PowerChart Review Guide

How do I find:	Go to:
Administered Medications MAR Summary	• Open "MAR Summary" from the Navigation Menu • Adjust date range by right clicking on blue date bar and selecting "Change Properties".
Admission History Nursing	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition Notes" • Click "**+**" next to "Patient History Forms" • Double click on date of Patient History note to view documentation
Charges IV Team, Respiratory	• Open "Results Review" from the Navigation Menu • Click "Assessments" tab • Click appropriate band to view specific charges
Clinical Discharge Summary Content appropriate for next care provider	• Open "Notes" section from the Navigation Menu • Locate and double click "Discharge Documentation" • Click "**+**" next to "Inpatient Clinical Summary" Double click on date of Inpatient Clinical Summary to view documentation
Clinical Range Bar Display documentation/results for specific dates, including "Admission to Current"	• Refer to job aid
Co-Signatures Telephone/written orders require a physician to electronically verify and sign the order	• Open "Orders" section from the Navigation Menu • Right click on order in question • Click on "History" tab to view details
Diagnoses and Problems list	• Open "Diagnoses & Problems" from the Navigation Menu • Right click on specific classification type and click "View Details" for additional information
Dialysis Flow Sheet	• Open "Results Review" from the Navigation Menu • Click drop down arrow to change Flow sheet from "Quick View" to "Dialysis View"
Dietary Care History Assessment completed by Nutrition	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition" • Click "**+**" next to "Nutrition Forms" Double click on date of Nutrition note to view documentation

Dietary Consult Assessment completed by Nutrition	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition" • Click "**+**" next to "Nutrition Forms" • Double click on date of Nutrition note to view documentation
Discharge Notes Nursing Discharge arrangements and home instructions	• Open "Notes" section from the Navigation Menu • Locate and double click "Discharge Documentation" • Click "**+**" next to "Discharge Notes" • Double click on date of Inpatient Clinical Summary to view documentation
Discharge Clinical Summary: Content appropriate for next care provider	• Open "Notes" section from the Navigation Menu • Locate and double click "Discharge Documentation" • Click "**+**" next to "Inpatient Clinical Summary" • Double click on date of Inpatient Clinical Summary to view documentation
Discharge Meds	• Open "Orders" section of the chart • Click "**+**" next to "Reconciliation History" • Click on "Discharge Med Rec" to see what medications the patient was discharged on • Discharge meds can also be viewed in "Notes" section of the Navigation Menu, on the discharge patient summary
Discharge Patient Summary: Content appropriate for patient	• Open "Notes" section from the Navigation Menu • Locate and double click "Discharge Documentation" • Click "**+**" next to "Inpatient Patient Summary" • Double click on date of Inpatient Patient Summary to view documentation
Discharge Summary: Dictated and transcribed by physician	• Open "Notes" section from the Navigation Menu • Locate and double click "Discharge Documentation" • Click "**+**" next to "Discharge Summary" • Double click on date of Discharge Summary
Date Bar Display documentation/results for specific dates, including "Admission to Current"	• Refer to job aid
Doctor Consult: Dictated and transcribed by physician	• Open "Notes" section from the Navigation Menu • Locate and double click "Consultation Notes" • Click "**+**" next to "Physician Consults" • Double click on date of physician consult
Education	• Open "Results Review" from the Navigation Menu • Click "Patient Education" tab • Use "Navigator" to choose appropriate band • Double click or hover result cell to view education

Emergisoft Discharge Summary: Note that any changes to the Emergisoft discharge summary, after the patient's admission, will not be reflected in this view.	• Open "Notes" from the Navigation Menu • Locate and double click "Emergency Documentation" • Click "**+**" next to "Emergency Documentation" • Double click on date of Emergency Documentation • Click on the "View Image" icon located above the blue date bar • • ED Report opens for viewing • If Emergency Documentation is **NOT** listed, right click on blue Date Range bar and change date to previous day • Refer to job aid
Emergency Room Report Note that any changes to the Emergisoft discharge summary, after the patient's admission, will not be reflected in this view.	• Open "Notes" from the Navigation Menu • Locate and double click "Emergency Documentation" • Click "**+**" next to "Emergency Documentation" • Double click on date of Emergency Documentation • Click on the "View Image" icon located above the blue date bar • • ED Report opens for viewing • If Emergency Documentation is **NOT** listed, right click on blue Date Range bar and change date to previous day • Refer to job aid
History & Physical: Dictated and transcribed by physician	• Open "Notes" section from the Navigation Menu • Locate and double click "History and Physical" • Click "**+**" next to "History and Physical" • Double click on date of History and Physical
IV Team Charges: Example: VAD	• Open "Results Review" from the Navigation Menu • Click "Assessments" tab • Click appropriate band to view specific charges
Laboratory Results: Examples: CBC, Urine Culture, and blood transfusion	• Open "Results Review" from the Navigation Menu • Click "Lab" tab • Use "Navigator" to choose appropriate band
MAR Summary	• Open "MAR Summary" from the Navigation Menu • Adjust date range by right clicking on blue date bar and selecting "Change Properties".
MD Consult: Dictated and transcribed by physician	• Open "Notes" section from the Navigation Menu • Locate and double click "Consultation Notes" • Click "**+**" next to "Physician Consults" • Double click on date of physician consult
Medical History Diagnoses and Problems list	• Open "Diagnoses & Problems" from the Navigation Menu

	Right click on specific classification type and click "View Details" for additional information
Medications upon discharge	• Open "Orders" section of the chart • Click "**+**" next to "Reconciliation History" • Click on "Discharge Med Rec" to see what medications the patient was discharged on Discharge meds can also be viewed in "Notes" section of the Navigation Menu, on the discharge patient summary
MRP Print: How to print specific components of the chart, for example: **Laboratory** - chemistry, hematology, urinalysis, blood bank **Radiology** – X-ray, EKG, Echocardiogram, MRI	• Click "Task" on the Menu Bar • Hover on Print • Choose "MRP" • Under "Print What" section on the left, place "check mark" in box of category that needs to be printed (Note: Use "**+**" next to category to drill down to specific component.) • Under "Visit List/ Print Detail" select correct encounter or enter specific date range for view (bottom of screen) • Complete "Purpose" section • Enter "Printer Name" • Click "OK"
Nursing Admission History	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition Notes" • Click "**+**" next to "Patient History Forms" • Double click on date of Patient History note to view documentation
Nursing Discharge Notes Nursing Discharge arrangements and home instructions	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition Notes" • Click "**+**" next to "Patient Discharge Summary" • Double click on date of Patient History note to view documentation
Nursing documentation including Variance notes Includes all nursing assessments and nursing progress notes	• Open "Results Review" from the Navigation Menu • Click "Assessments" tab • Use "Navigator" to choose appropriate band • Double click or hover result cell to view variance note
Nutrition Care History Assessment completed by Nutrition	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition" • Click "**+**" next to "Nutrition Forms" • Double click on date of Nutrition note to view documentation

Nutrition Consult Assessment completed by Nutrition	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition" • Click "**+**" next to "Nutrition Forms" • Double click on date of Nutrition note to view documentation
Nutrition Documentation Daily follow up documentation including Calorie Count, Nutrition Monitoring and Nutrition Education	• Open "Results Review" from the Navigation Menu • Click "Assessments" tab • Use "Navigator" to choose appropriate band • Double click or hover result cell to view variance note
Occupational Therapy Notes	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition" • Click "**+**" next to "Occupational Therapy Forms" • Double click on date of Occupational Therapy note to view documentation
Operative/OR Note: Dictated by Physician	• Open "Notes" section from the Navigation Menu • Locate and double click "Operative Documentation" • Click "**+**" next to "Operative Report" • Double click on date of Operative Report
Orders	• Open "Orders" section from the Navigation Menu
Order History: Viewing order details, modifications, renewals, discontinues	• Open "Orders" section from the Navigation Menu • Right click on order in question • Click on "History" tab to view details
Patient Discharge Summary Content appropriate for patient	• Open "Notes" section from the Navigation Menu • Locate and double click "Discharge Documentation" • Click "**+**" next to "Inpatient Patient Summary" Double click on date of Inpatient Patient Summary to view documentation
Patient Education	• Open "Results Review" from the Navigation Menu • Click "Patient Education" tab • Use "Navigator" to choose appropriate band • Double click or hover result cell to view education
Physician Consult: Dictated and transcribed by Physician	• Open "Notes" section from the Navigation Menu • Locate and double click "Consultation Notes" • Click "**+**" next to "Physician Consults" • Double click on date of physician consult
Physician Discharge Summary: Dictated by Physician	• Open "Notes" section from the Navigation Menu • Locate and double click "Discharge Documentation" • Click "**+**" next to "Discharge Summary" • Double click on date of Discharge Summary

Physician order Co-Signatures: Telephone/written orders require a physician to electronically verify and sign the order	• Open "Orders" section from the Navigation Menu • Right click on order in question • Click on "History" tab to view details
Physical Therapy Notes	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition" • Click "**+**" next to "Physical Therapy Forms" • Double click on date of Physical Therapy note to view documentation
Print patient chart How to print specific components of the chart, for example: **Laboratory** - chemistry, hematology, urinalysis, blood bank **Radiology** – X-ray, EKG, Echocardiogram, MRI	• Click "Task" on the Menu Bar • Hover on Print • Choose "MRP" • Under "Print What" section on the left, place "check mark" in box of category that needs to be printed (Note: Use "**+**" next to category to drill down to specific component.) • Under "Visit List/ Print Detail" select correct encounter or enter specific date range for view (bottom of screen) • Complete "Purpose" section • Enter "Printer Name" • Click "OK"
Problems List	• Open "Diagnoses & Problems" from the Navigation Menu Right click on specific classification type and click "View Details" for additional information
PT/OT/SLP Notes	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition" • Click "**+**" next to desired specialty • Double click on date of note to view documentation
Radiology Results: Examples: MRI, EKG, Ultrasound, Cat Scan	• Open "Results Review" from the Navigation Menu • Click "Radiology" tab • Use "Navigator" to choose appropriate band • Double click result cell to view report
Respiratory Charges	• Open "Results Review" from the Navigation Menu • Click "Assessments" tab • Click appropriate band to view charges
Single Patient Search	• Single Patient search box(upper left of the screen) • Type patient's name and click binoculars
Speech/ Language Therapy Notes	• Open "Notes" section from the Navigation Menu • Locate and double click "PowerForm Textual Rendition" • Click "**+**" next to "Speech Therapy Forms"

	• Double click on date of Speech Therapy note to view documentation
Variance notes Includes nursing progress notes	• Open "Results Review" from the Navigation Menu • Click "Assessments" tab • Use "Navigator" to choose appropriate band • Double click or hover result cell to view variance note