











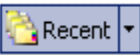


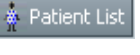












Useful PowerChart Buttons

Button	Action
	List Maintenance – create and maintain patient lists
	Properties – changes the way data is retrieved and displayed, applies filters, sets proxies
	Add Patient – Add patients to a list. You cannot add patients to a location list.
	Remove Patient – removes the patient's name from the list being edited.
	Select All Patients – highlights all patients on the selected list.
	Clear All Selections – removes highlighting from any selected patient.
	Copy – copy selected patient name from list.
	Paste – paste selected patient name to list.
	Print – prints the current window.
	Refresh - Refreshes information on the screen to reflect any changes that have occurred.

Useful PowerChart Icons

Button	Action
	Previous Chart – when in another chart, this button opens the previous chart on the organizer list.
	Next Chart – when in another chart, this button opens the next chart on the organizer list.
	Recent – Click the drop-down arrow to display a list of recently opened charts.
	Find Patient – opens the Patient Search dialog box to enable you to select a patient.
	Patient Access List – opens to the PAL
	Patient List – opens the Patient List screen.
	CareCompass – opens CareCompass.

PAL Icons

Icon	Means
	POC testing/nurse collect
	Patient care task
	Medication
	IV
	Nurse review
	Nurse review of stat order
	New order
	New routine result
	New critical result

PowerChart List Maintenance

- **Create/Maintain Lists**
- **Open Patient Chart**
- **Add Patient to Custom List**
- **Remove Patient from Custom List**
- **Remove List from Organizer**
- **Move Chart to Chart**
- **Select/Change Patient Access List**
- **Select/Change PAL Timeframe**
- **Set Default PAL Timeframe**
- **Find a Patient**

For Help,
Contact the IS Service Desk

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Create a Location List

1. Click the **Patient List** button.
2. Click the **List Maintenance** toolbar button.
3. Click **New**
4. Click **Location**.
5. Click **Next**.
6. Locate the appropriate facility and expand the list by clicking **+**.
7. Expand the facility and select the desired **unit**.
8. Click **Finish**.
9. Click on the **unit name** in the Available lists column.
10. Click the blue **Move** button (right-facing arrow).
11. Click **OK**.

Create a Custom List

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

Open Patient Chart

From a Patient List or the PAL:

- Double-click the patient name **or**
- Right-click the patient name and select the desired section of the chart.

Add a Patient to a Custom List #1

1. Click the **name** of the patient from another list (e.g. a relationship list).
2. Click the **Copy** toolbar button.
3. Click the **Custom** list tab.
4. Click the **Paste** toolbar button.

Add a Patient to a Custom List #2

1. Click the **Add Patient** toolbar button.
2. Enter the patient's last and first **name**.
3. Click **Search**.
4. **Ensure** the correct patient (upper pane) and correct patient encounter (lower pane) are selected.
5. Click **OK**.

Remove a Patient from a Custom List

1. Click the **name** of the patient.
2. Click the **Remove Patient** toolbar button.

Remove a List from the Organizer

1. Click the **List Maintenance** toolbar button.
2. Click the **list name** in the Active lists column.
3. Click the **Remove** button (left-facing blue arrow).

Note: Removing the list from the Active column ensures the list does not display in the Organizer. It can be deleted by right-clicking the list name in the Available column.

Move Chart to Chart

Move between patient charts on your list by using the **Next Patient Chart** or **Previous Patient Chart** toolbar buttons (blue arrows).

Select/Change Patient Access List (PAL)

1. Right-click the **light blue "Encounter Specific" bar**.
2. Select **Change Patient List**.
3. From the Available Patient List window, click desired **list**. (If list not displayed, click **New** and follow instructions for creating a new list).
4. Click **OK**.

Select/Change PAL Timeframe

1. Right-click the **light blue information bar**.
2. Select **Change Timeframe**.
3. Select a predetermined **shift** or a **time range**.
4. Click **OK**.

Set a Default PAL Timeframe

1. Click the **Options** menu item.
2. Click **Set Defaults**.
3. Click the desired **shift**.
4. Click **OK**.

Find a Patient

1. In the Name field, enter the patient's last and first **name**.
2. Click **Search**.
3. **Ensure** the correct patient (upper pane) and correct patient encounter (lower pane) are selected.
4. Click **OK**.