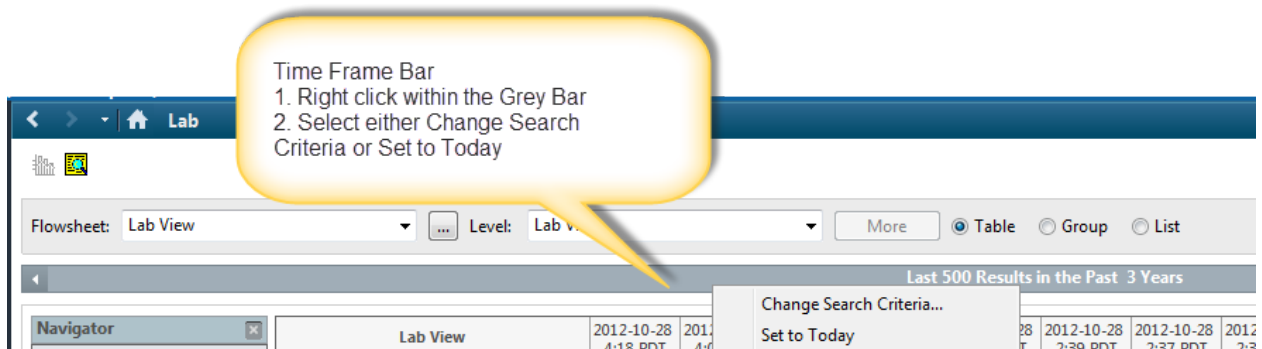
The Grey Colored Bar (AKA Time Frame Filter) can be adjusted to narrow or expand your searches for results. This Time Frame Filter can be found in the following tabs:

- Documents
- Forms
- Assessments
- Vital Signs
- Surgery/Anesthesia
- Lab
- Imaging
- Other Tests
- Recent Results
- MAR
- MAR Summary

Adjusting the Time Frame

Time Filter (A.K.A Blue Bar) – Filters results by a chosen option.

1. Right click over the Time Filter **OR** select the Change Search Criteria from the Options menu.
2. Click on “Set to Today” or Change Search Criteria
3. If the Change Search Criteria was the option chosen, select an option within the Result look up box.



4. Date Bar will change to today's date, or will update to your selection.

Note: This change will only affect your view within PowerChart

Searching for and Finding Results

1. Click the arrows at the end of the Time Filter.
 - The Arrow will adjust the start date backwards or the number of results backwards

- The Arrow will adjust the start day or the number of results forward



Printing Labels from PowerChart

To print labels from PowerChart, follow these steps:

1. Click on the Documents icon from the toolbar (whether in the Organizer or the Patient Chart).
2. The Person Mgmt: Documents window displays.

Person Mgmt: Documents

Task Edit Action View Help

Person/encounter information:

Name:

Sex: Age: Race:

SSN: MRN:


FIN NBR: Financial class:

Encounter type: Med service:

Location:

Qualified documents:

Ready cert limittest 2008-07-14 12:39

3. Click on the Search icon  from the toolbar.
4. The Person Search window displays. Search for the patient that needs labels printed off.
5. Type in the patients encounter # within the Encounter # field within the Person Search window. This will return the exact patient and encounter number. This is the recommended search.

Person Search

NH #:

Last Name:

First Name:

Birth Date(yyyy-mm-dd):

BC Health #:

Gender:

Encounter #:

Historical MRN:

Provincial Health #:

Name	NH #	Birth Date(yyyy-mm-dd)	Gender	Age	De
TESTING, USER 4	10 5482 34	1960-03-06	Female	48 Years	
TESTING, USER 1	10 5480 33	2008-03-02	Male	4 Months	No
TESTING, JO	10 5479 93	1970-10-01	Female	37 Years	
Testing, User 9					
Testing, User 8					
Testing, User 7					
Testing, User 6					
Testing, User 5					
Testing, User 3					
Testing, User 25					
Testing, User 24					
Testing, User 23					

NH #	Enc #	Visit Id	Enc Type	Facility	Med Service	N
10 5482 34	000274214	000274214-0001	Outpatient	Masset H	Emergency	C

Click on the encounter

- If you search by a patient's name; Click on the patient's name and then click on the correct encounter within the encounter window (even if there is only one encounter, you must click on it).
- Click OK. All the patient's encounter information will fill in on the Person Mgmt: Documents window.
- Click on NIRH_Label.

9. Click on the print icon  from the toolbar.

10. The Print window displays.

11. Select a printer from the drop down menu. Printer name fills into Printer field.

NOTE: To save printers to your Favorites folder, skip to step #13 before printing off your labels.

12. Enter the number of labels you need to print off into the “Number of copies” field.

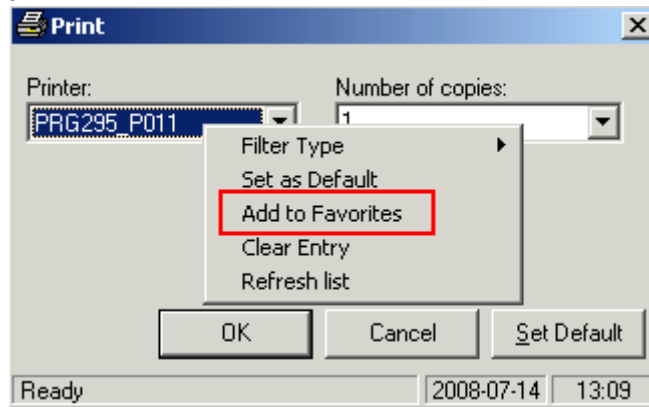
13. Click OK.

14. Labels are printed to the designated printer.

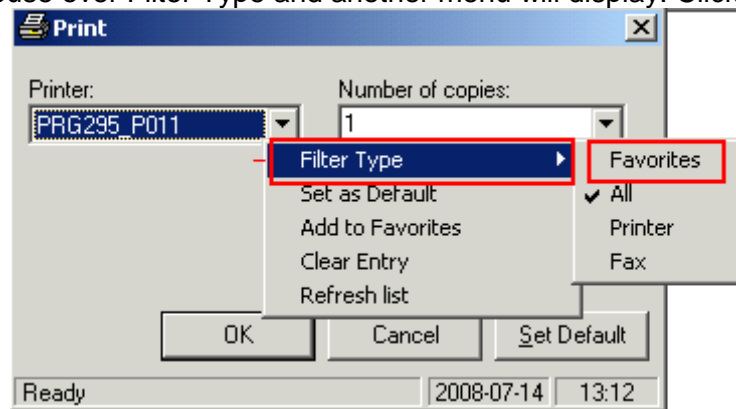
How to add a label printer to your favourites

To save certain printers to your Favorites folder for quick access, follow the steps below:

15. Once you have your printer name displayed in the Printer field (from step #9), right click on the Printer field.



16. Click Add to Favorites.
17. Repeat steps 9, 13 and 14 until all designated printers are added to your Favorites folder.
18. Right click on the Printer field.
19. Hover the mouse over Filter Type and another menu will display. Click on Favorites.



20. When you click on the drop down menu for the Printer field, you will only see the printers that
21. . If you need to see all the printers connected to the system, right click on the Printer field. Using your mouse hover over Filter Type. Click on All.
22. The drop down will again display ALL the printers.