

PowerChart Provider Reference Guide



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Need more help?


Help Desk – 226-5386.

BORGES HEALTH



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Logging in

1. Click on the BIEHR icon  on the PC Desktop
2. Select **Powerchart Prod** from the CernerWorks window menu
3. The *Cerner Millennium* login box displays.
4. Type your user name in the User Name box.
5. Type your password in the Password box.
6. Click **OK**.


Accessing Patient Chart from the Organizer (Patient List)

1. Select the correct list tab
2. Double-click the patient's name.
3. The Individual patient chart will display.


Locating a Patient (Not on a List)

1. Click the Find Patient icon  on the toolbar.
2. Enter the patient's last name, first name in the Name field
3. Click Search
4. Ensure the correct patient (upper window pane) and patient encounters (lower window pane) are selected


Create a Location List

1. Click the List Maintenance  icon.
2. Click **New**.
3. Click Location.
4. Click **Next**.
5. Click on the + box to the left of Borges Medical Center
6. Click on the + box to the left of Main Hospital Campus.
7. Select the appropriate unit and click **Next**
8. Click on the Not Discharged Filter
9. Select **Finish**

Create a Provider Group List

1. Select the List Maintenance  icon
2. Click **New**.
3. Click **Provider Group**.
4. Click **Next**.
5. Select desired Provider Group
6. Click **Finish**.
7. Click on the list name in the Available lists column.
8. Click the blue Move button (right-facing arrow).
9. Click **OK**.

Create a Custom List

1. Click the List Maintenance  icon.
2. Click **New**
3. Click **Custom**.
4. Click **Next**.
5. Type the desired list name.
6. Click **Finish**
7. Click on the list name in the Available lists column.
8. Click the blue Move button (right-facing arrow).
9. Click **OK**.

Add Patient to a List

1. A custom list must be established (See Create a Custom List).
2. Select a desired patient from a location or group list
3. right-click on the patients name
4. select from the drop-down Add to a List. The title of the users' custom list will appear. Click on the title of the list.
5. The patient will appear on the custom list

Removing a Patient from a List

1. Select a custom list.
2. Highlight the patient to be removed by a single click.
3. Select **Remove Patient from List**
4. The patient is now removed from the list

Viewing Recent Results

1. Search for the patient or select the patient from the Organizer.
2. **Recent Results** is the default tab once the desired patient is selected (Tab title will be highlighted in black).
3. If desired, change the timescale of the columns by selecting **Timescale** in the menu bar
4. Use the Navigator on the left side of the screen to select a category of results. The result category will then auto scroll to the top of the viewer.
5. The user has the option of changing the way the results are viewed by using the Table, Group, or List selection. The tab opens in the **Table** format. **Group** allows for groups of values to show in one location, making it easier to track trends.
6. Other tabs in the Recent Results format are: **Vital Signs, Lab, Rad, and Assessments.**

Graphing Results

1. Click on Recent Results Tab
2. Click the Check Box next to the results to graph.
3.  Click the Graph Icon
4. To combine the graphs, click the Combine button.

Viewing Critical Care Documentation

1. Select the **I-View** tab.
2. Select the desired band
3. Select the appropriate section under the band.
4. If desired, the column timescale may be changed by selecting the Options menu and clicking on change timescale Interval. From the dropdown, select the desired timescale interval.

Viewing Transcribed Documents

1. Select the **Documents** tab
2. Open the desired folder on the left hand side of the screen
3. Select the plus boxes to the left of the titles until the desired document is selected.
4. Double –click the document title. The transcribed document will appear in the viewer















View PowerForm Documentation

1. Search for the patient or select the patient from the Organizer.
2. Open the patient chart.
3. Click the Forms Browser tab. A list of patient information forms displays.
4. Right click on a form and select **View**, to view the contents.
5. Close the patient chart.

Closing PowerChart/logging off

1.  Select **Exit** from the icon tray to close PowerChart and log off.

Useful PowerChart Icons

Button	Action
	Find Patient- Patient Search engine
	As Of - Refreshes information on the screen to reflect any changes that have occurred.
	Open Additional Chart – opens the chart of the patient whose name is selected
	Change User
	Exit – closes the application.
	Launch Clinical Calculator
	Print – prints the current window.
	List Maintenance – creates and maintains patient lists
	Add Patient – allows you to add patients to a custom list.
	Remove Patient – removes the patient's name from a custom list
	Previous Chart – Opens the previous chart on the organizer list.
	Next Chart –Opens the next chart on the organizer list.
	Graph.
	Open Organizer – returns to the PowerChart