MADIGAN ARMY MEDICAL CENTER

MHS GENESIS

DEPARTMENT OF DEFENSE
MHS GENESIS MILITARY HEALTH SYSTEM
Modern. Secure. Connected.

Informatics Dept

MHS GENESIS

Tip Sheet

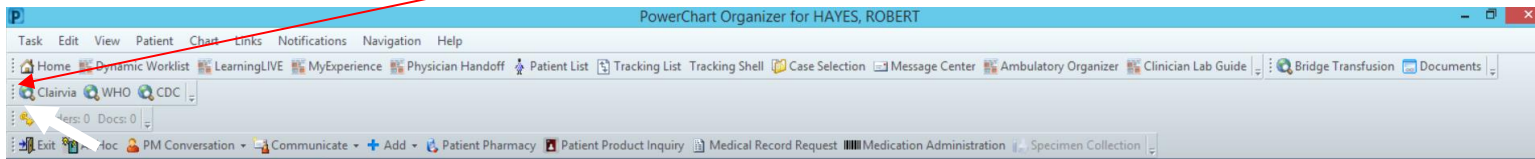# Customizations in Message Ctr & PowerChart (All Staff)

as of 17 Oct 2018

All patient person data used within MHS GENESIS training materials and associated courseware is fictional. Therefore, no protected health information (PHI) or personally identifiable information (PII) is contained within these materials and associated courseware.
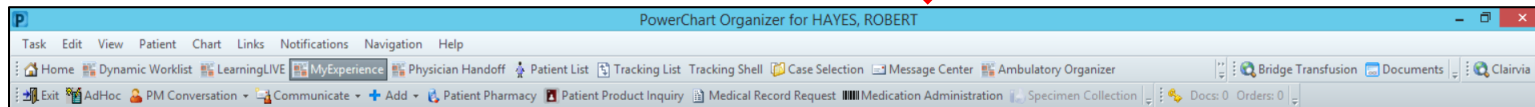
Audience: All Staff

PowerChart Toolbar Organization

1. Rearrange Toolbar by hovering over the [⋮] in the Toolbar, left-mouse clicking and dragging the icons to rearrange the rows
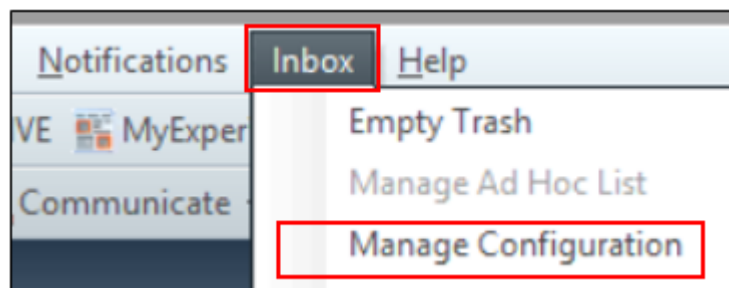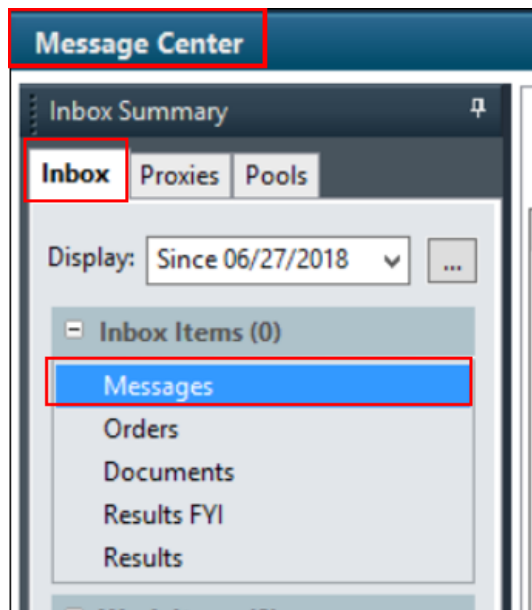

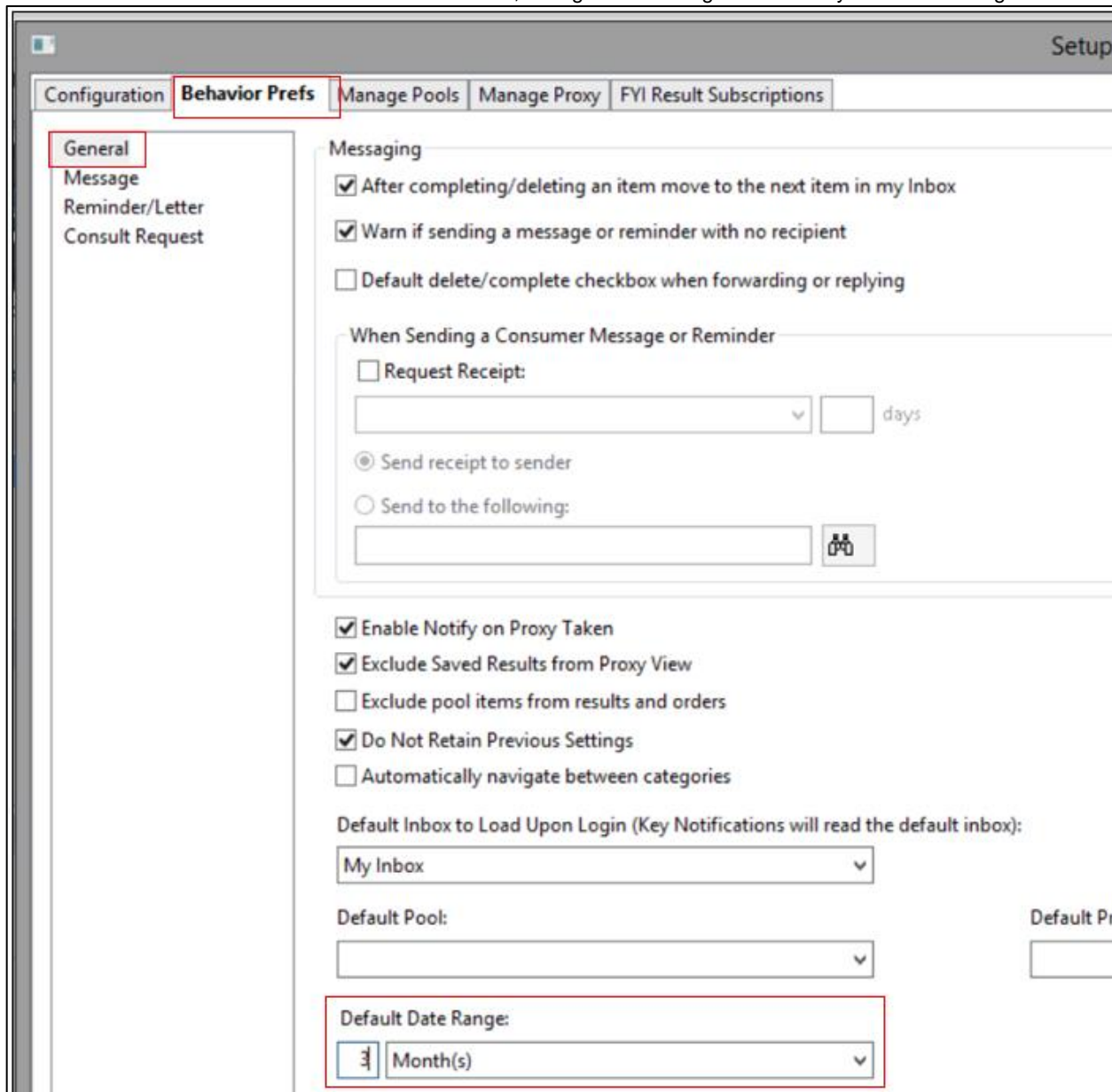2. Rearrange from 4 toolbars to 2 to increase chart visibility

Message Center Configurations

3. Select **Message Center Inbox,** select **Messages**
4. Select the **Inbox** drop-down and select **Manage Configuration**

Customizations in Message Ctr & PowerChart – Continued

5. Select **Behavior Prefs** and in the **General** section, change default range from 30 Days to desired range
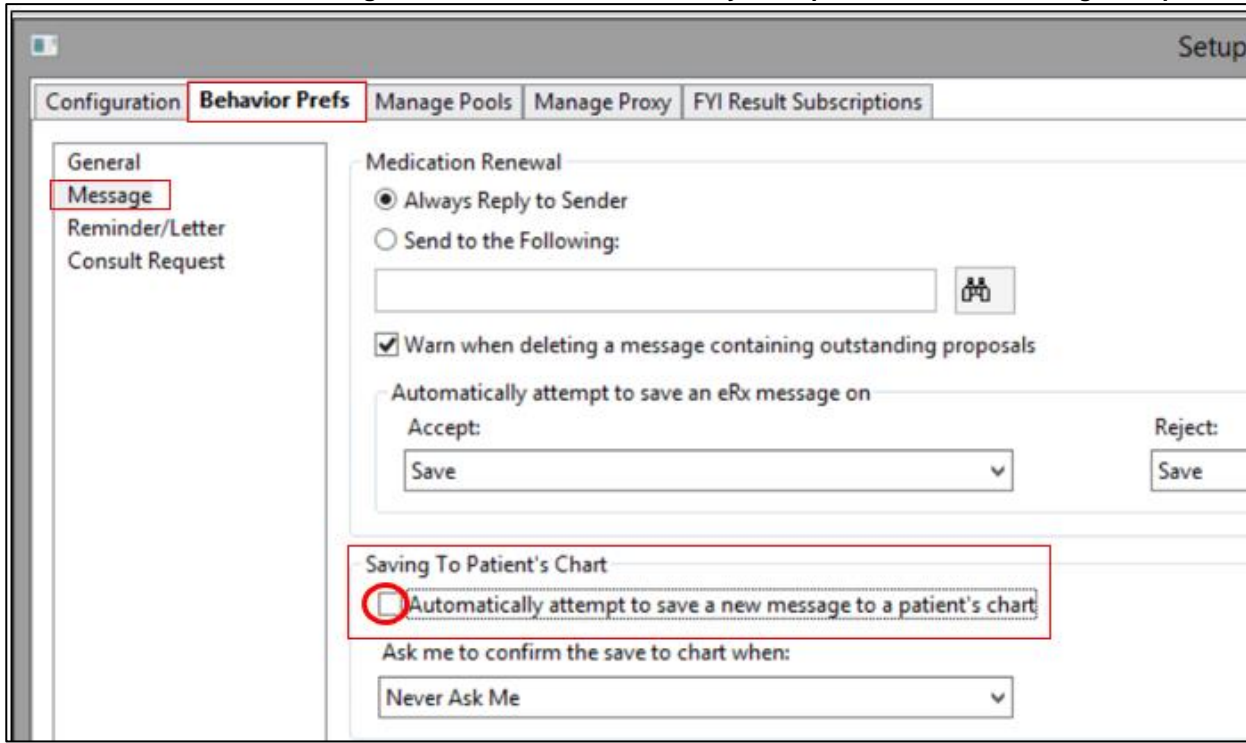
			Setup

Configuration | **Behavior Prefs** | Manage Pools | Manage Proxy | FYI Result Subscriptions

General
Message
Reminder/Letter
Consult Request

Messaging

☑ After completing/deleting an item move to the next item in my Inbox

☑ Warn if sending a message or reminder with no recipient

☐ Default delete/complete checkbox when forwarding or replying

When Sending a Consumer Message or Reminder

☐ Request Receipt:

[   ] ˅ [   ] days

◉ Send receipt to sender

○ Send to the following:

[   ] 🔍

☑ Enable Notify on Proxy Taken
☑ Exclude Saved Results from Proxy View
☐ Exclude pool items from results and orders
☑ Do Not Retain Previous Settings
☐ Automatically navigate between categories

Default Inbox to Load Upon Login (Key Notifications will read the default inbox):

My Inbox ˅

Default Pool: Default Pr

[   ] ˅   [

Default Date Range:

[3] Month(s) ˅

Customizations in Message Ctr & PowerChart – Continued

6. Under **Behavior Prefs, Message** section, unselect **Automatically attempt to save a new message to a patient's chart**

Workflow Labs display and Tagging

1. Select **Labs** from the Physician Workflow
2. Select **Display: Facility Defined View**
3. Select all of the categories as desired
4. Select **Apply**. This will increase your ability to Tag lab values to documentation

Customizations in Message Ctr & PowerChart – Continued

<u>Default & Personal Document Types and Favorite Templates-PROVIDER</u>

1. Select "**Select Other Note**" from the Workflow, (or **Documentation +Add** from the **Dark Menu** (TOC))
2. Select **View**>>**Customize** from the **View** drop-down
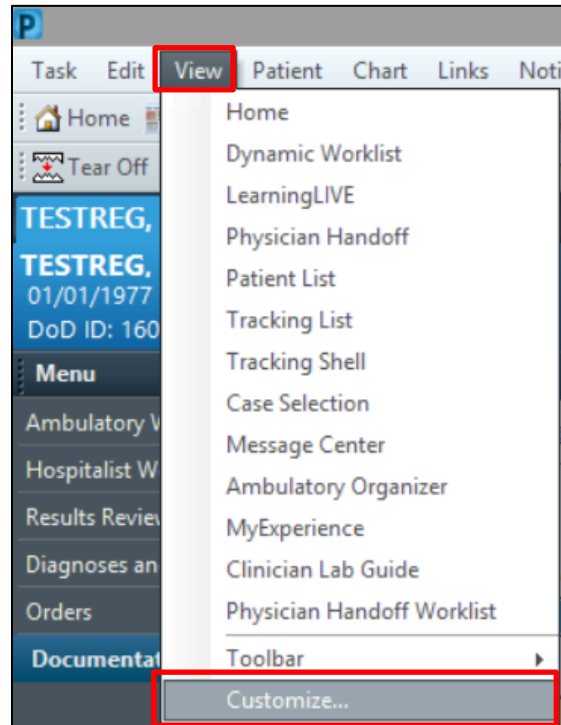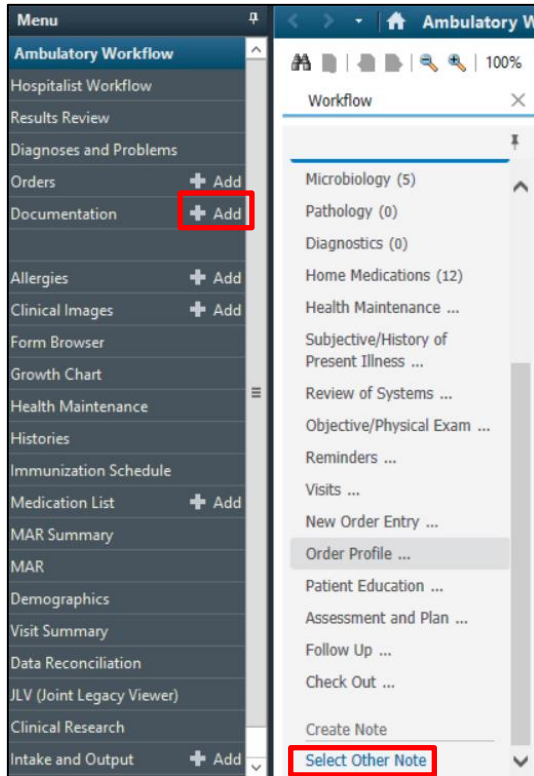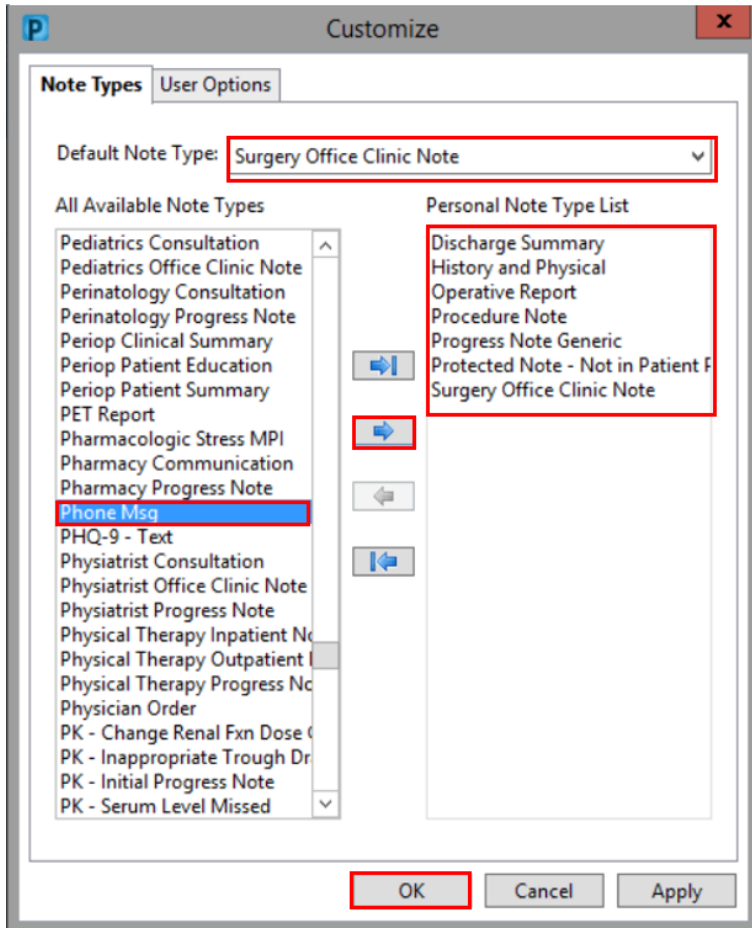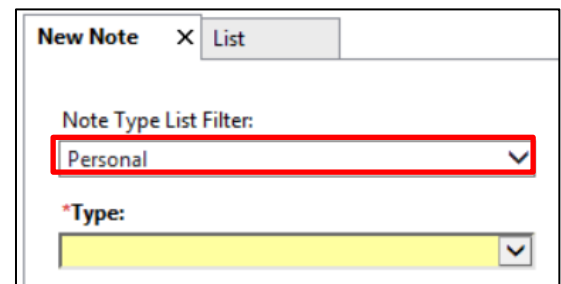
MADIGAN ARMY MEDICAL CENTER

MHS GENESIS

Customizations in Message Ctr & PowerChart – Continued

3. Designate the **Default Note Type** from the Drop-Down list (in this case, the 'Surgery Office Clinic Note').

4. To add more notes to the **'Personal Note Type List**,' select one and hit the highlighted arrow [>] to move Note Type to **Personal Note Type List**

5. Select **OK**

6. Select **Personal** under the **Note Type List Filter** on **New Note** and note will display in your **Default** and **Personal Note Types**


7. To add templates to **Favorites**, from the **All** tab choose the desired **Templates** by selecting the star ⭐ to move them to **Favorites;** select **Favorites** tab to view all Favorites
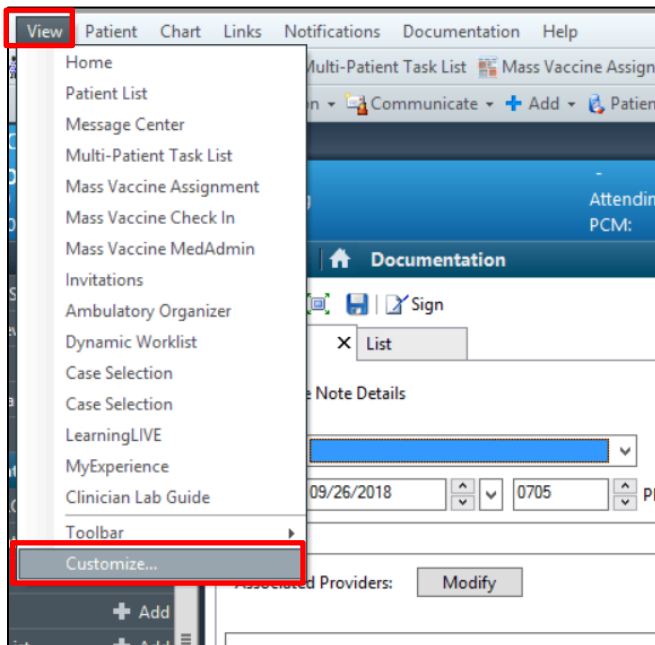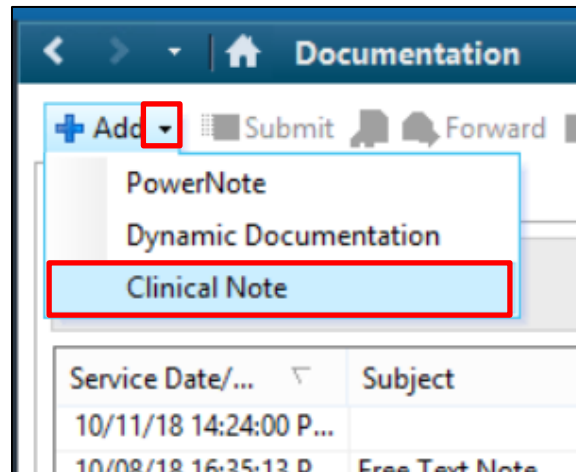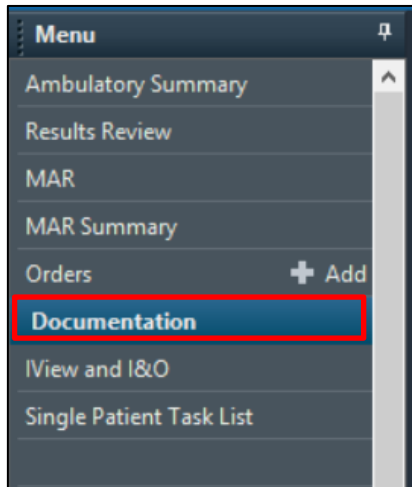

5

MHS GENESIS

Customizations in Message Ctr & PowerChart – Continued Continued

Default Document Types and Templates-NURSE-Clinical Note

8. Select "**Documentation"** from the **Dark Menu**/TOC.

9. Select "Add arrow **✚ Add ▾** >> **Clinical Note** (or other note format used)

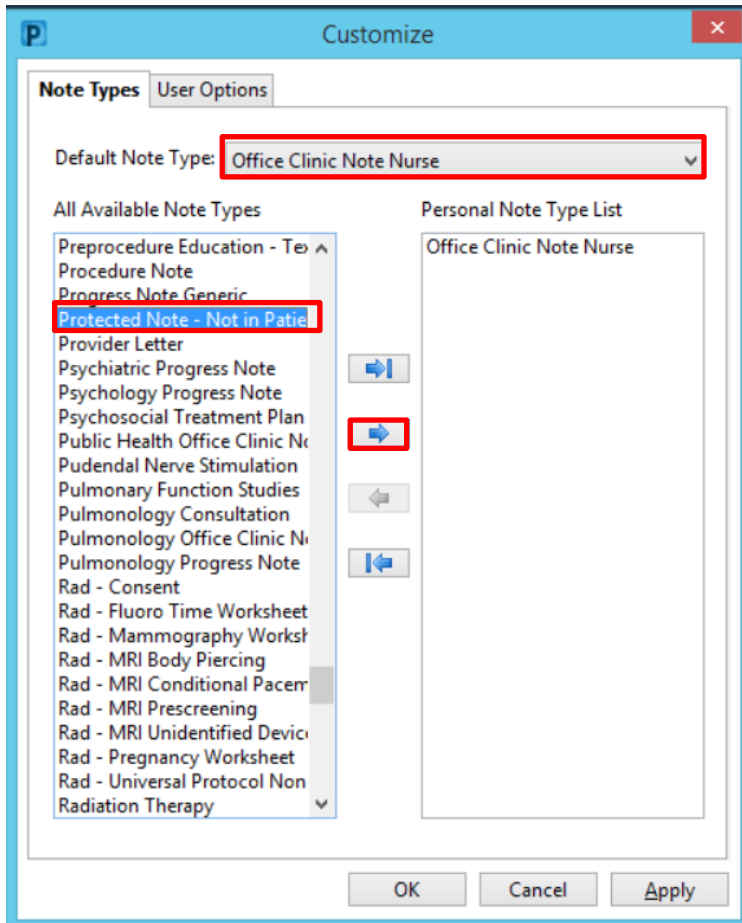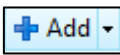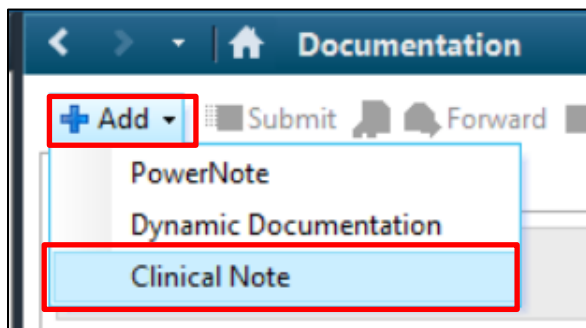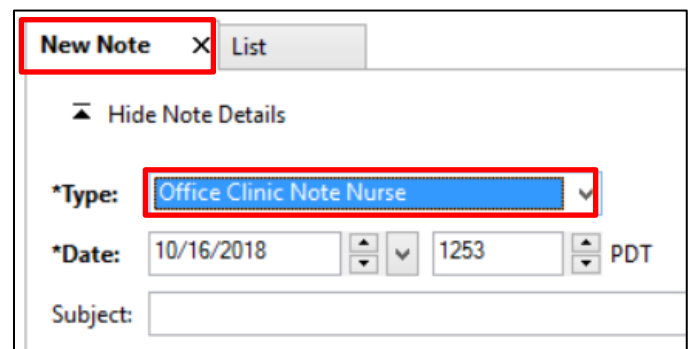10. Select **View** >> **Customize** from the View drop-down.

Customizations in Message Ctr & PowerChart – Continued

11. Designate the Default Note Type from the Drop-Down list (in this case, the "Office Clinic Note Nurse').

12. To add more notes to the **'Personal Note Type List**,' select one and hit the highlighted arrow [>] to move Note Type to **Personal Note Type List**

13. Select **OK**

14. When Finished Customizing Note Types- Select [+ Add ▾] >>**Clinical Note**,

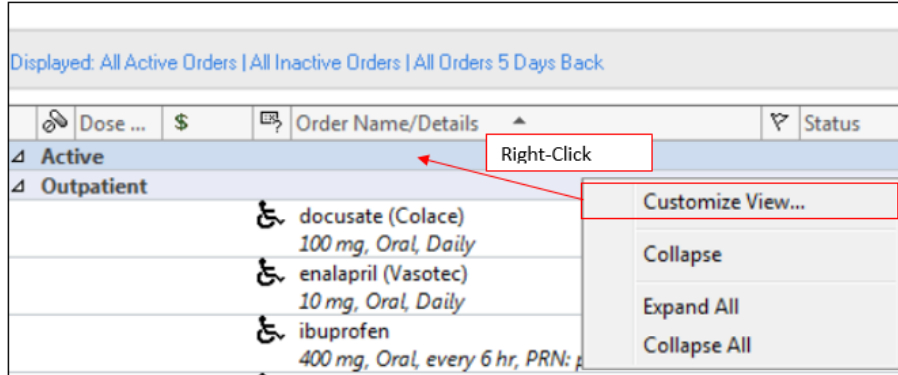15. **New Note** will populate with Default Document Type (Office Clinic Note Nurse- in this case)

Customizations in Message Ctr & PowerChart – Continued

Customize Order View Details and Orders Displayed

1. To customize preferences, in Orders module right-click on the blue order details header, select **Customize View…**

2. Select desired columns from **Available Columns** and click **Add** to move to **Selected columns**; select unwanted columns from **Selected columns** and click **Remove**
3. Multi-Select is also enabled on this screen with Ctrl + or Shift + key selection
4. Use fields at the bottom of the screen to **Select how you want to group & sort orders**

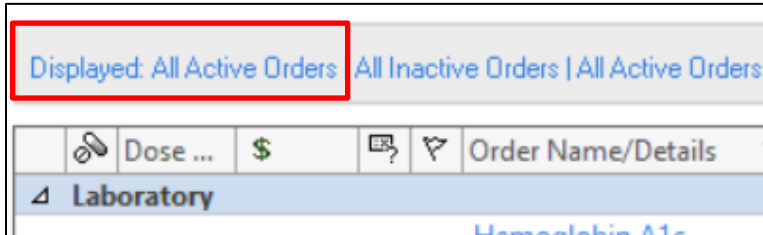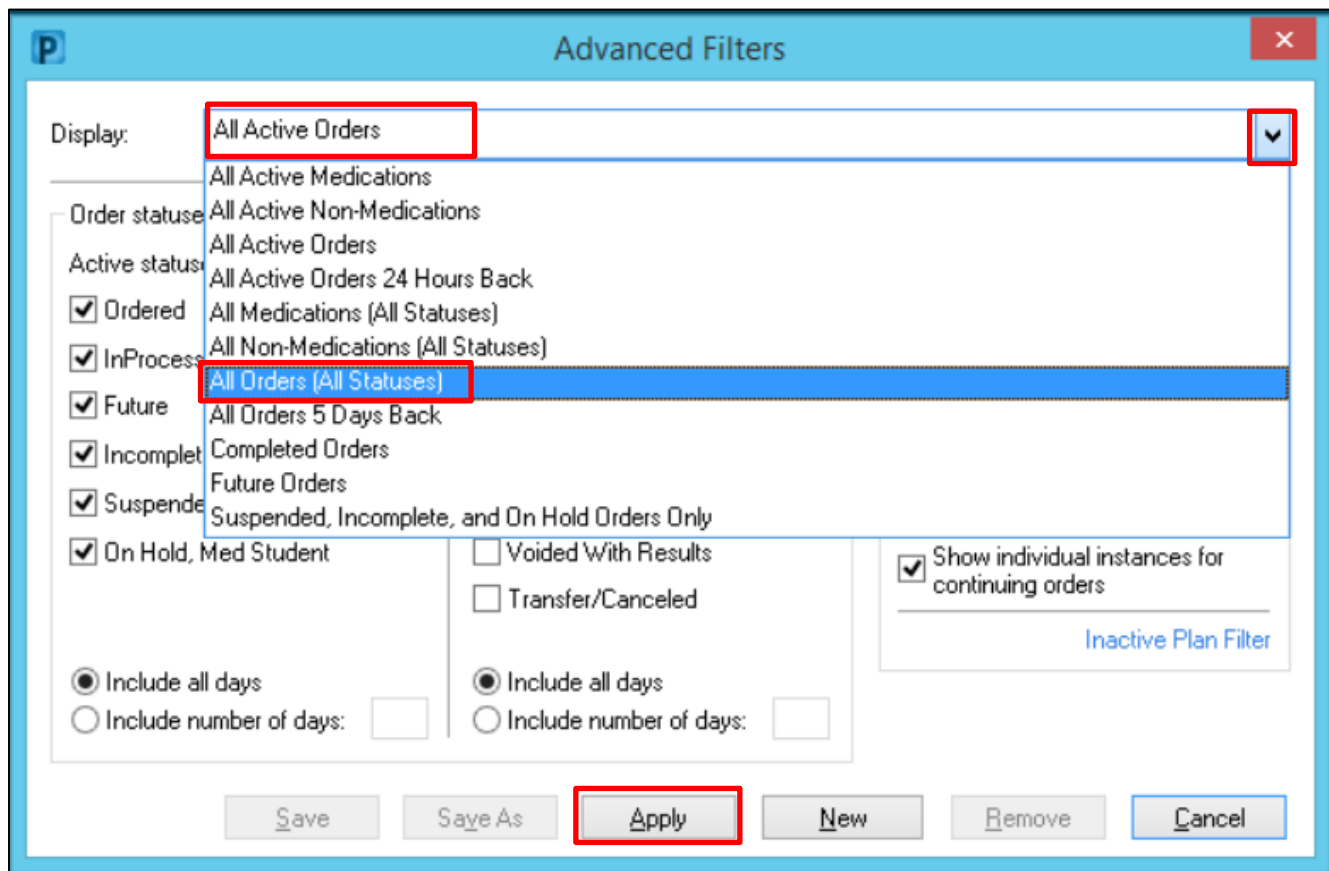**Note**: User preference to selection or clinic preference/protocol to selection
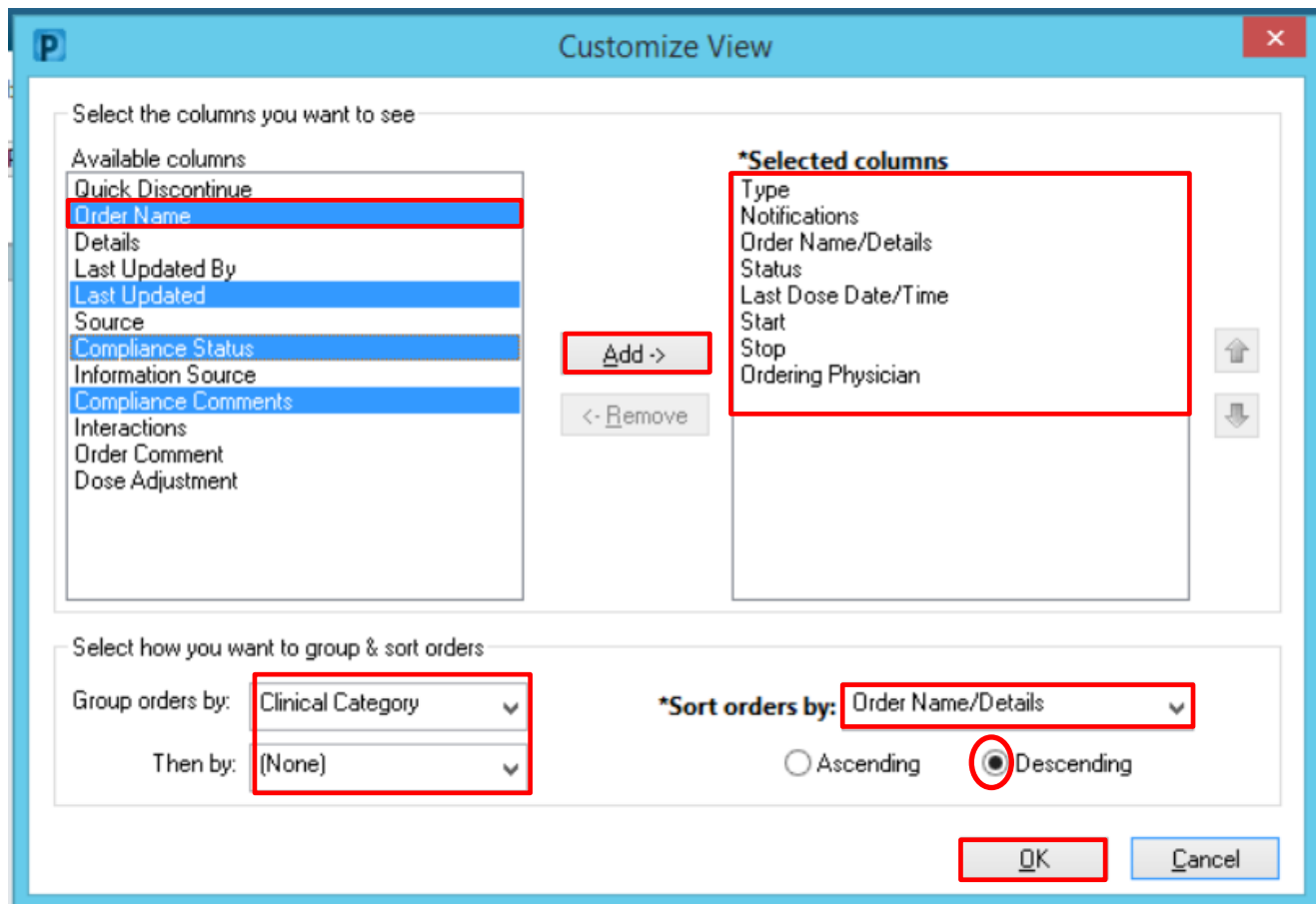
MHS GENESIS

Customizations in Message Ctr & PowerChart – Continued

5. To change you default order display, select **Displayed: "XXXX" (**Default is **"All Active Orders**") to display the options in the drop-down) and click **Apply**
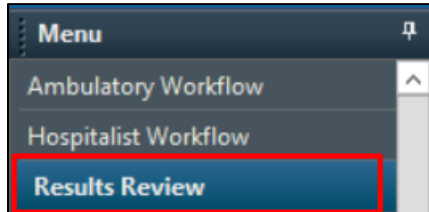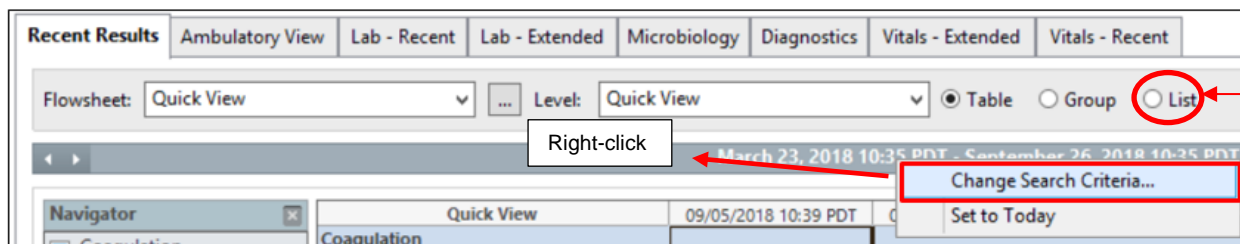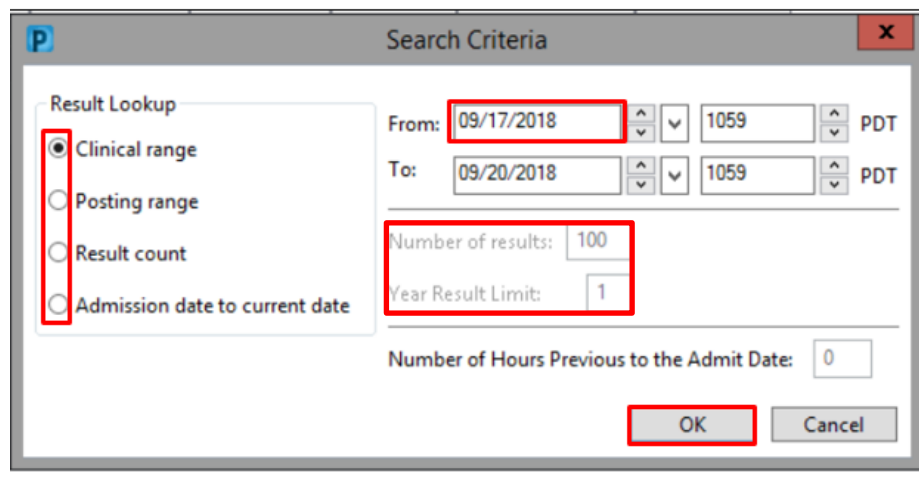
Customizations in Message Ctr & PowerChart – Continued

Change Results Review Search Criteria

1. Select **Results Review** from the **Menu** (TOC).

2. For each tab, select the tab, right-click the dark grey header and select **Change Search Criteria** to bring up the **Search Criteria** dialog box
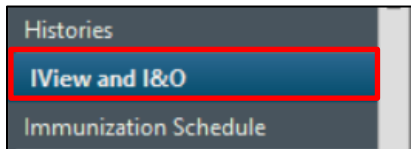3. Change **Search Criteria** as desired and set as default by selecting **OK**

4. Select **List** to View Reference Ranges
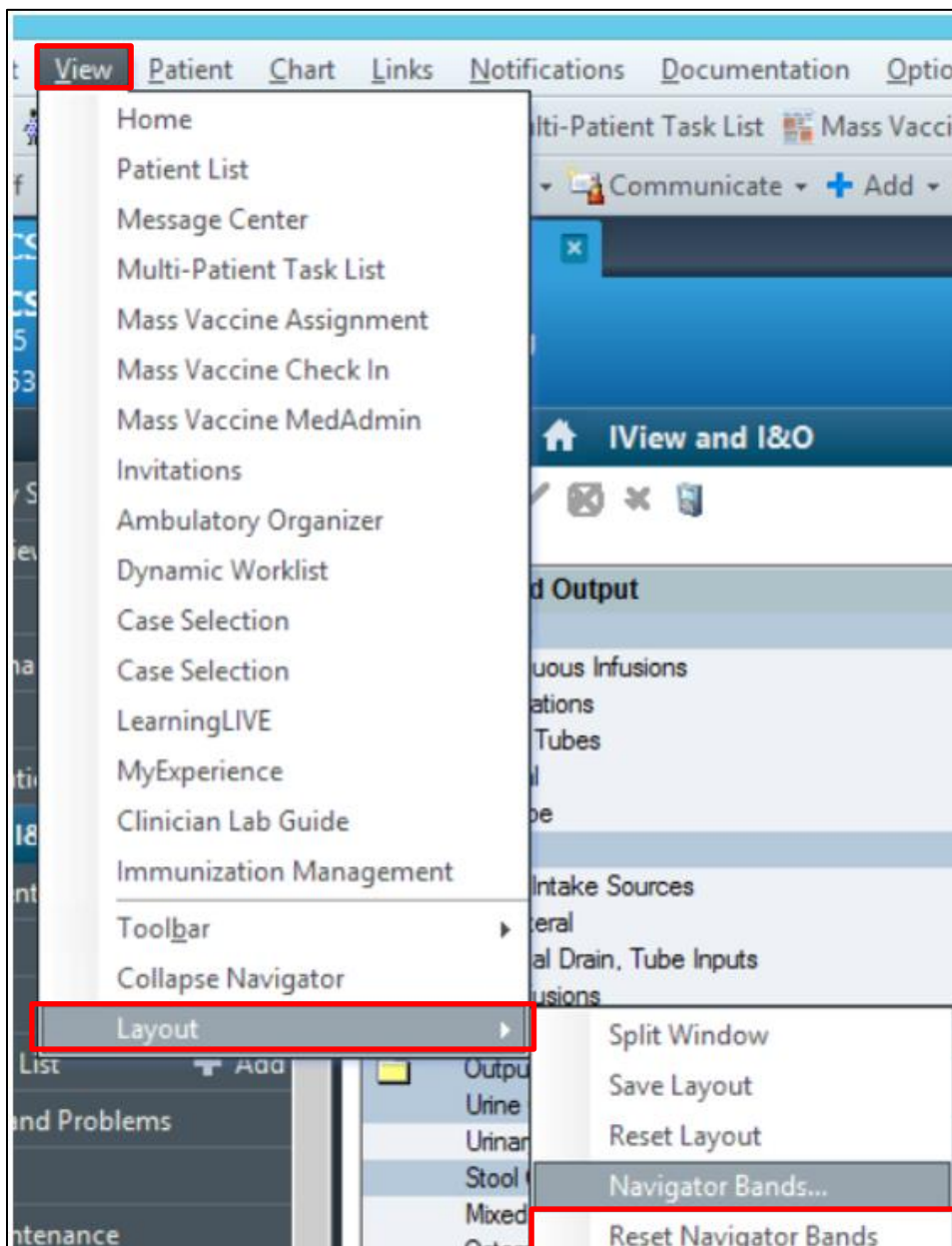
MADIGAN ARMY MEDICAL CENTER

MHS GENESIS

Customizations in Message Ctr & PowerChart – Continued

IView and I&O bands (primarily used in Acute (Inpatient) and ED settings)

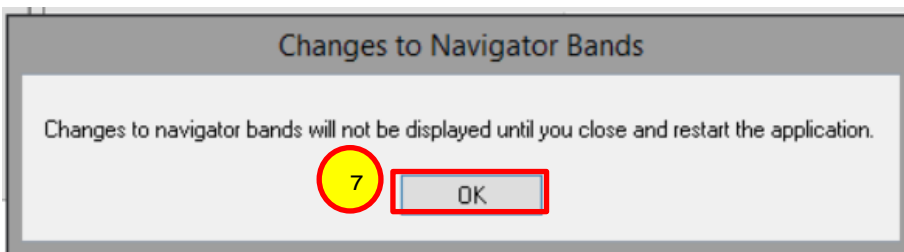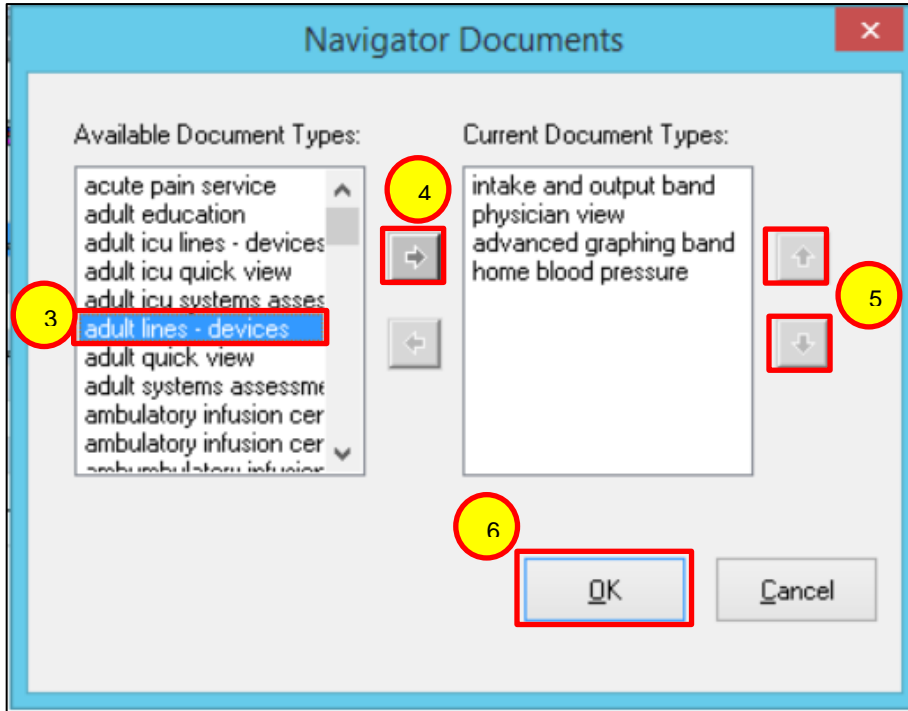1. Select **IView and I&O** from the **Dark Menu** (TOC)

2. Select **View**>>**Layout**>>**Navigator Bands…** from the View drop-down
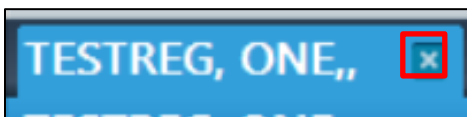
MHS GENESIS

3. Select the additional desired bands from **Available Document Type**
4. Select the arrow to populate **Current Document Types**
5. Select to move them up or down as desired.
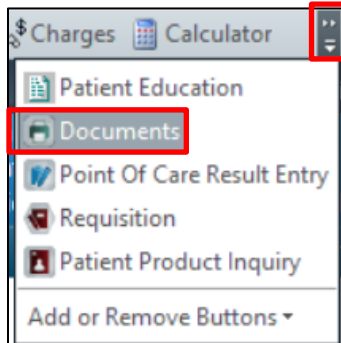6. Click Ok.
7. Click Ok.

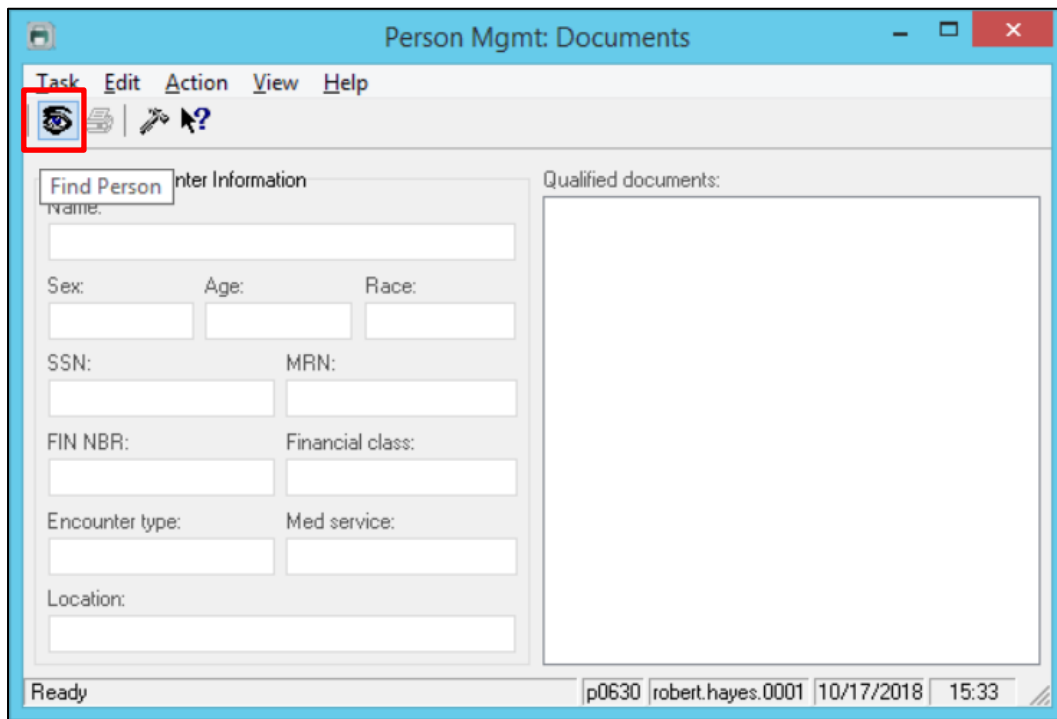8. Close the patient chart, reopen it, and reselect **IView and I&O** to see the additional band(s)

Customizations in Message Ctr & PowerChart – Continued

Selecting Default and Favorite Printers for Wristbands, Labels, etc

1. Select **Documents** from the Toolbar Menu dropdown
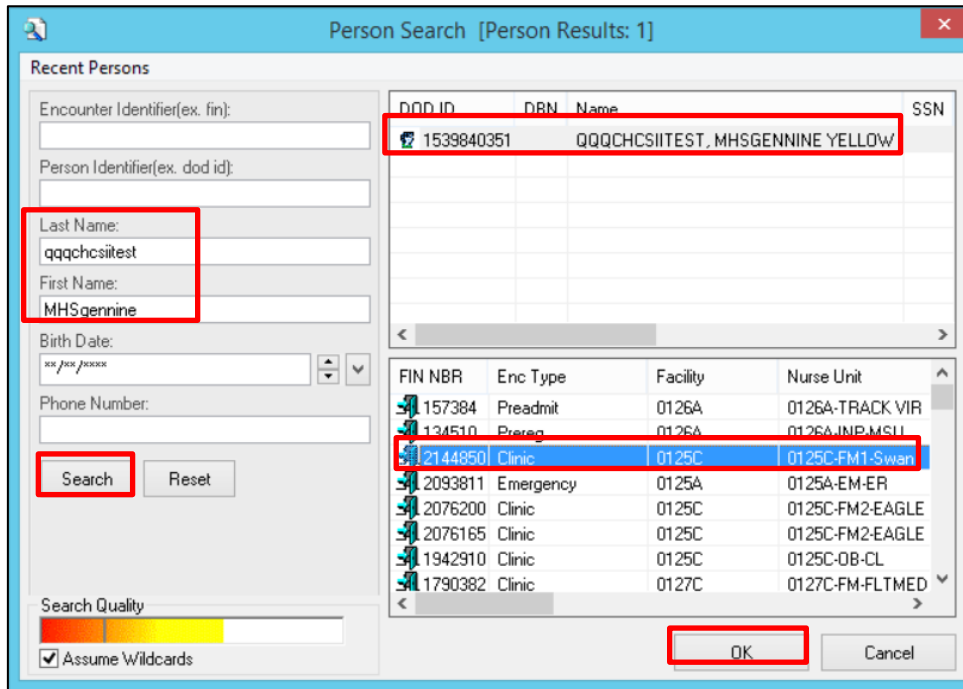

2. Select Eyeball to search for a patient

MHS GENESIS

Customizations in Message Ctr & PowerChart – Continued

3. Search for patient, Select the right patient-right encounter, select **OK**

4. select what to print and select the Printer 🖨️

MHS GENESIS

5. Select printer from list, and right-click, select **Add to Favorites**
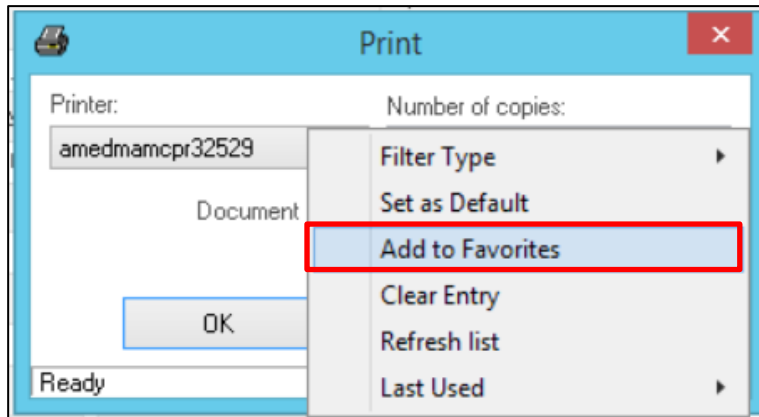
6. Note- Repeat for any other printers to add to **Favorites**
7. Right-click and change **Filter Type** to **Favorites**
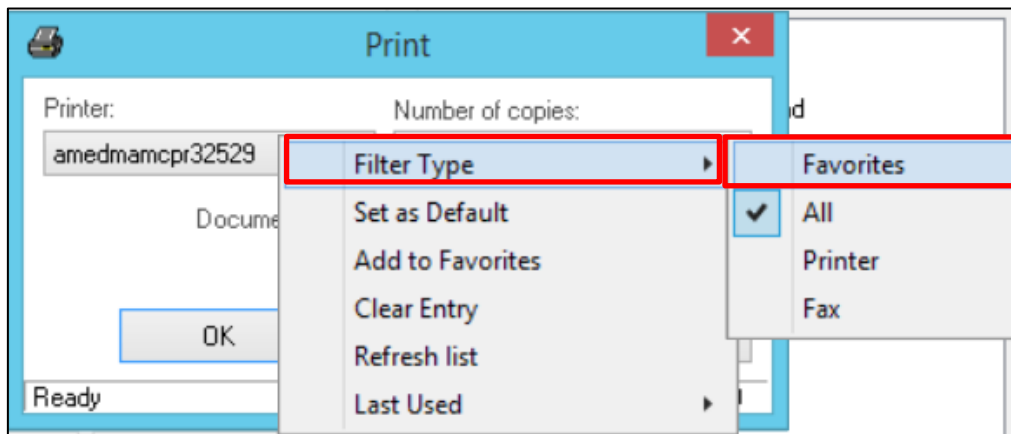
SAVE CUSTOM SETTINGS

1. To save settings click the door to **Exit** [Exit] (Closing using the red X [X] will not save your settings)