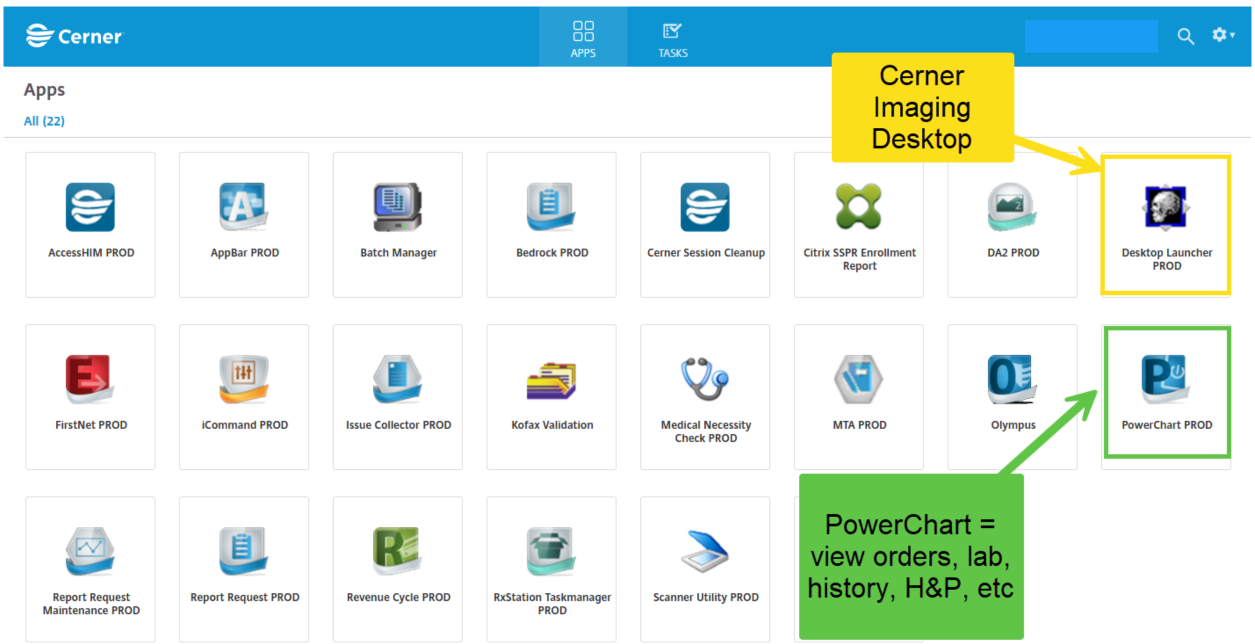
Cerner Community Works Navigation Basics

Click on the Cerner PROD icon.  Login with DR# and password.

This will open the Cerner Citrix. Then select

- PowerChart PROD = EMR (view orders, labs, provider and nursing documentation, etc)
- Desktop Launcher Prod = Cerner Imaging Desktop. Documentation at ECRMC will be completed in PAX and interfaced for viewing in Cerner.



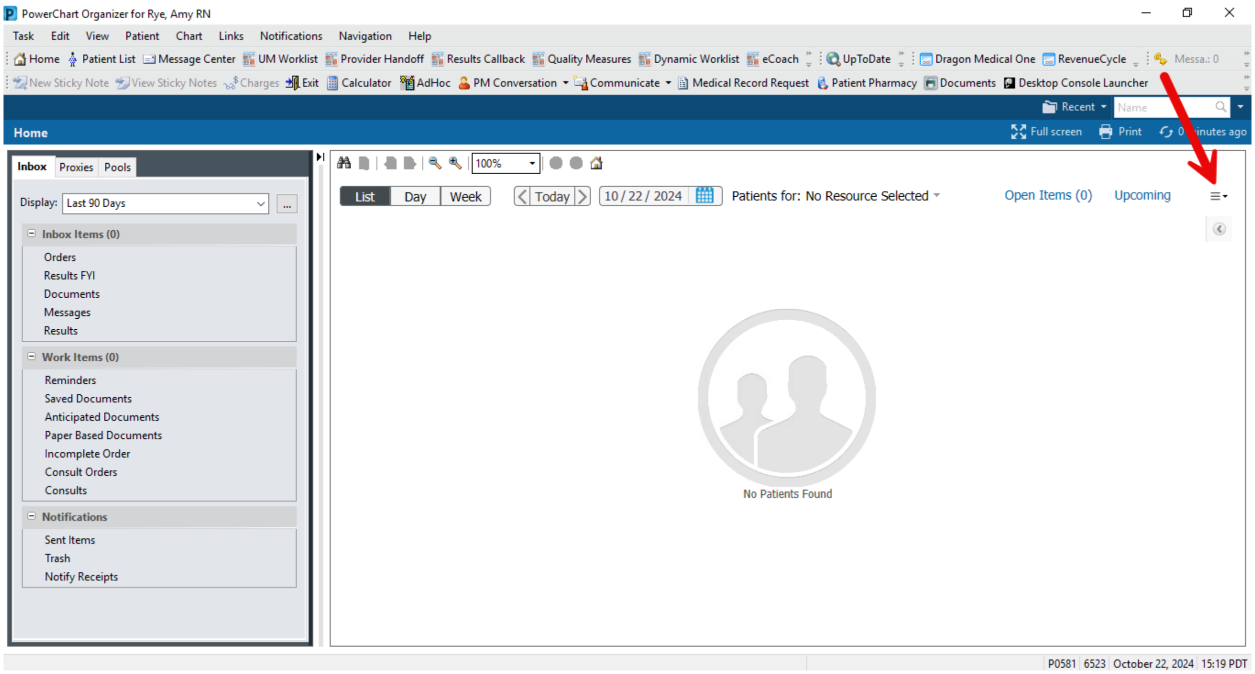
PowerChart Navigation

***Control + click on any topic below to hyperlink that area of the document.*

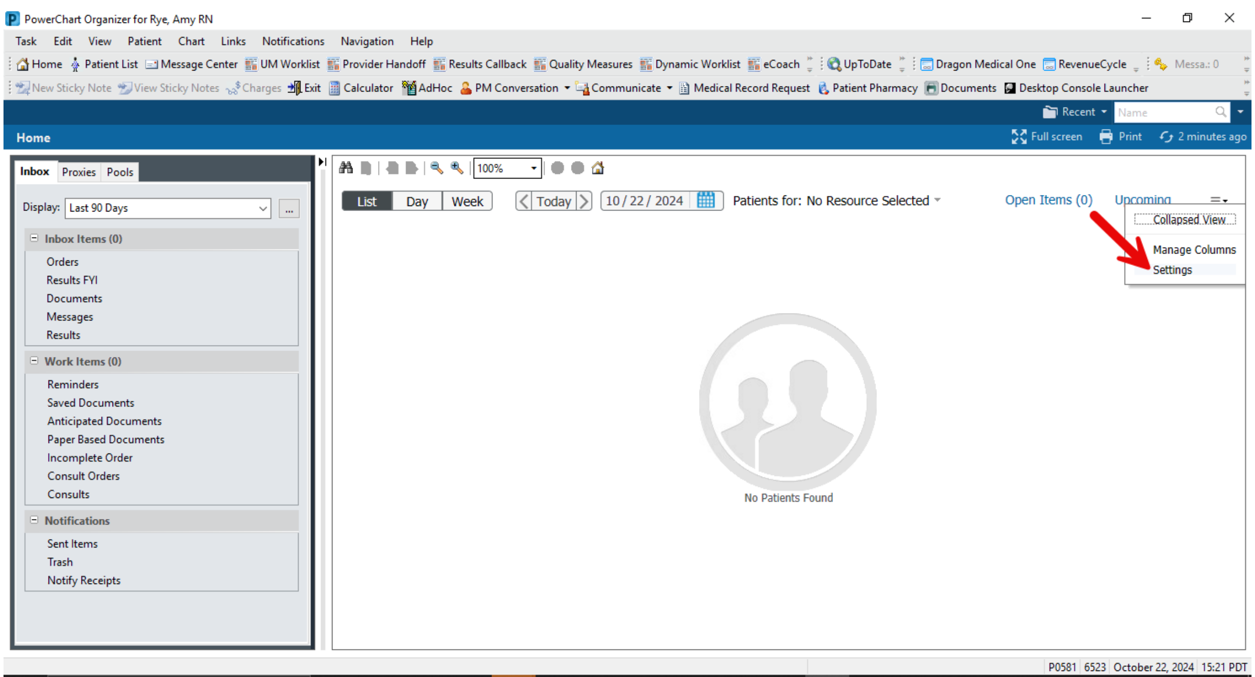
Task list Settings -Customize Home View

***For providers who do not document in Cerner or have individual patient scheduled appointments, Control + Click Patient List Set Up to move to the next applicable section.*

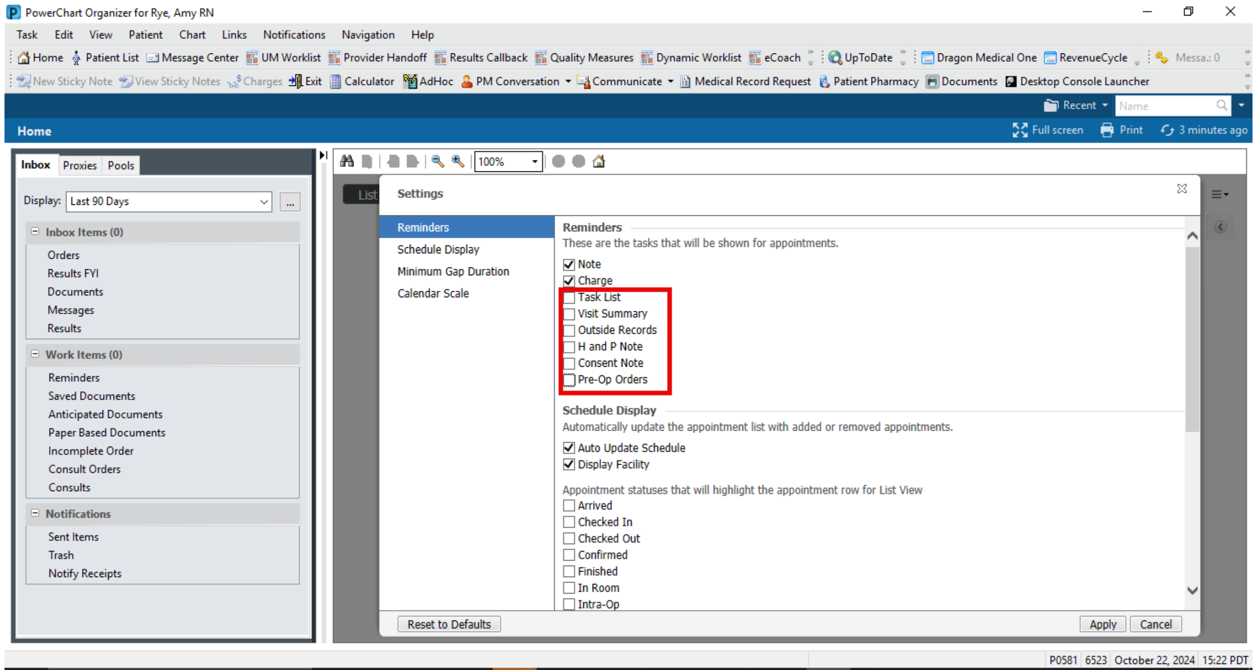
To customize settings in Home View, Click the 3 parallel lines at the top right corner



Then click settings



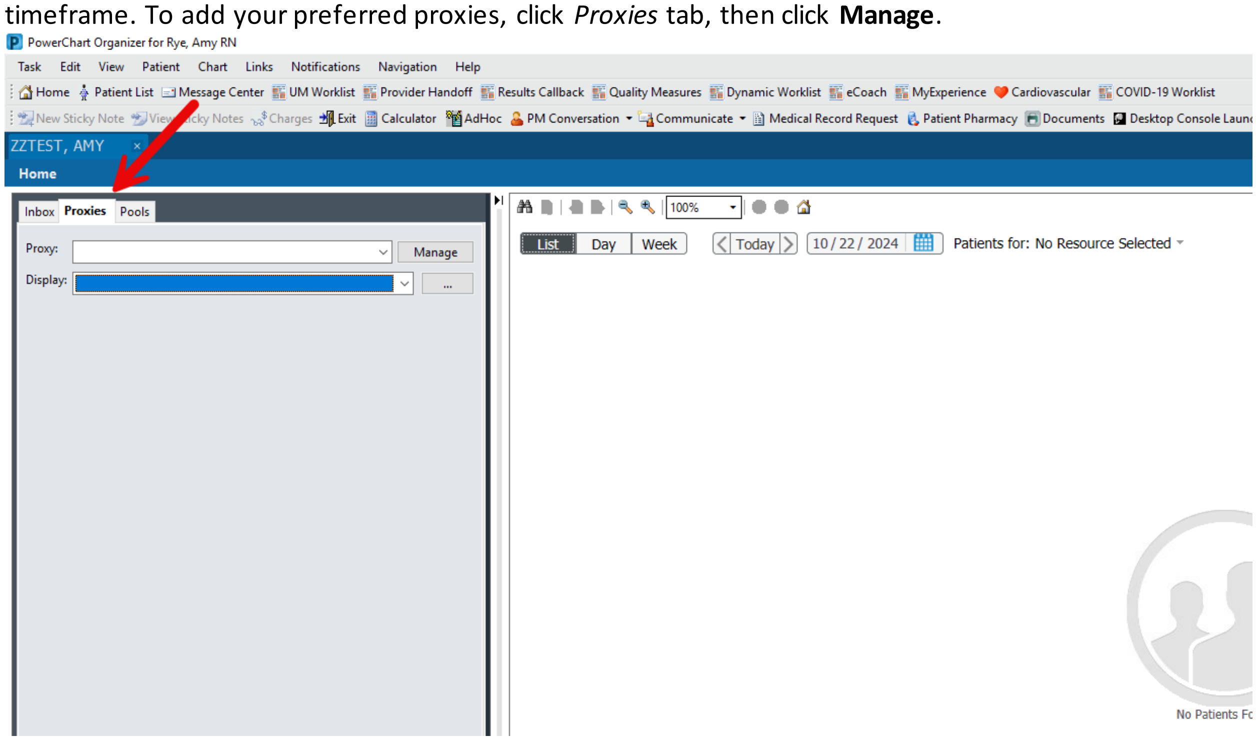
Remove everything starting with nursing tasks list to preop orders. Then click Apply at the bottom right. (See image below)



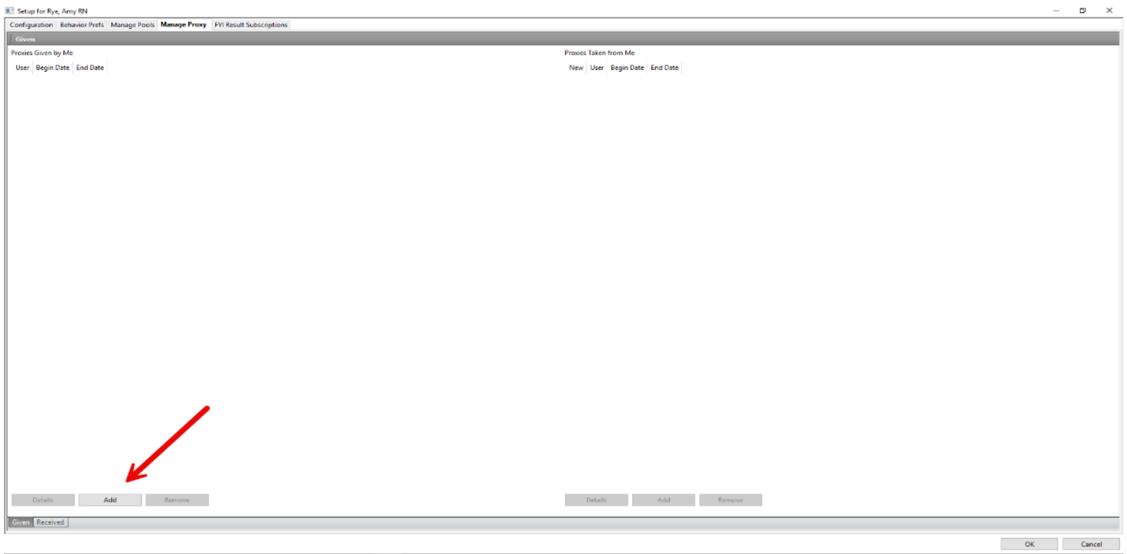
This will eliminate task notifications that are not applicable to your role

Adding PROXIES

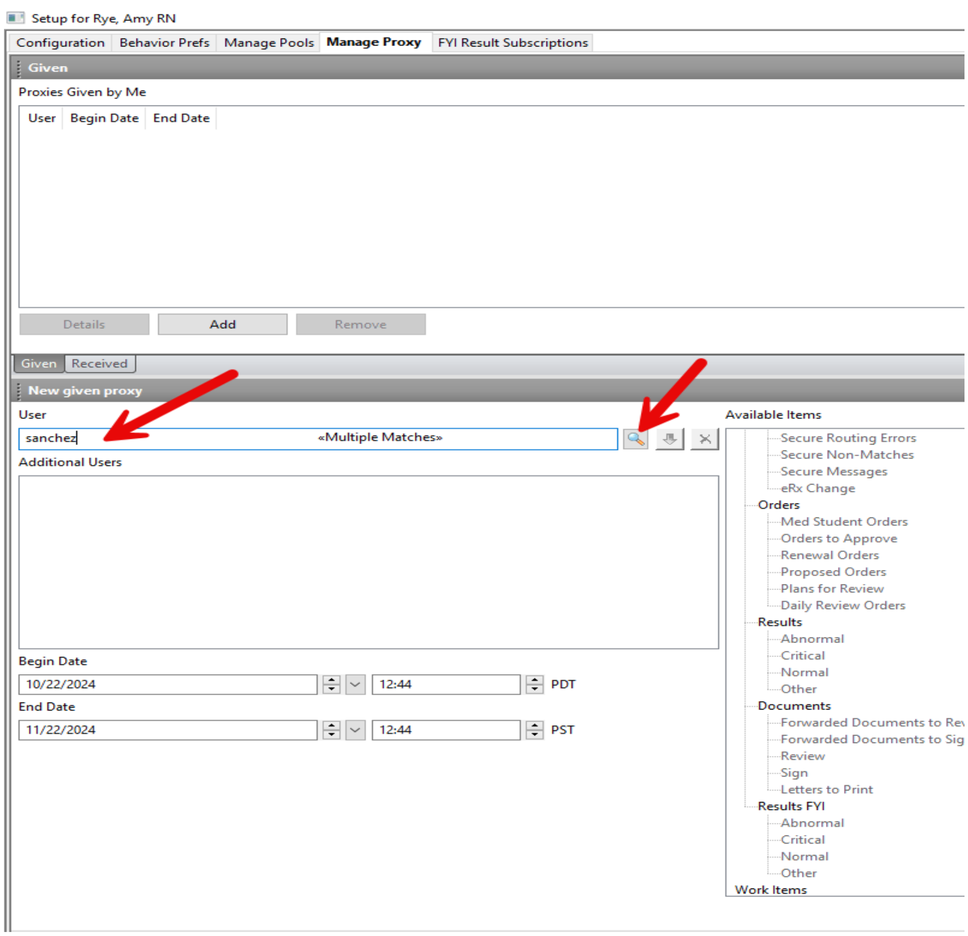
Proxies will allow another provider to view appointment schedule and notifications for a specific timeframe. To add your preferred proxies, click *Proxies* tab, then click **Manage**.



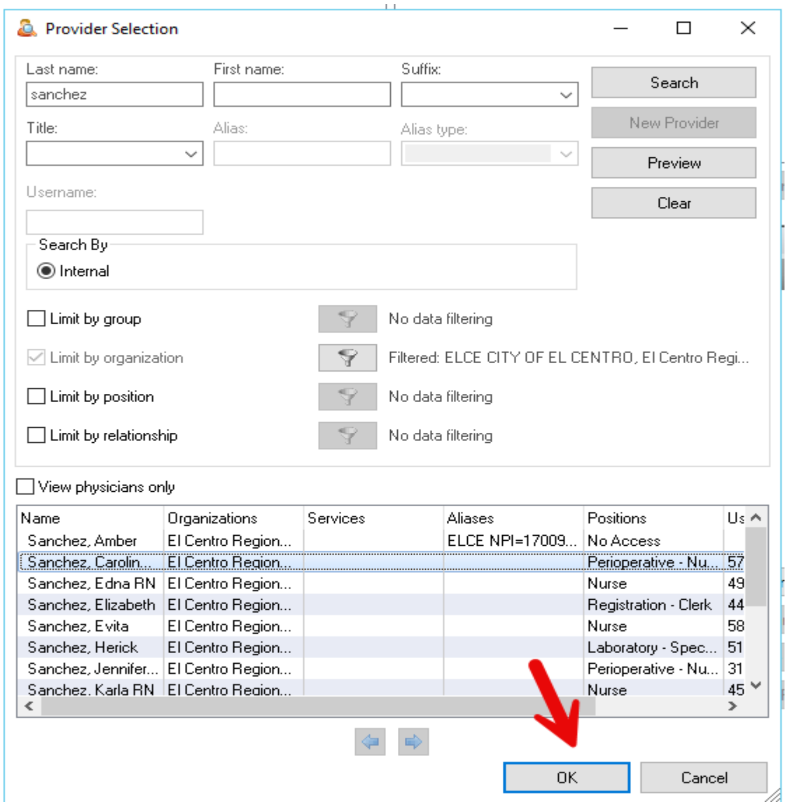
A new window will pop up. Click, Add.



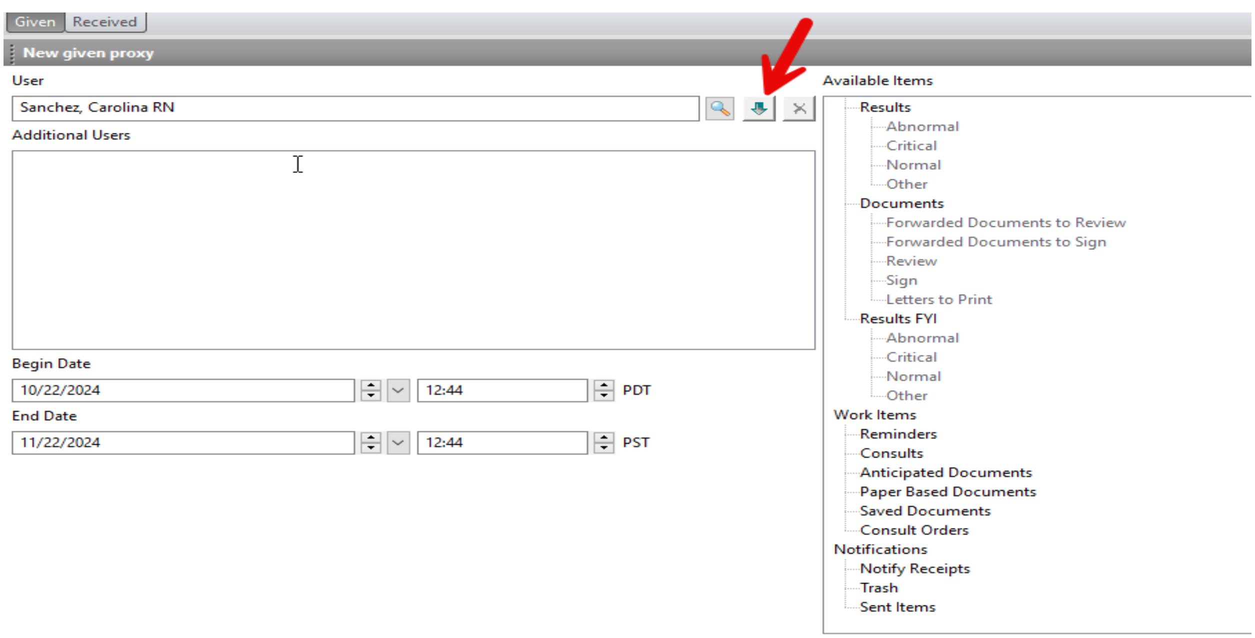
In the proxy Setup box, search for user to grant proxy privileges. Type in the last name, then first name into User search box.



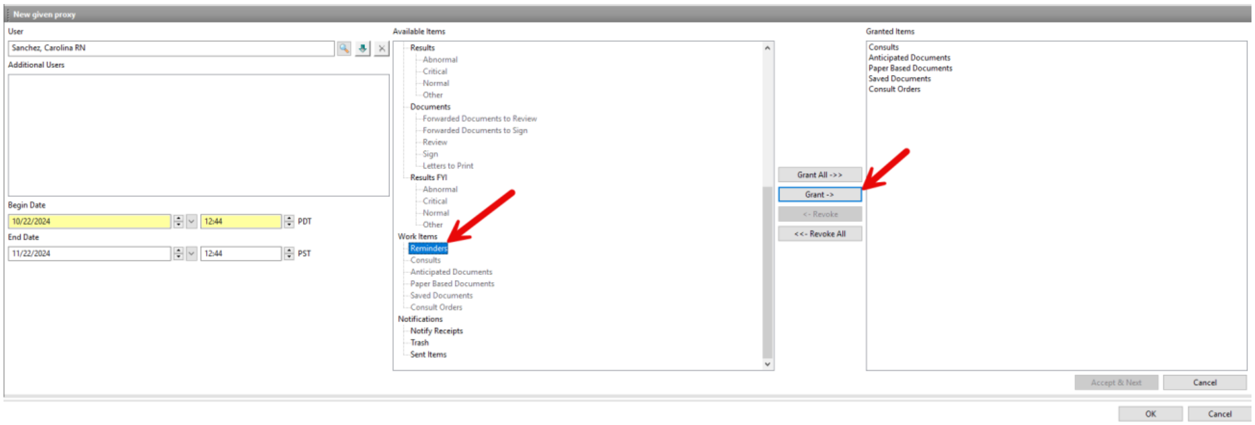
**If multiple matches are found, click the magnifying glass to display a provider selection pop up where you can select your correct user. Press OK



If adding multiple proxies at once, click the down arrow to move them into “Additional Users” box. Then add your next desired proxy with the same steps above.



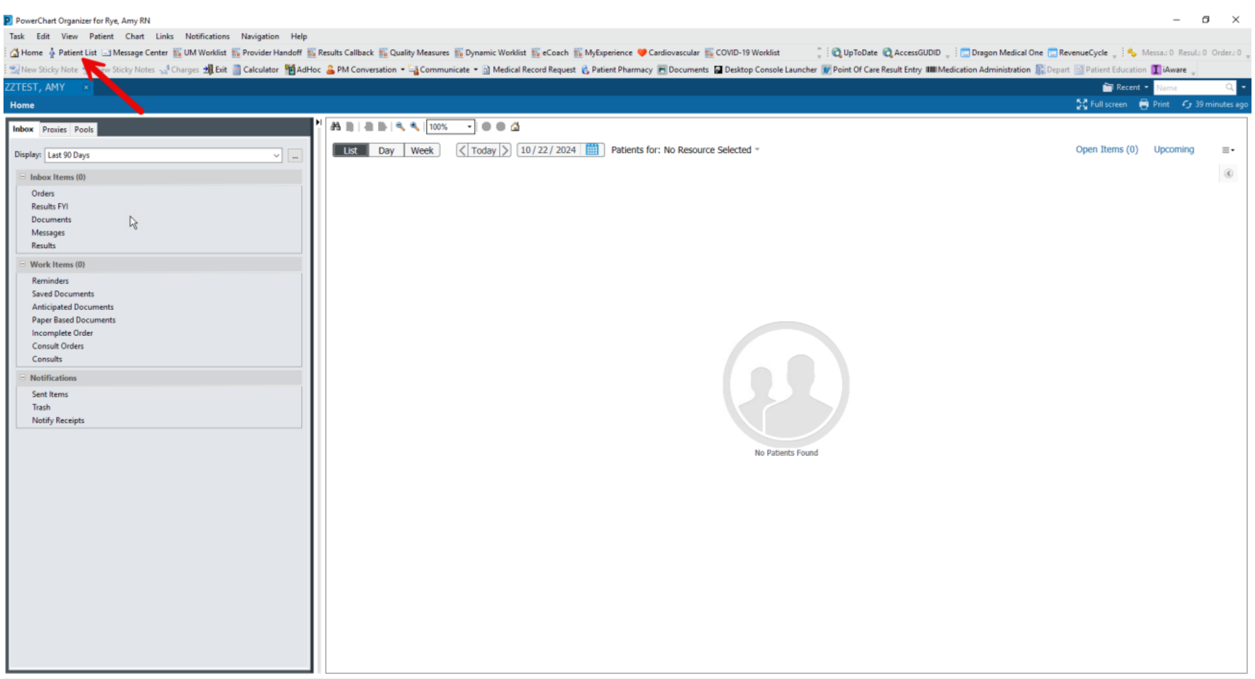
Select the areas in which the proxies will be granted access. *Grant All* provides access to all available items. Or select specific components to grant only specific parts. If you hold down the control button, you can select multiple items then click, the *Grant* button



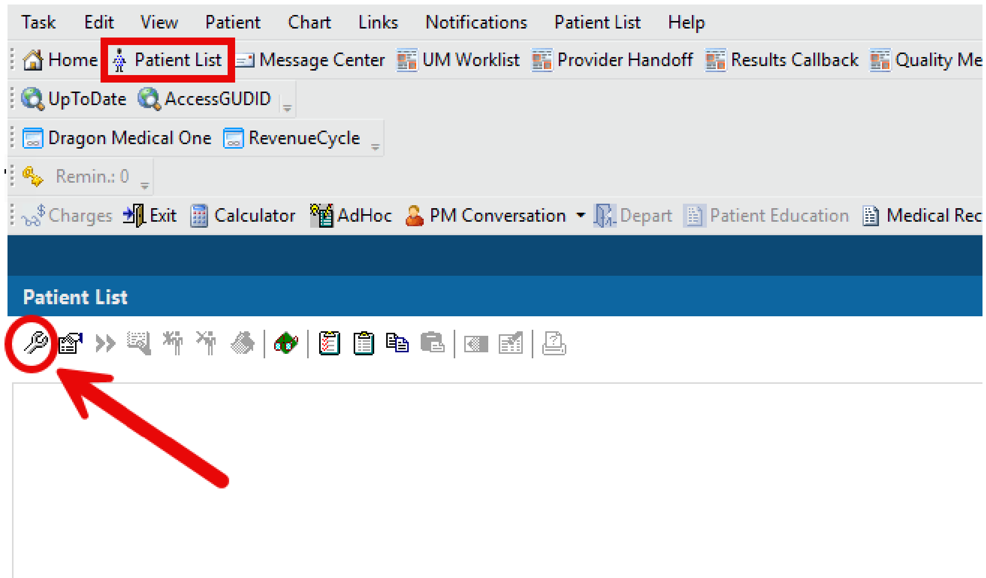
Change End Date year to 2040, or adjust the End Date to a specific day in which the proxy's access should end. Then, click Accept & Next. The proxy will now appear in the left hand box, Proxies Given by Me. Click Ok.

Patient List Management

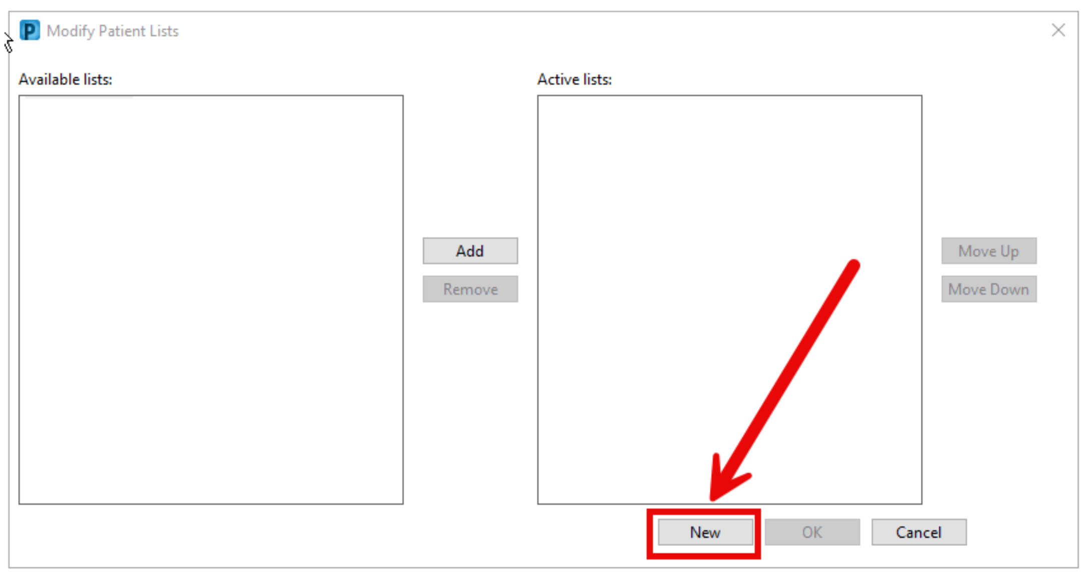
SETTING UP PATIENT LIST: When initially login to PowerChart, any patient with a scheduled appointment will show on your home screen. Patient List, however, allows easy access to patients in a specific location, patients in which assigned as consultant, ED Holding, etc. Click Patient List tab in grey toolbar to set up or view patient lists.



In the Patient List view, Click the wrench icon



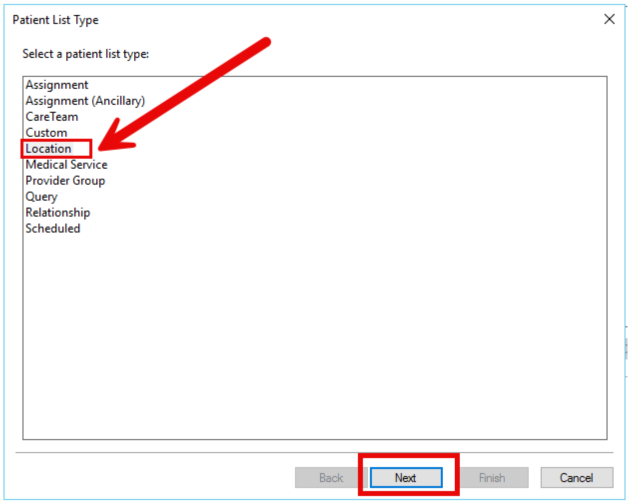
The *Modify Patient Lists* box will appear. Click **New**



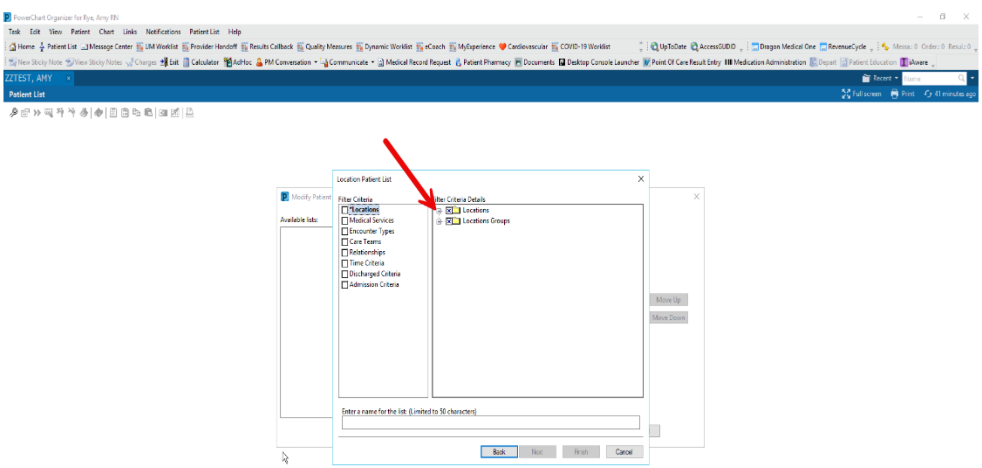
Many **Patient List Type** options are available. Below are the most common:

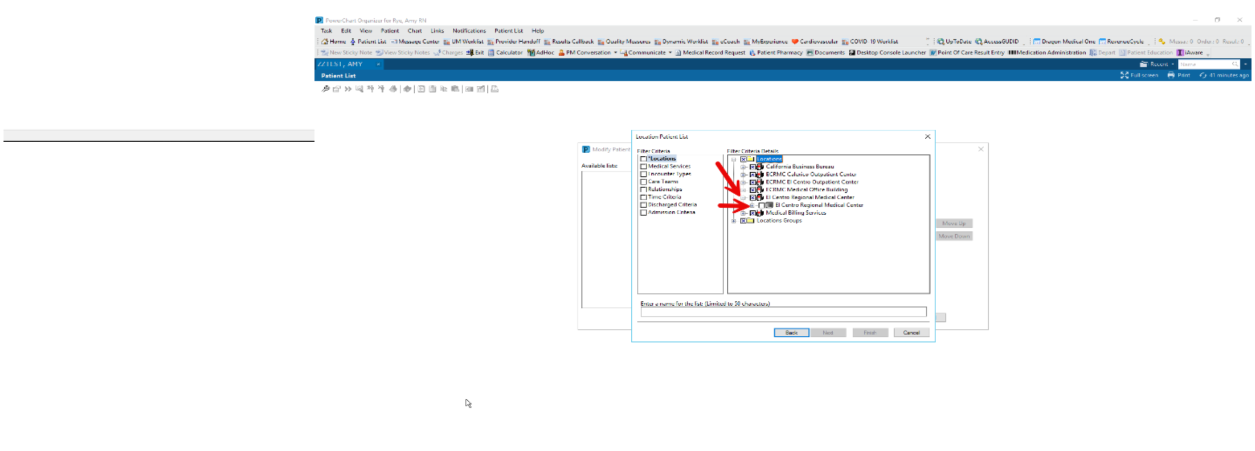
- Location – Create list of all patients on a specific wing(s) or in a specific area/clinic
- Custom – Allows a user to independently add & remove patients
- Provider Group – Any **Provider Group,** in which a provider has been added, will display once Provider Groups is selected. Displays all patients for a predefined group of providers who collaboratively round on the same patients, if any of those providers is listed as attending, admitting, consulting, or primary care physician.

To customize a list for a specific department/clinic, click Location, then Next.

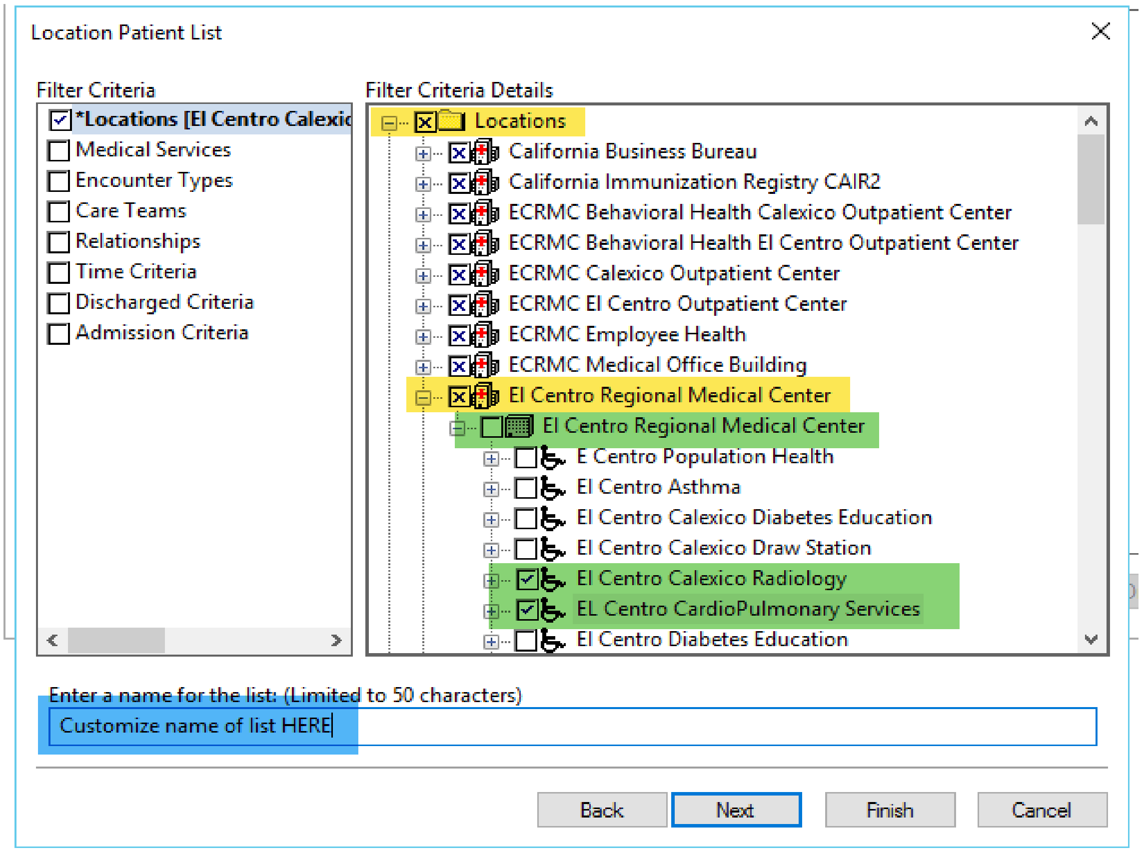


In the *Filter Criteria Details* box, Click the small (+) plus next to Locations. Then click the small (+) next to the specific area/facility in which you need a patient list and check the box next to that location.

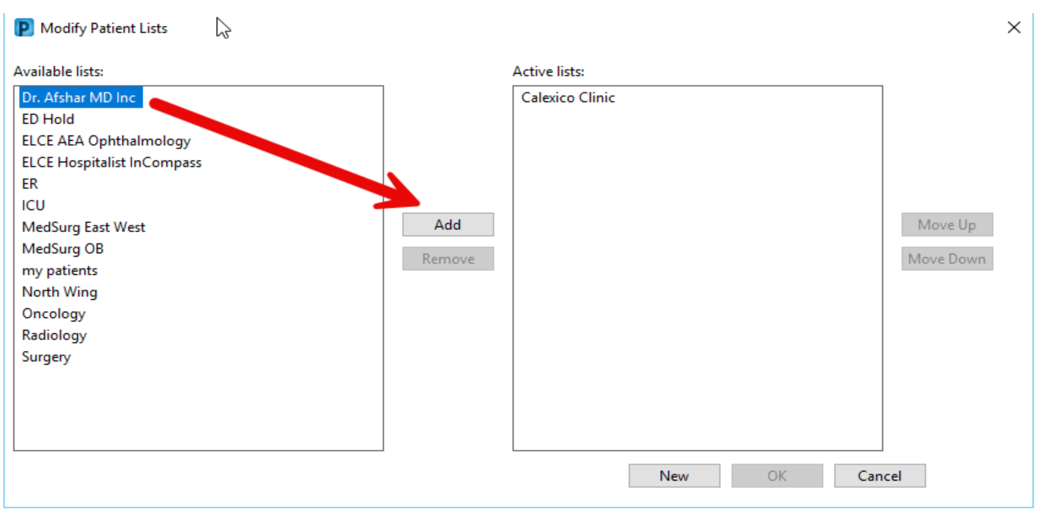




For units/departments in the main hospital building, Click the small (+) next to El Centro Regional Medical Center & then again the small (+) next to El Centro Regional Medical Center with a grey building symbol (do NOT check the box, only click the plus icon which will display the available units). Select desired location or multiple locations from department options.

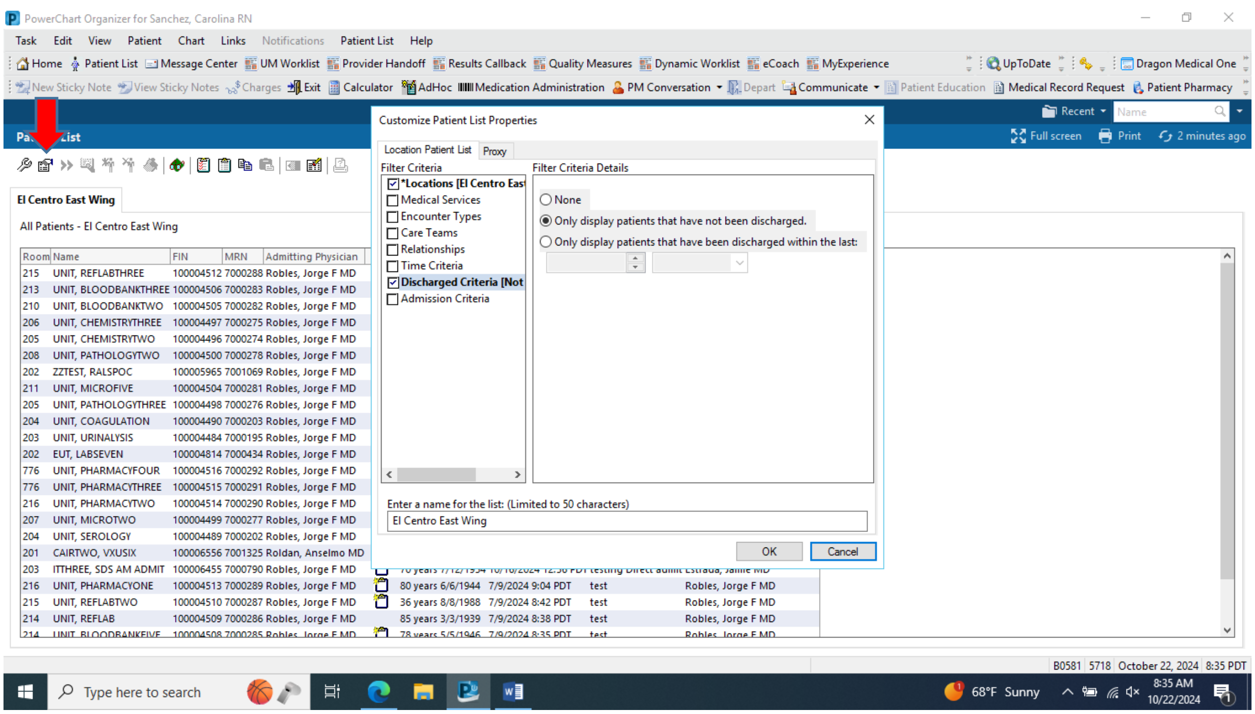


When finished selecting options for the patient list, adjust the name of the list (if desired) & select FINISH Repeat the above process to create any additional lists. Then, Add (move) the newly created list from ***Available Lists*** to ***Active List***, and Click OK



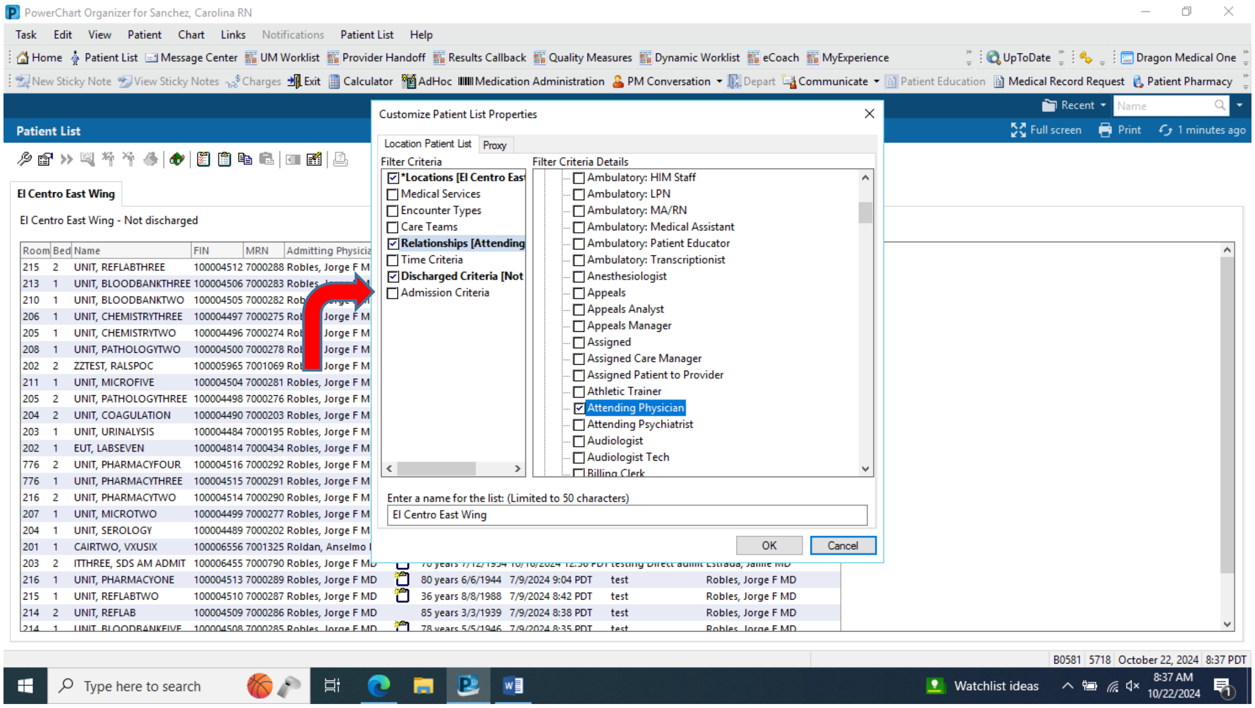
To further customize a patient list after it has been created, click on the PROPERTIES icon next the wrench icon (allows you to adjust the settings/filters for any of your active lists)

- Medical Services – to see only outpatients vs inpatients
- Encounter types – to filter only specific visit types such as observation, inpatient, same day surgery, etc.
- Relationships – to see visit relationships for patients which you were listed as attending, primary etc.
- Time Criteria – to see patients registered within a specific time frame
- discharged criteria- If you click "only display pts that have not been discharged" then discharged patients will disappear from the patient list.
- Admission criteria – to see patients admitted within a selected timeframe



Setting a Patient Relationship within Patient List

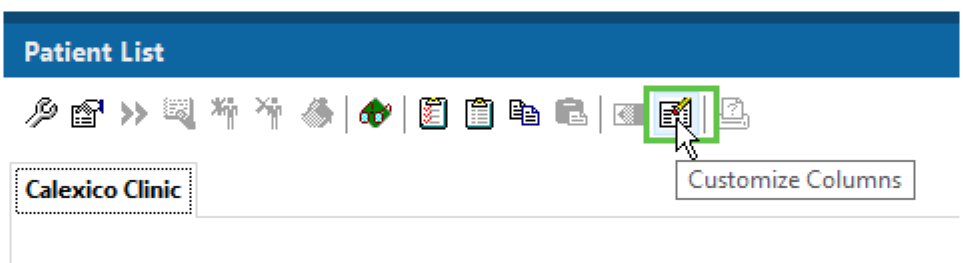
RELATIONSHIPS, VISIT RELATIONSHIPS (for surgery click, ATTENDING PHYSICIAN, CONSULTING PHYSICIAN, ADMITTING, click OK.



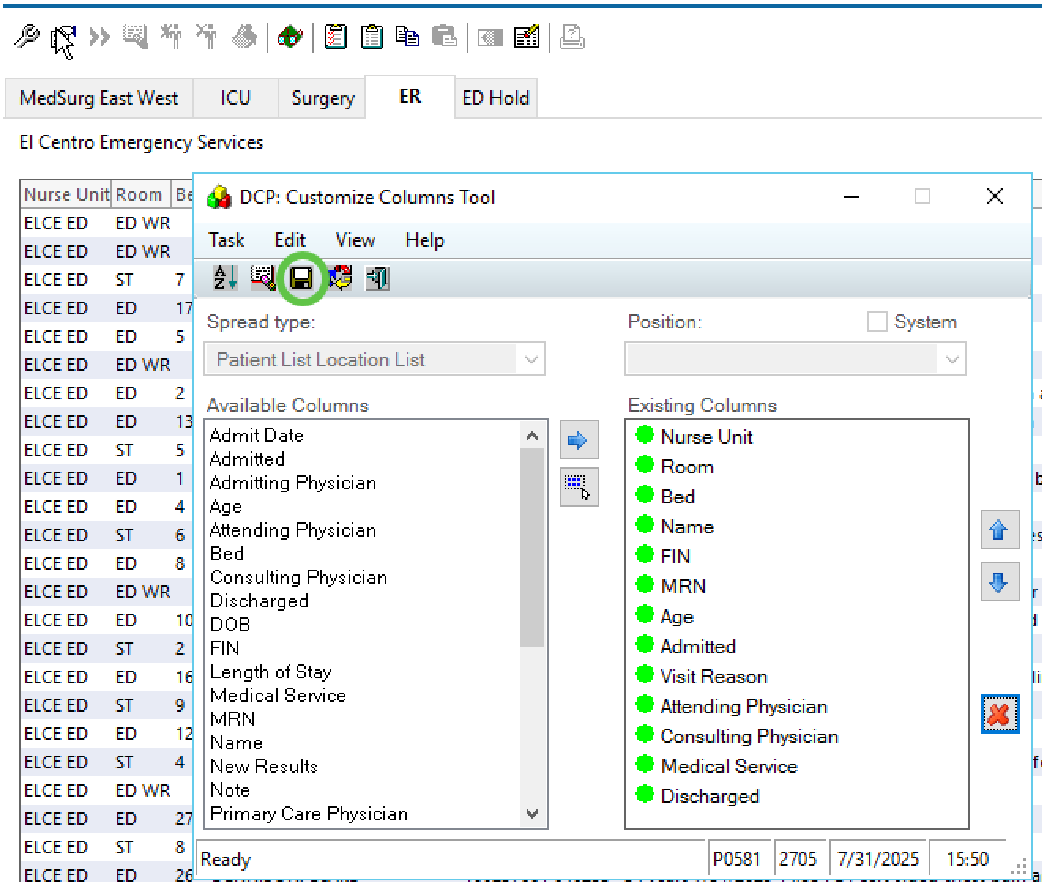
Only see the patient's assigned to you vs all patients available on the list (Select Attending Physician + Consulting Physician).

Patient List Customization: CUSTOMIZE COLUMNS TOOL

To customize the way in which the information on the patient list displays, such as the order of the columns or discharge date, click on the Customize Columns Icon to the right of the Wrench and Properties icons.



- The right side of the customize columns tool shows available data columns. The left side of the tool is what will display on the Patient List.
- Select any available columns option and click on the middle arrow to move over to the Existing columns. To remove an option from your patient list display, select it from the Existing Columns and click the red **X**.
- The order of the columns in your patient list may also be customized with the two blue arrows on the right side.

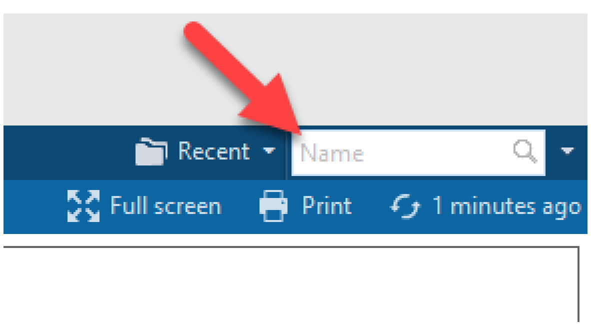


Click the floppy disk to save changes. Then, close the Customize Columns Tool window.

- Each Patient List is individually customizable, so the customizations made will only display for the specific patient list in which you were viewing when Customize Columns icon is selected.

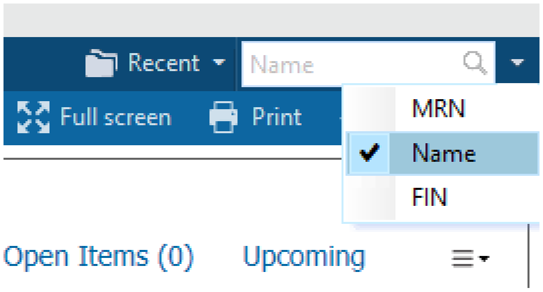
Search a Patient

Located in the top right search bar.

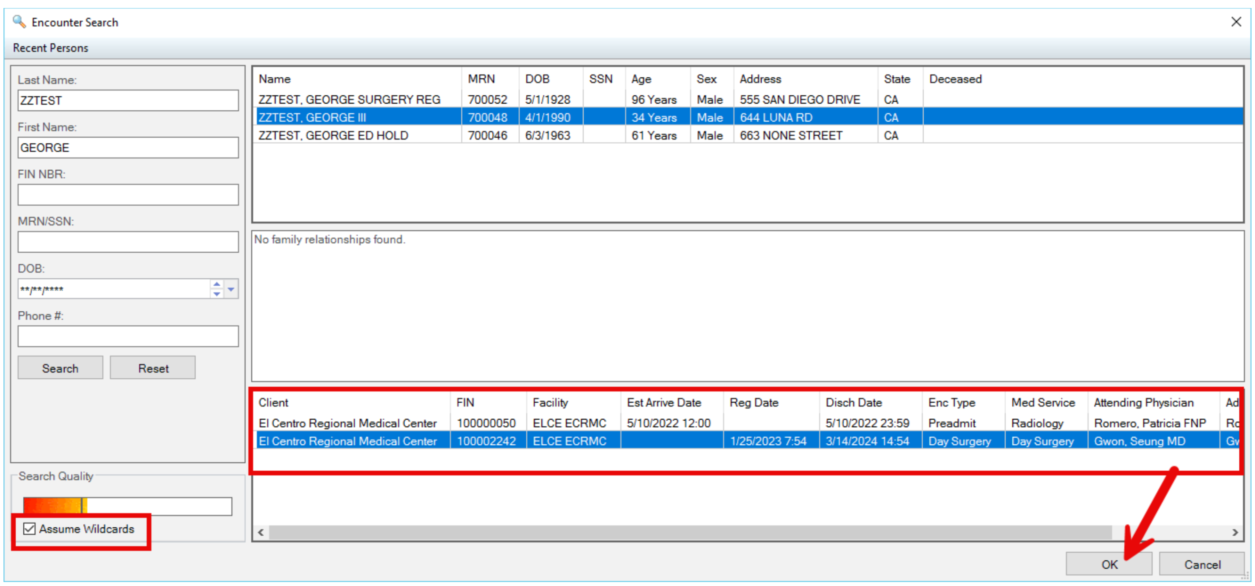


Select the right drop down arrow to display ways to search for your patient. It will default the search to "Name". If desired, select from the search option and your selected method will appear in gray in the search bar. You my now search by that method.

(e.g.: MRN, NAME, FIN)



-When searching **less is more**, make sure to check the assume wildcards box to broaden your search, if searching by patient name. Ensure to select the correct encounter, then OK.



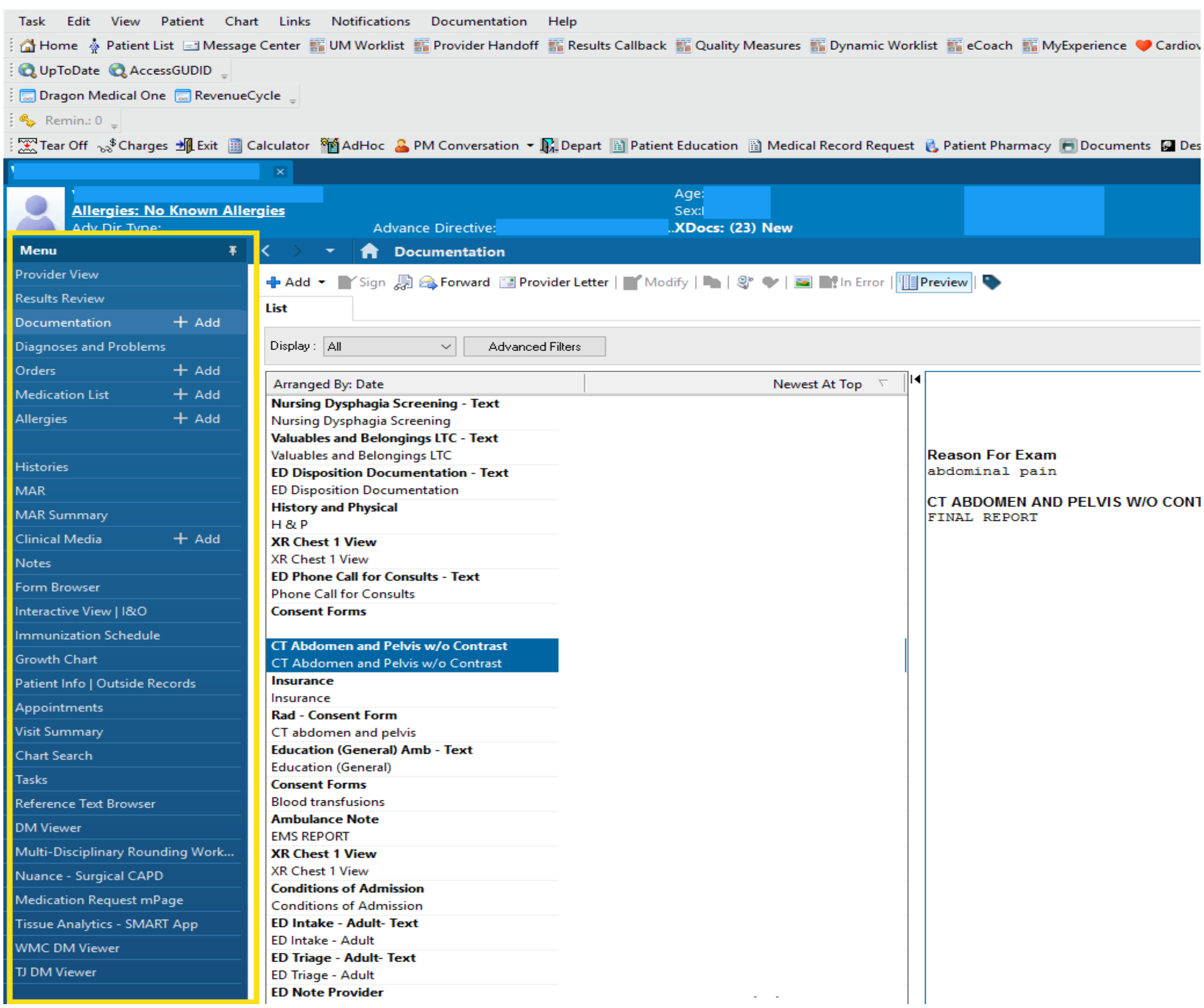
Navigating in PowerChart

Navigation with dark Menu (aka Mpage)

Once a patient is selected from patient list or Patient search, the dark menu can be used to easily access any information in that patient chart.

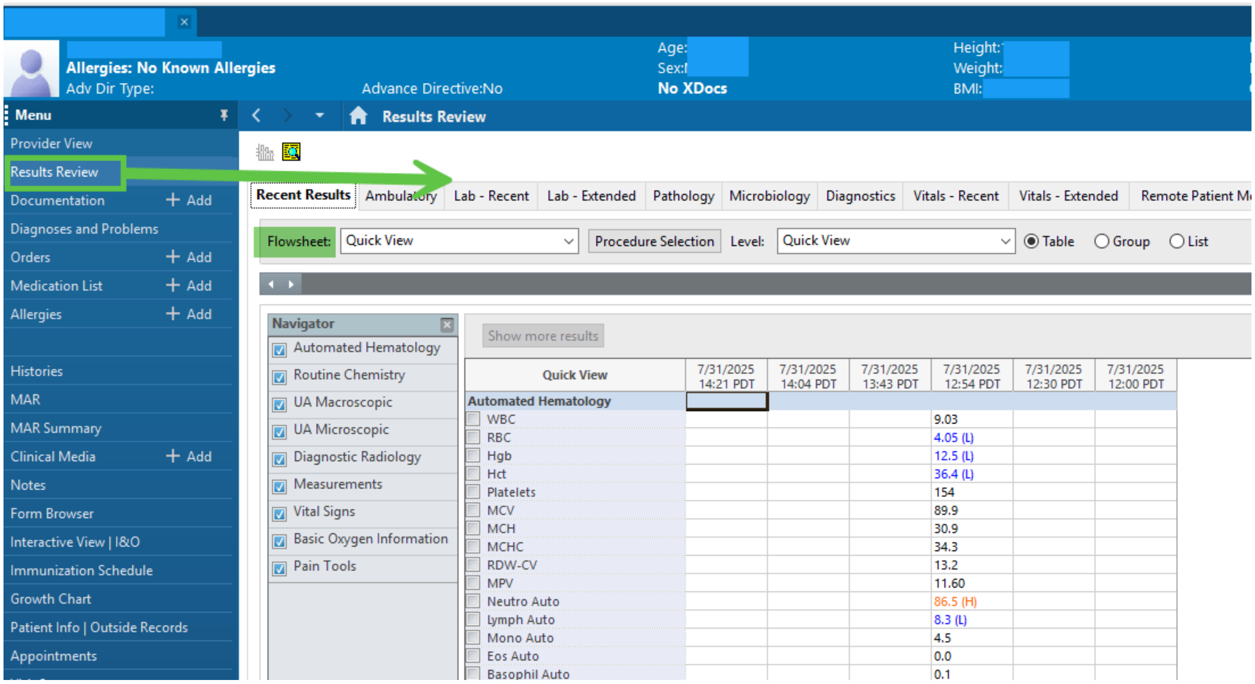
- Provider View -overall snapshot of patient chart, view customizable.
- Results Review – Access to lab, VS, nursing documentation, diagnostics

- Documentation – Access to all provider documentation as well case management, speech, PT, OT, outside records and certain nursing documentation
    - Clinicians can view radiology images by clicking once on the exam and right click radiologist document → view image
    - Areas of MPage with same documentation, different view
        - Notes – same documentation but can view/sort notes by encounter, date, etc.
        - Form Browser – same documentation but only Nursing and Ancillary departments
- Diagnosis and Problems – current diagnosis and medical history (past diagnosis/problems)
- Orders
- Medication List – current visit medications & home medications
- Histories – Family history, social history, pregnancies, procedures
- Interactive View | I&O – main area of nursing documentation

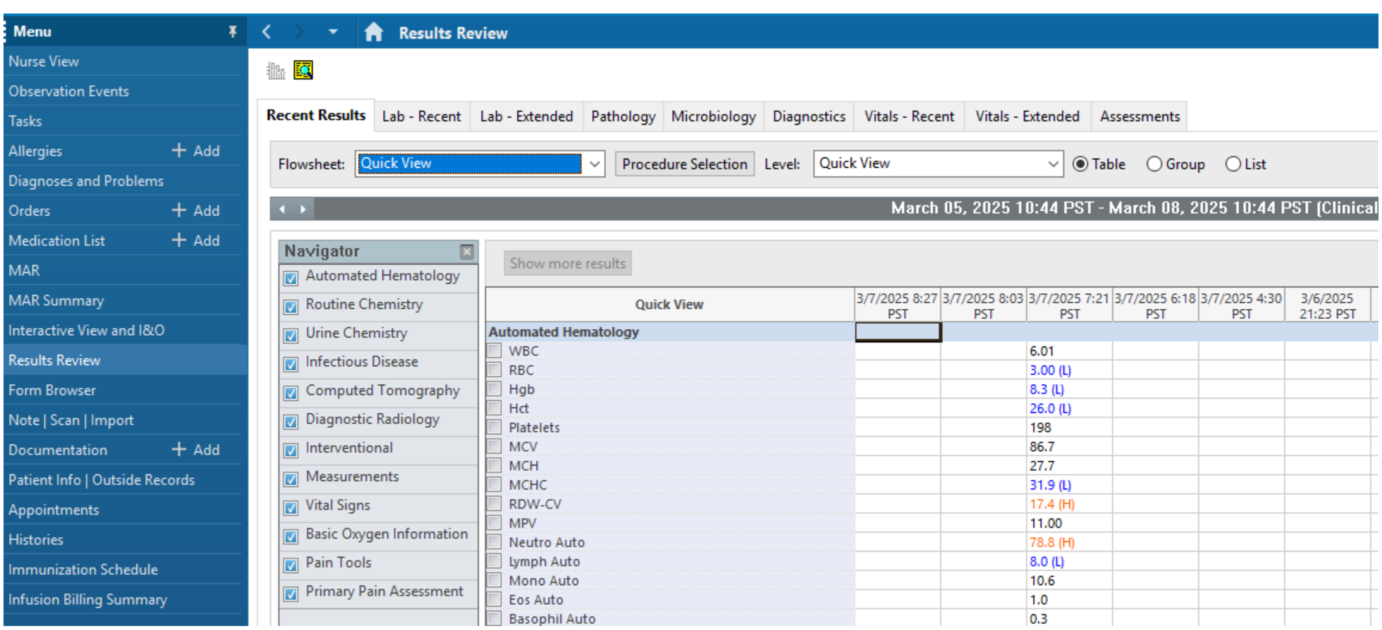


Results Review

Click on **Results Review** from the dark menu of selected patient chart.

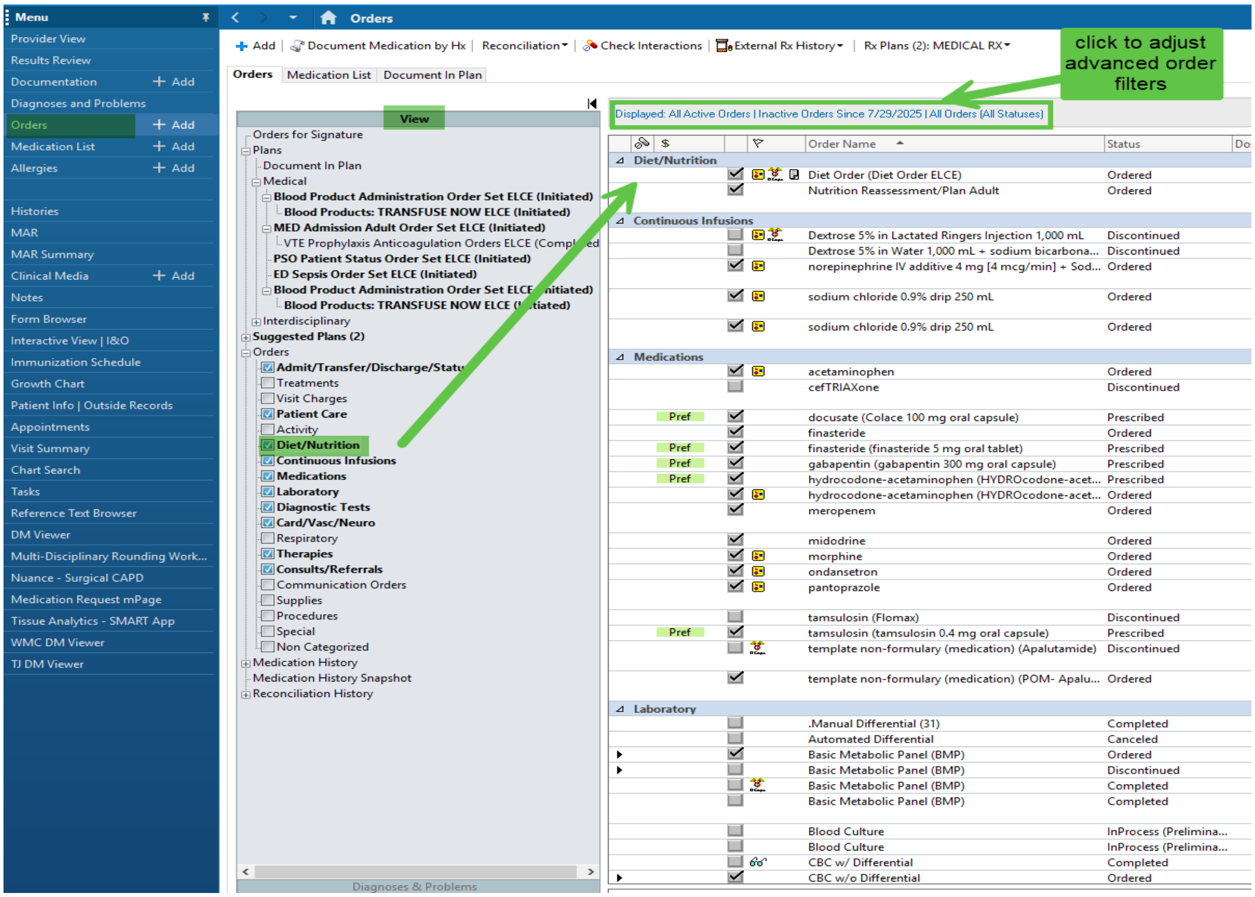


- Tabs in Results Review screen allow for streamlined filtering of data
- Adjust the filter settings from any tab (Flowsheet dropdown option or select only specific checked items in Navigator) to view specific result categories.
- Right click on the date range dark grey bar to adjust the timeframe.
- Nurse documentation is found in the Assessments tab

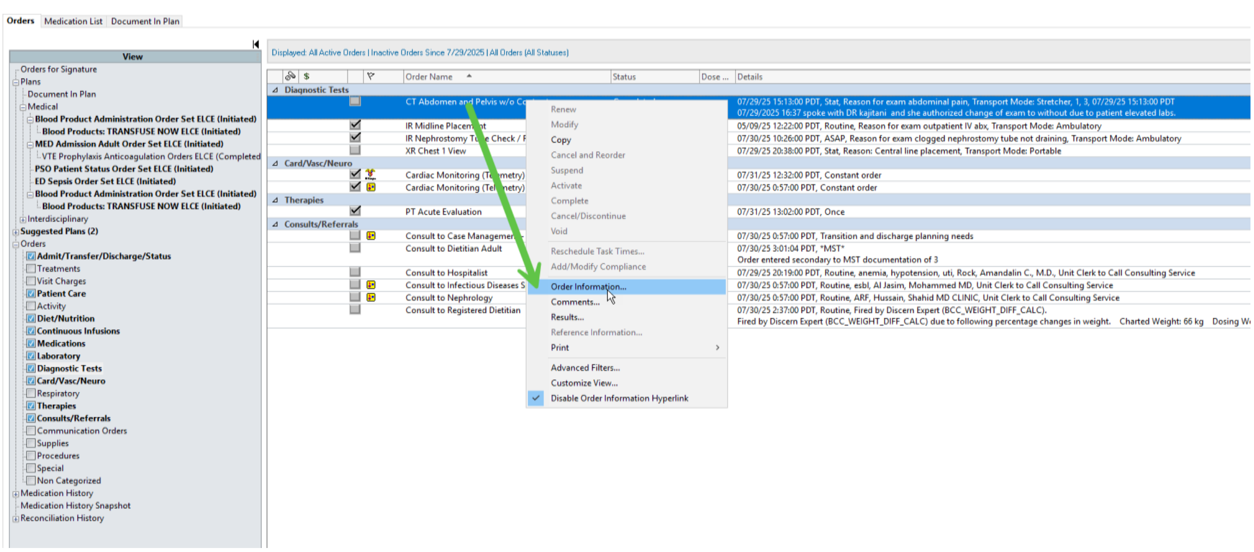


Orders

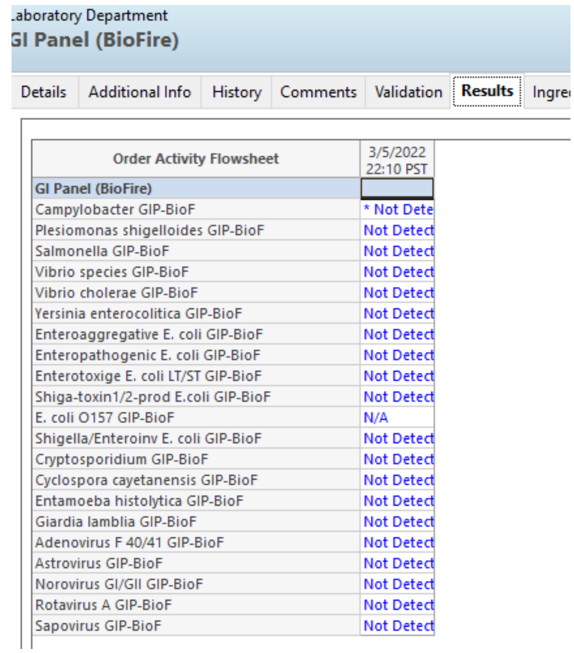
Click on Orders to see current orders for that patient. Any bold words in View, can be clicked to scroll directly to that order category.



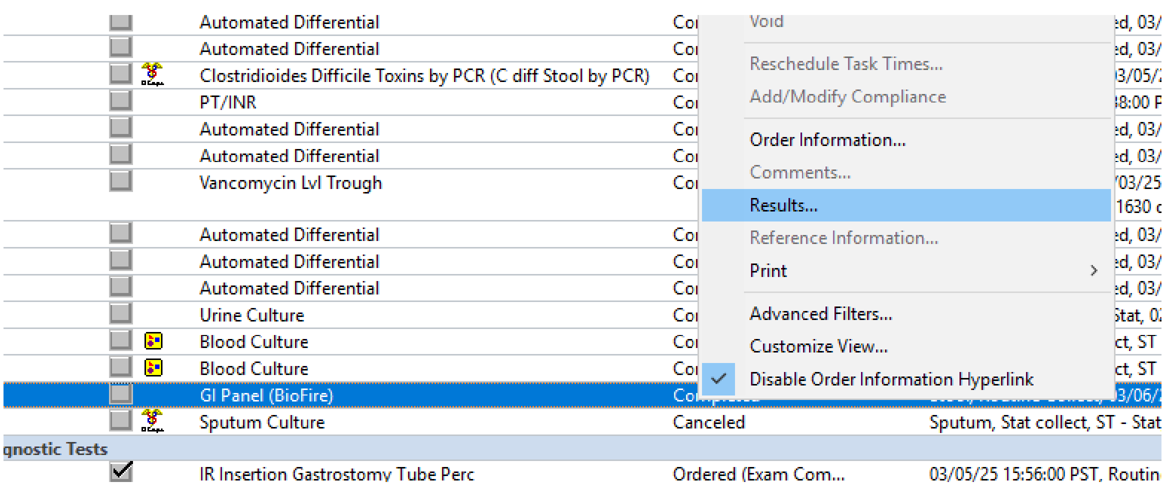
Order Information (such as ordering provider or order comments) can be found by right clicking on any order and selecting Order Information.



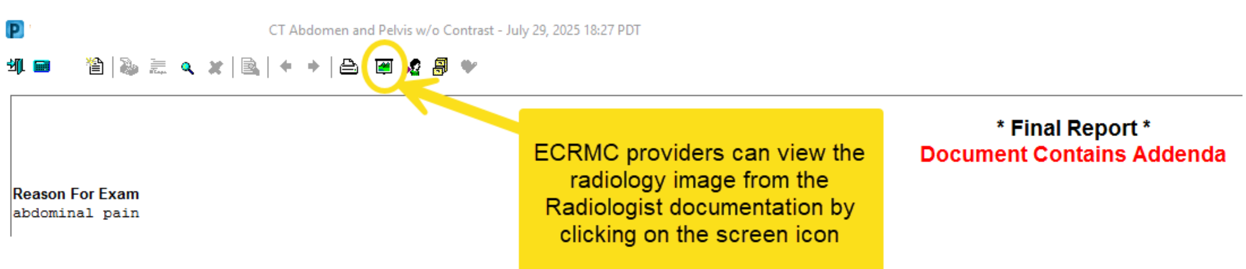
- Details – displays date/time of order & ordering provider
- History – details when order was signed, modified, completed
- Comments – specific notes form ordering provider or nurse
- Results – displays/links to lab results, radiology report, ekgs



Also able to right click on the order to sort directly to **Results** tab

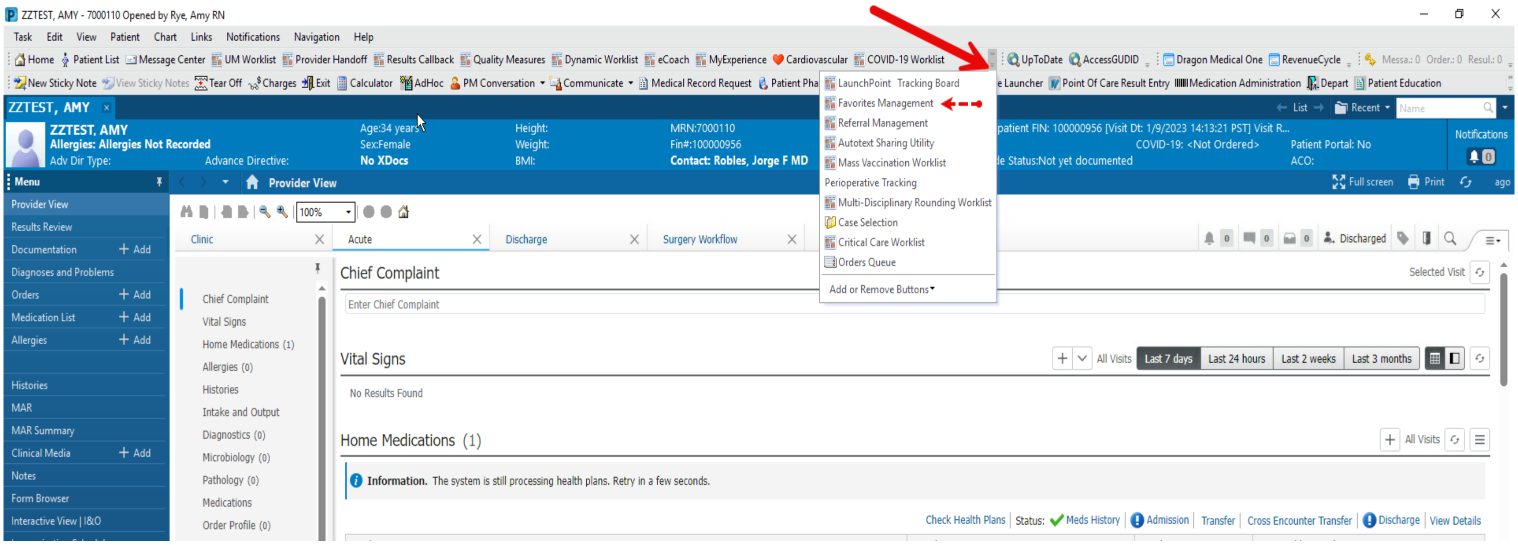


Radiology Images are viewable from *View Images* icon after clicking on the medical Imaging result

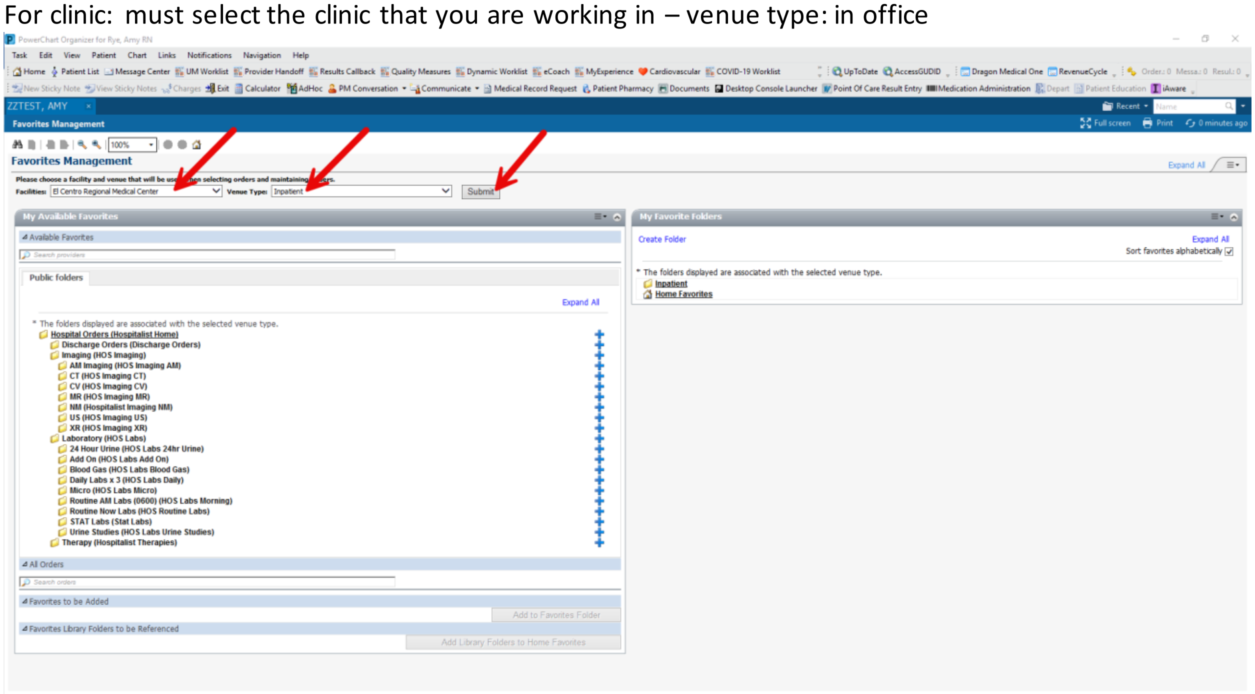


Favorites Management: Orders & Documentation

Click on the tiny carrot  located on your gray toolbar. Then click Favorites Management button



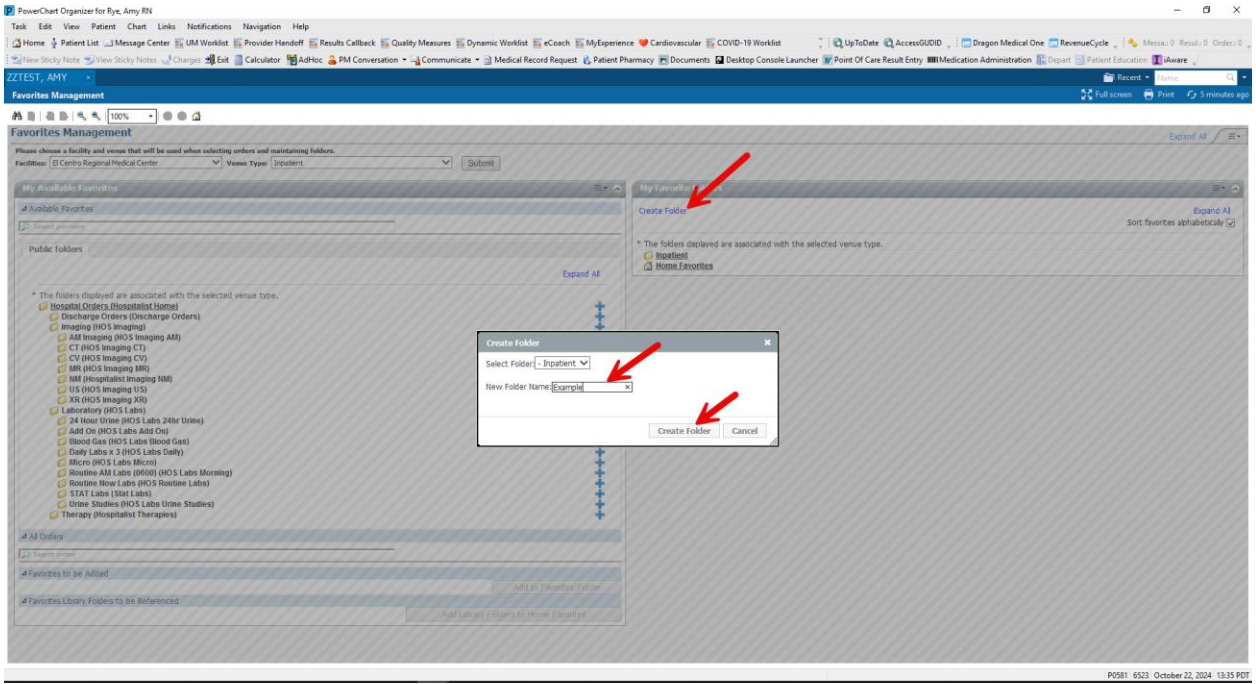
Set facilities, select El Centro Regional Medical Center –venue type: inpatient (also for surgery)
For clinic: must select the clinic that you are working in – venue type: in office



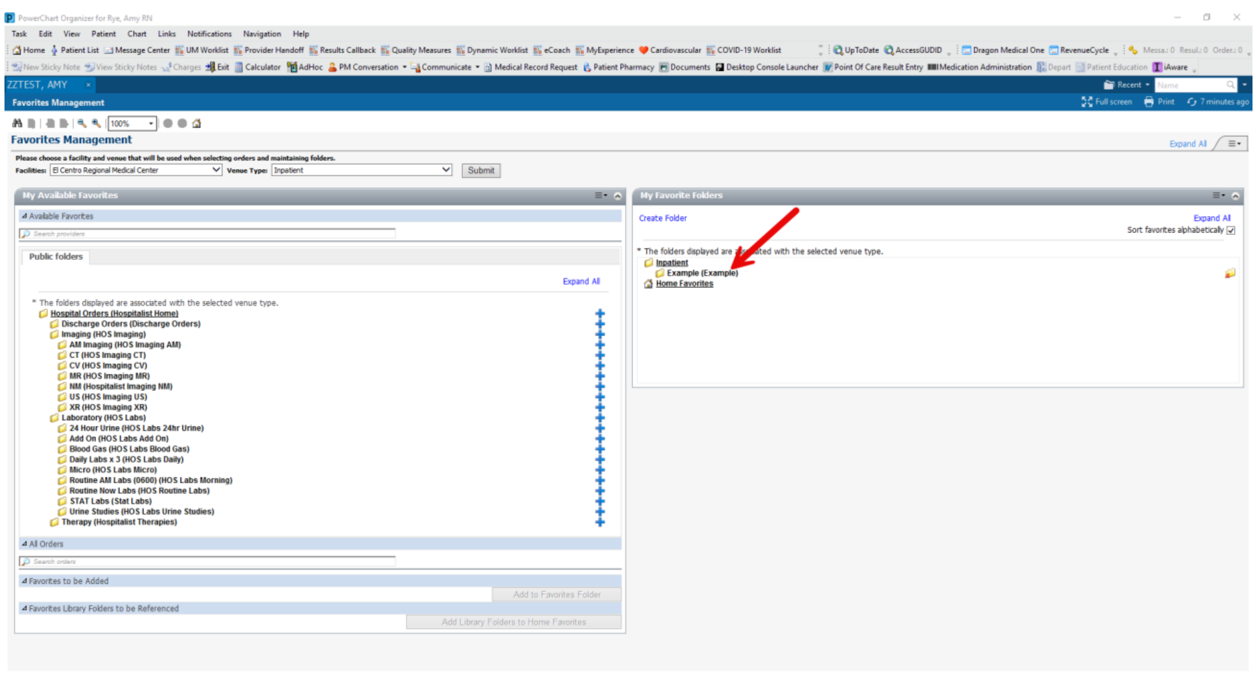
Now create a favorite folder. Listed folders that you see are defaulted folders.

Click create folder, drop down you will select where you want this folder to save to. For example, surgery choose inpatient, for clinic providers choose ambulatory, etc.., add in folder name.

-click create folder.

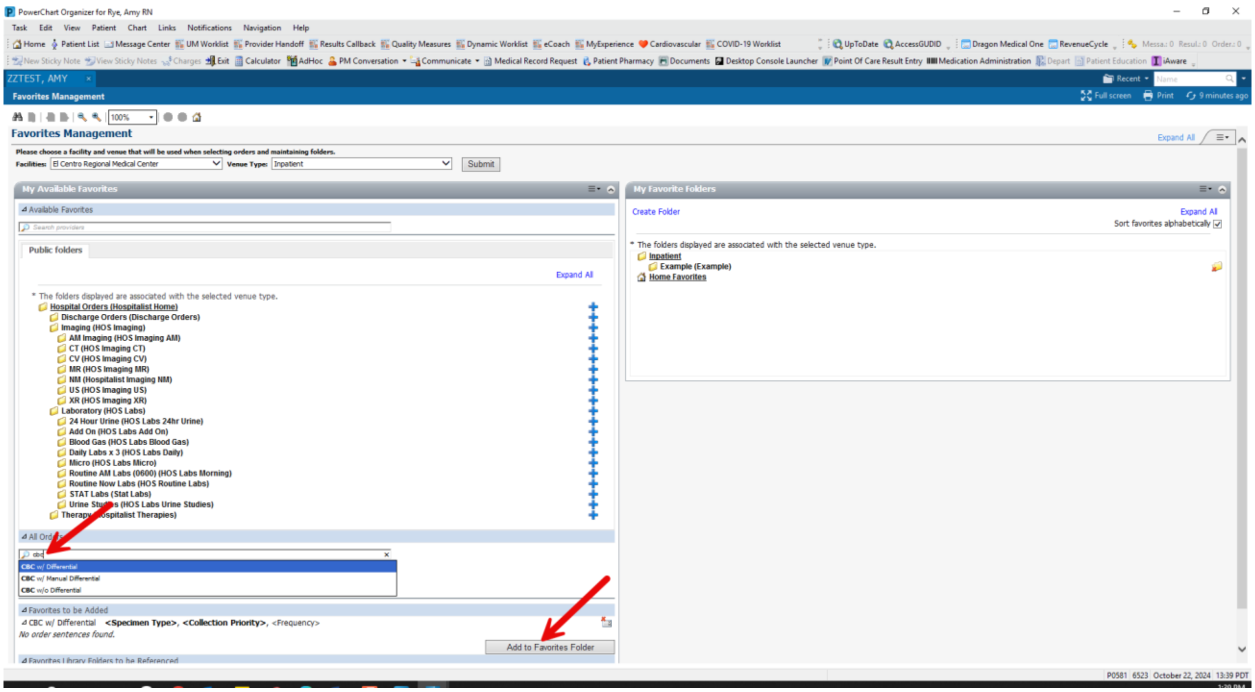


Folder will now be under “My Favorite Folders”



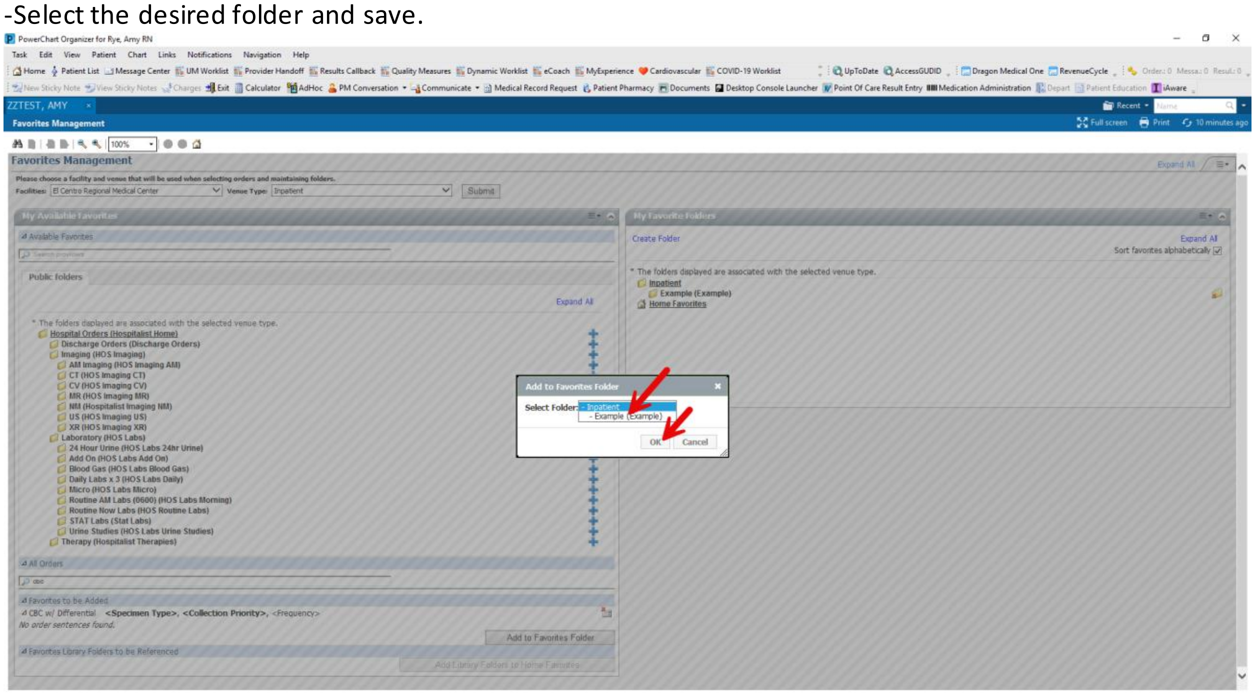
MANAGING ORDER FAVORITES:

- On the left side of the screen, at the bottom search bar you can search example: CBC, order sets etc...

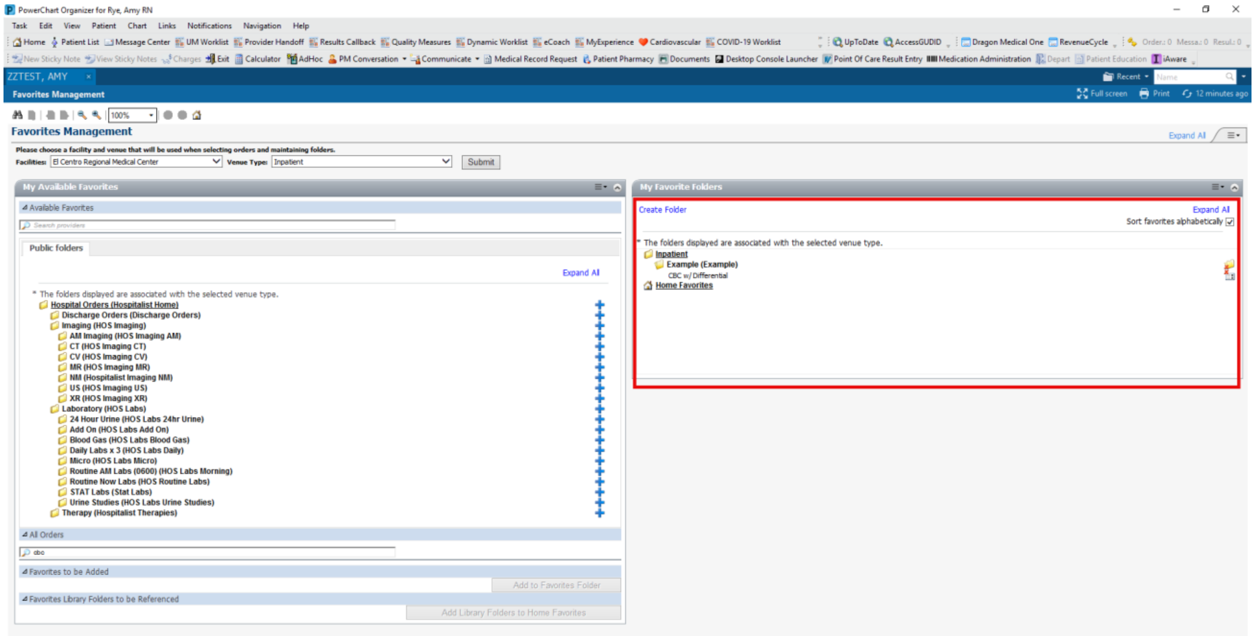


- Click add to favorite's folder.

-Select the desired folder and save.



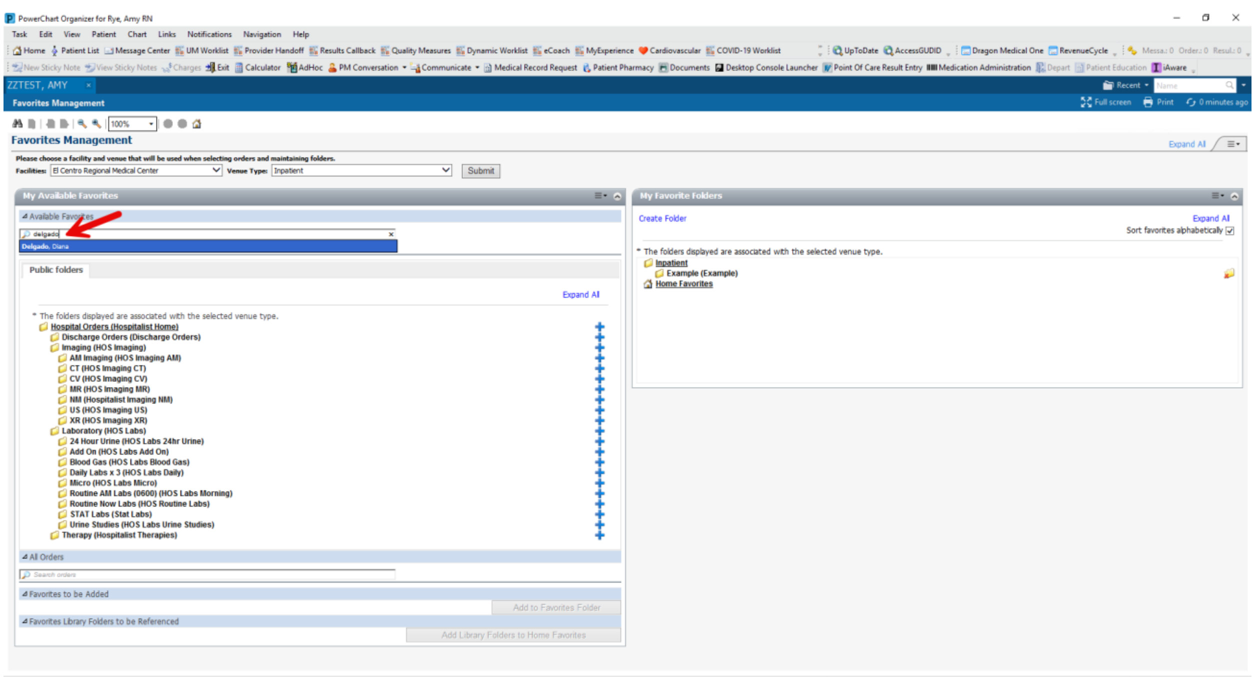
You will now see the saved orders in the folder chosen.



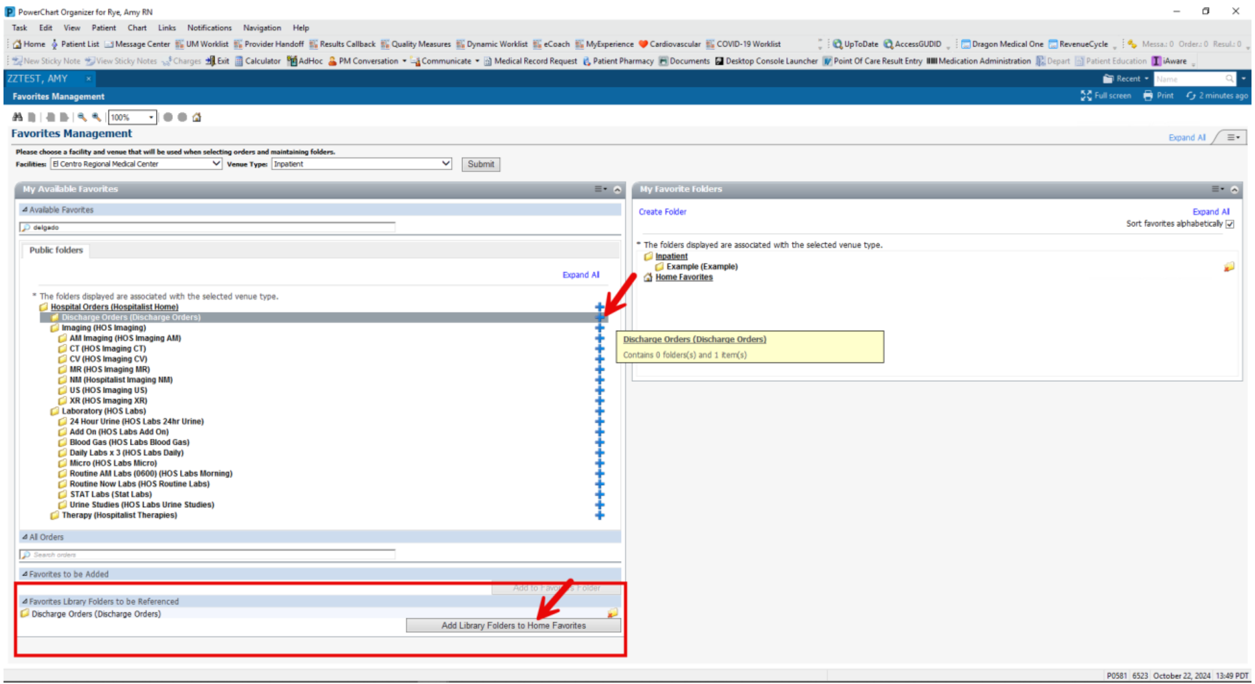
Note: T means today's date, N means now (current time). It will auto-populate those values.

TO COPY FAVORITES from other users:

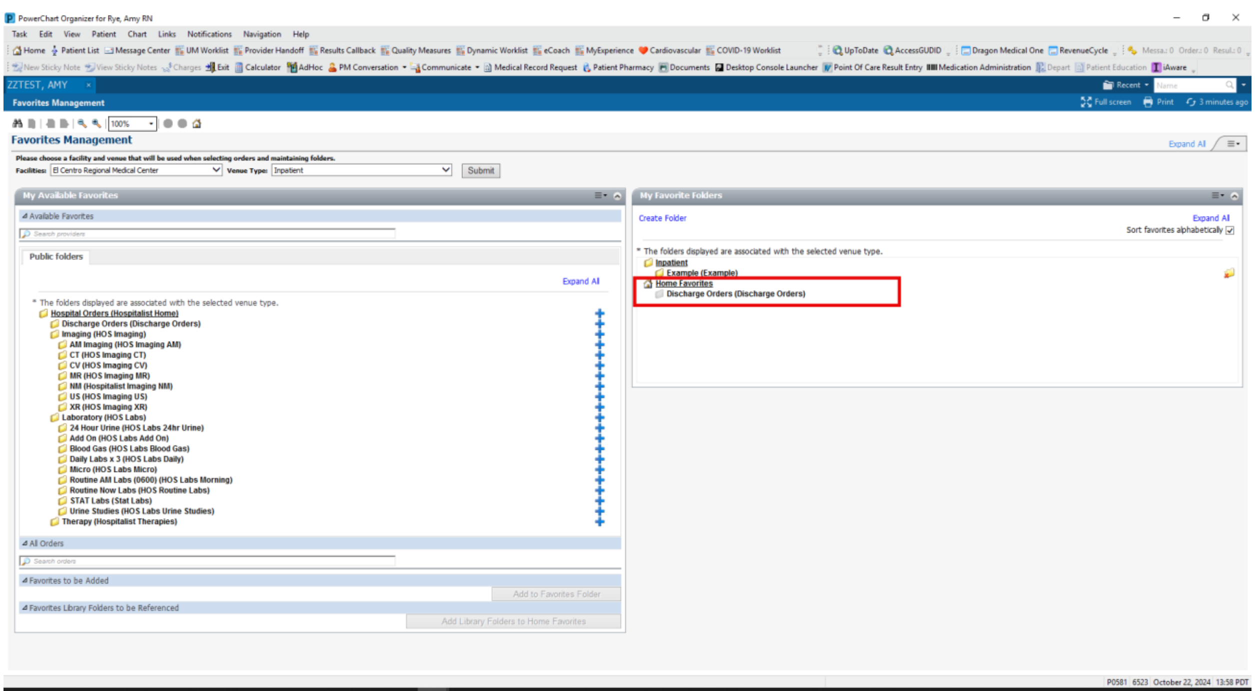
In search bar type in user's last name, select user you want to copy from.



Here you can highlight what you want to copy. Click plus sign.



Click "Add Library Folders to Home Favorites" button. This will add it to your favorites.

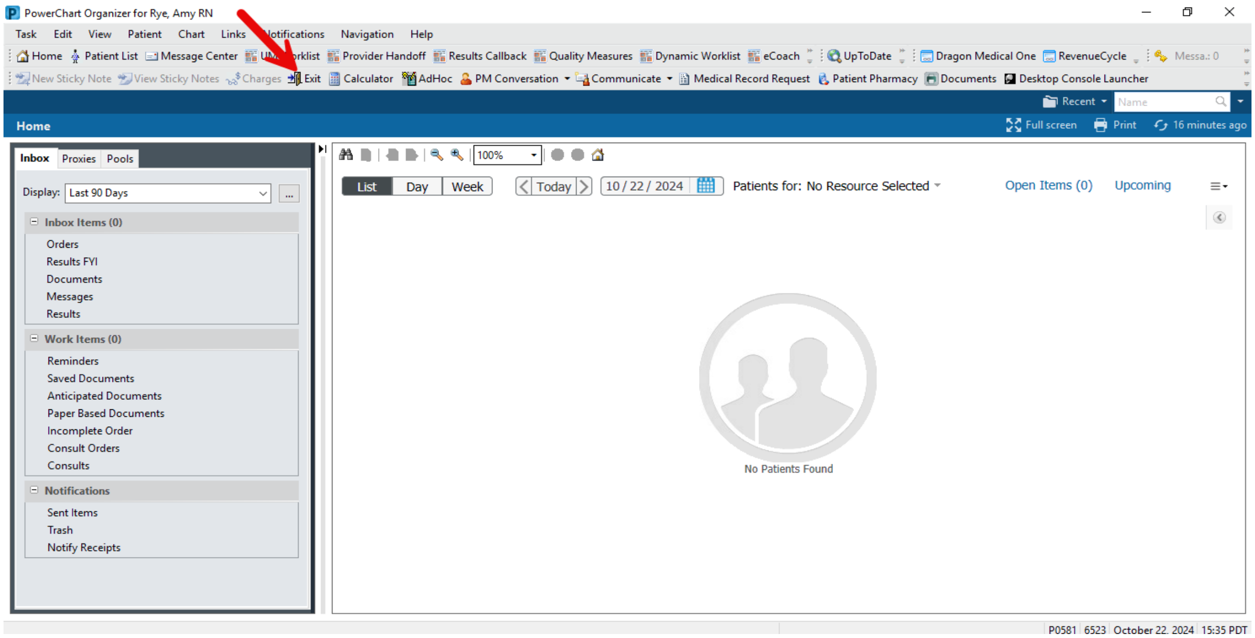


WHEN EXITING POWERCHART:

Use the Exit "door" button 

. Do not use the X at the top right to close the browser.

- This button will prompt you to review any unsaved changes, if any, and prevent the loss of unsaved documentation and customizations



- You may lose unsaved documentation and will lose customizations