

Tip Sheet


Customizations in Message Ctr & PowerChart (All Staff)

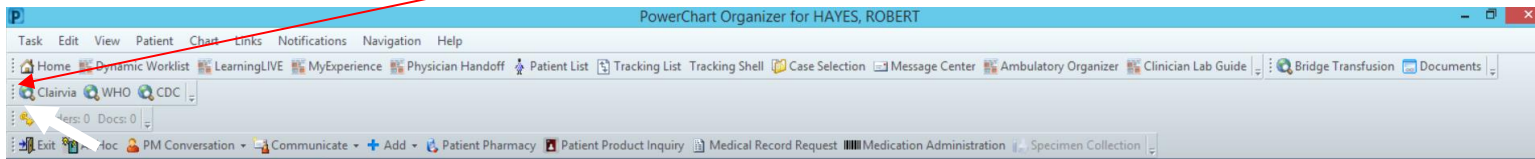
as of 17 Oct 2018

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.

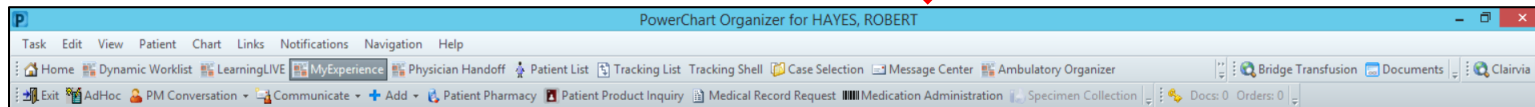
Audience: All Staff

PowerChart Toolbar Organization

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

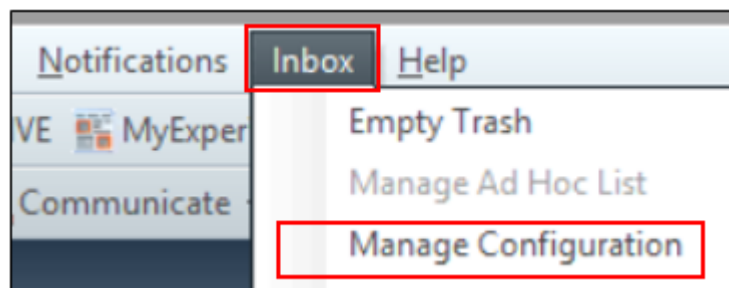
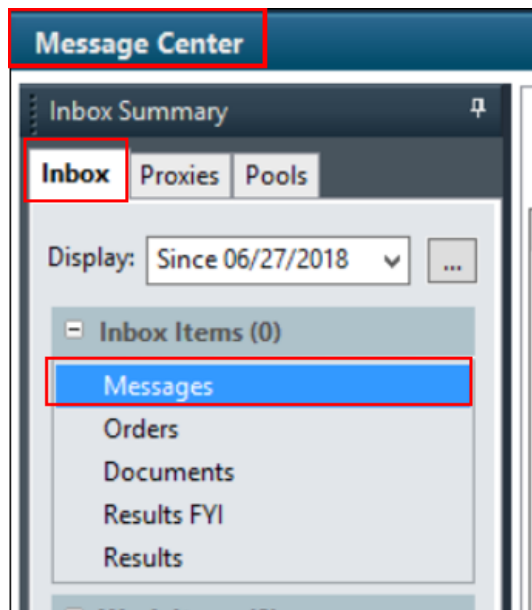


2. Rearrange from 4 toolbars to 2 to increase chart visibility



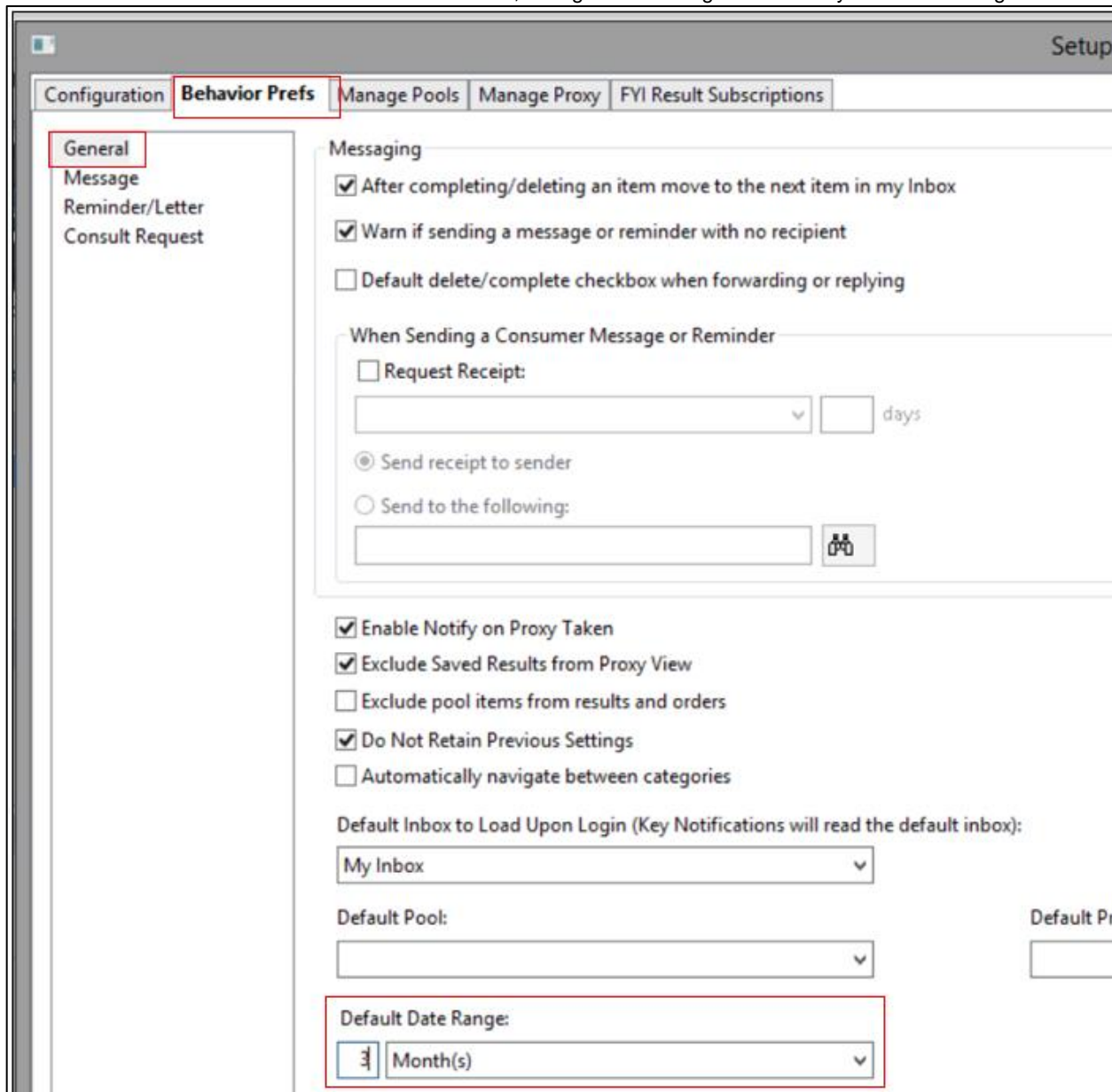
Message Center Configurations

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



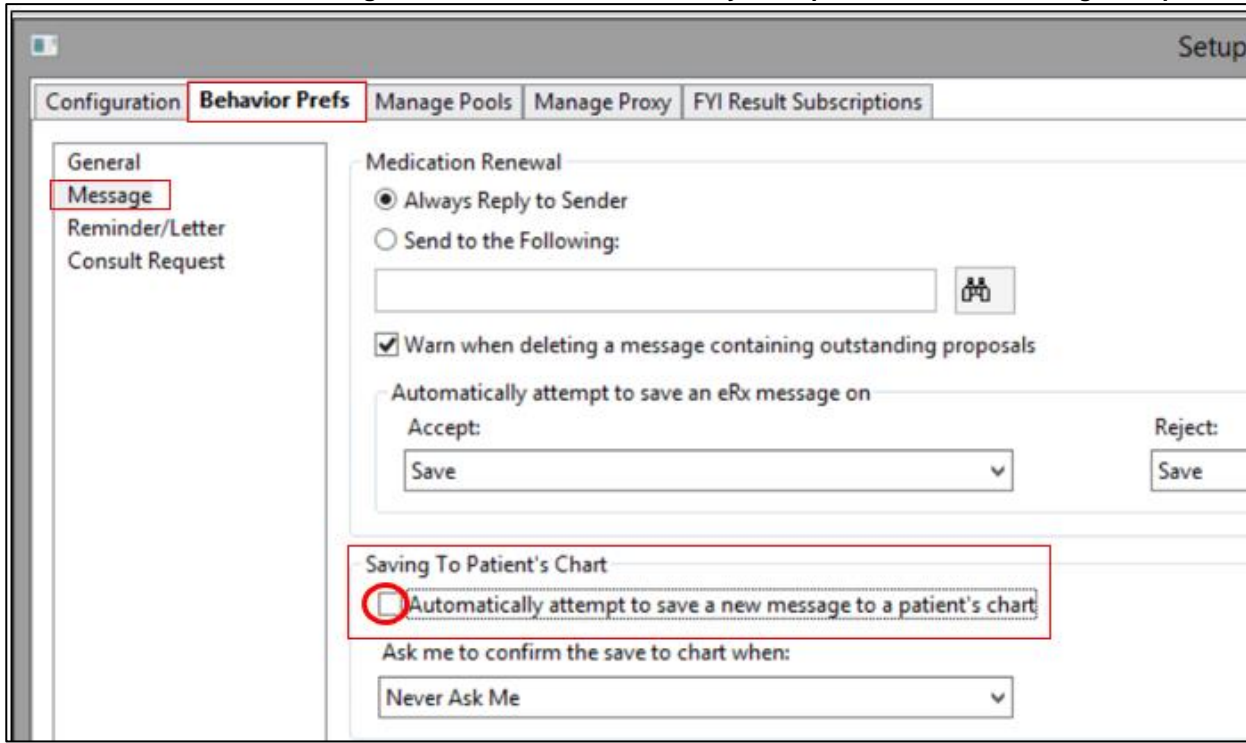
The screenshot shows the 'Setup' window for MHS GENESIS. The 'Behavior Prefs' tab is selected in the top navigation bar. In the left sidebar, the 'General' tab is selected. The main content area shows the 'General' configuration section. The 'Default Date Range' is set to 3 Month(s). Other settings include 'Messaging' options, 'When Sending a Consumer Message or Reminder' options, and 'Default Inbox to Load Upon Login'.

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Customizations in Message Ctr & PowerChart – Continued

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



Setup

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

General
Message
Reminder/Letter
Consult Request

Medication Renewal

☒ Always Reply to Sender
☐ Send to the Following:

☒ Warn when deleting a message containing outstanding proposals

Automatically attempt to save an eRx message on

Accept: Save Reject: Save

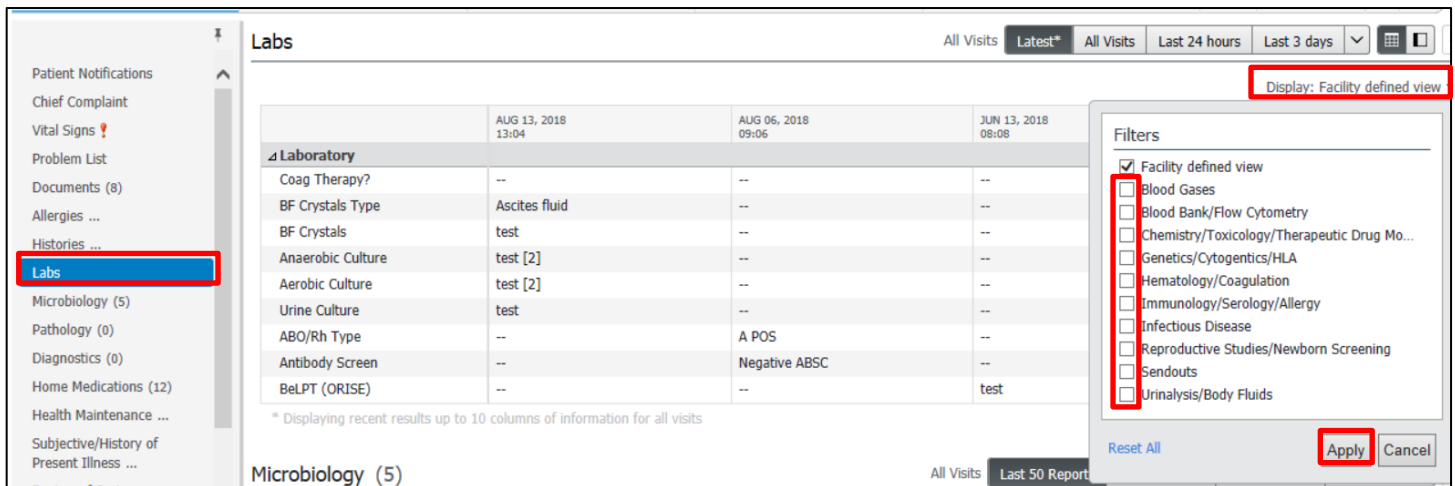
Saving To Patient's Chart

☐ Automatically attempt to save a new message to a patient's chart

Ask me to confirm the save to chart when:
Never Ask Me

Workflow Labs display and Tagging

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



Labs

All Visits Latest* All Visits Last 24 hours Last 3 days

Display: Facility defined view

| | AUG 13, 2018 13:04 | AUG 06, 2018 09:06 | JUN 13, 2018 08:08 |
|-------------------|-----------------------|-----------------------|-----------------------|
| Laboratory | | | |
| Coag Therapy? | -- | -- | -- |
| BF Crystals Type | Ascites fluid | -- | -- |
| BF Crystals | test | -- | -- |
| Anaerobic Culture | test [2] | -- | -- |
| Aerobic Culture | test [2] | -- | -- |
| Urine Culture | test | -- | -- |
| ABO/Rh Type | -- | A POS | -- |
| Antibody Screen | -- | Negative ABSC | -- |
| BeLPT (ORISE) | -- | -- | test |

* Displaying recent results up to 10 columns of information for all visits

Microbiology (5)

Filters

☒ Facility defined view

☐ Blood Gases

☐ Blood Bank/Flow Cytometry

☐ Chemistry/Toxicology/Therapeutic Drug Mo...

☐ Genetics/Cytogenetics/HLA

☐ Hematology/Coagulation

☐ Immunology/Serology/Allergy

☐ Infectious Disease

☐ Reproductive Studies/Newborn Screening

☐ Sendouts

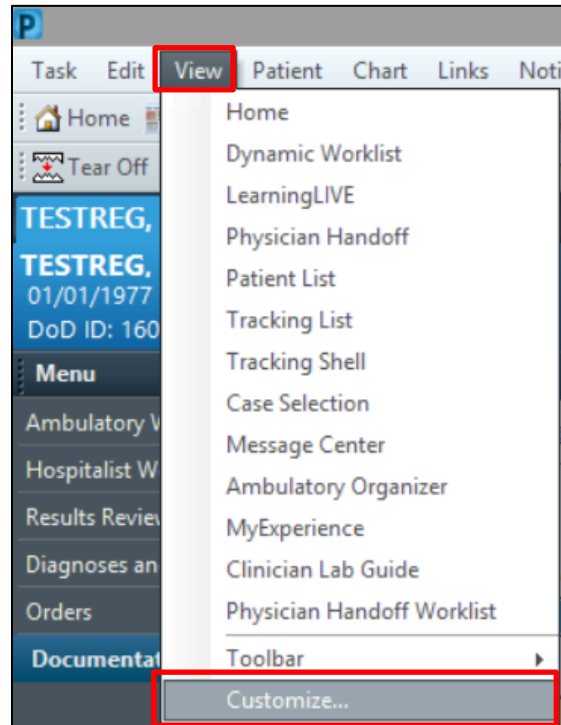
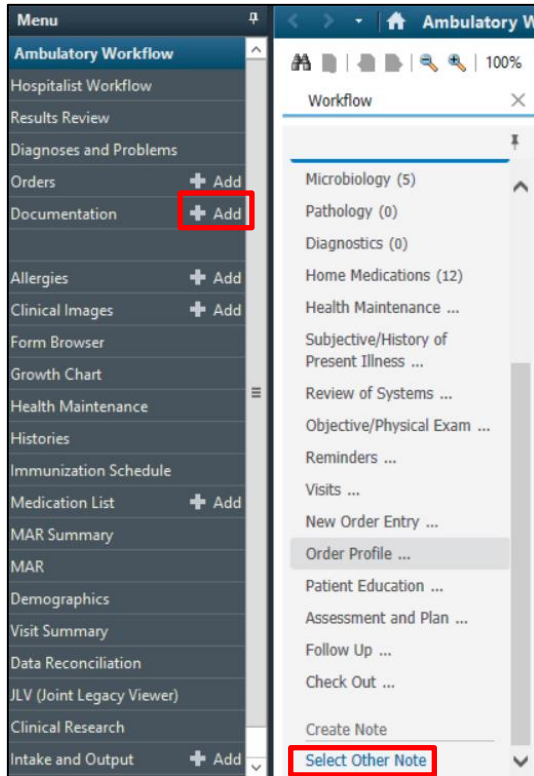
☐ Urinalysis/Body Fluids

Reset All Apply Cancel

Customizations in Message Ctr & PowerChart – Continued

Default & Personal Document Types and Favorite Templates-PROVIDER


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

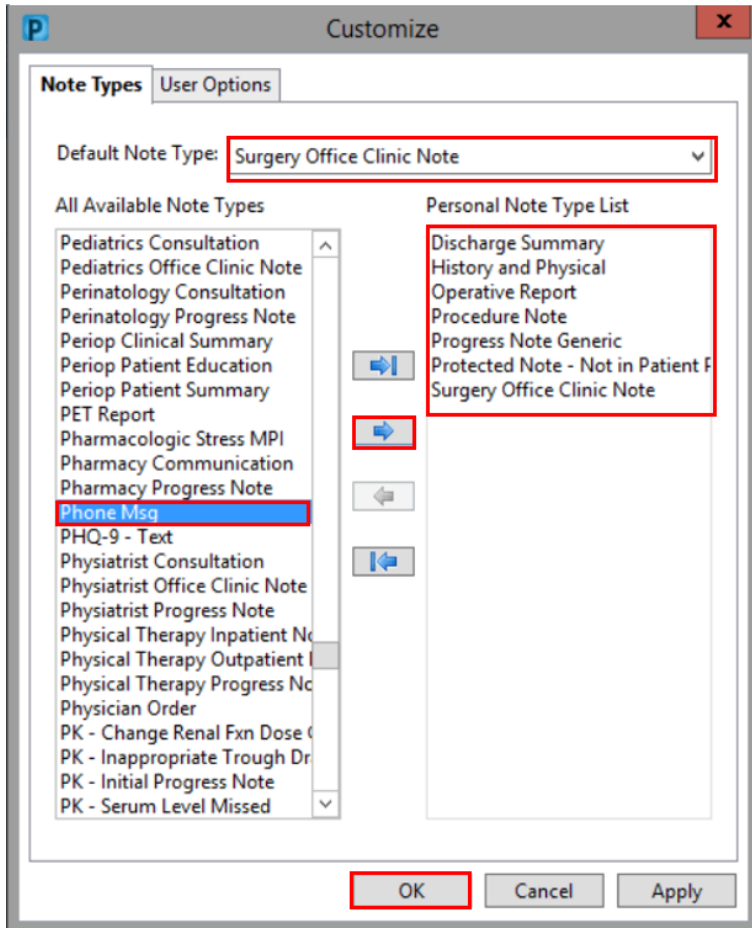
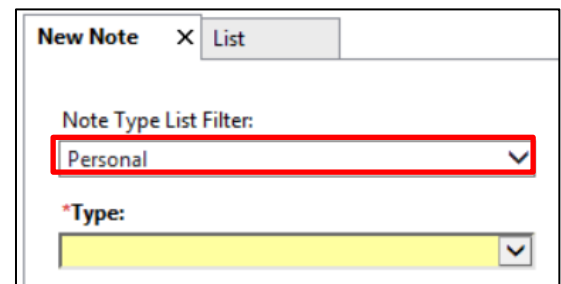



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Customizations in Message Ctr & PowerChart – Continued

- Designate the **Default Note Type** from the Drop-Down list (in this case, the 'Surgery Office Clinic Note').
- 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**
- Select **OK**
- Select **Personal** under the **Note Type List Filter** on **New Note** and note will display in your **Default** and **Personal Note Types**


- 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

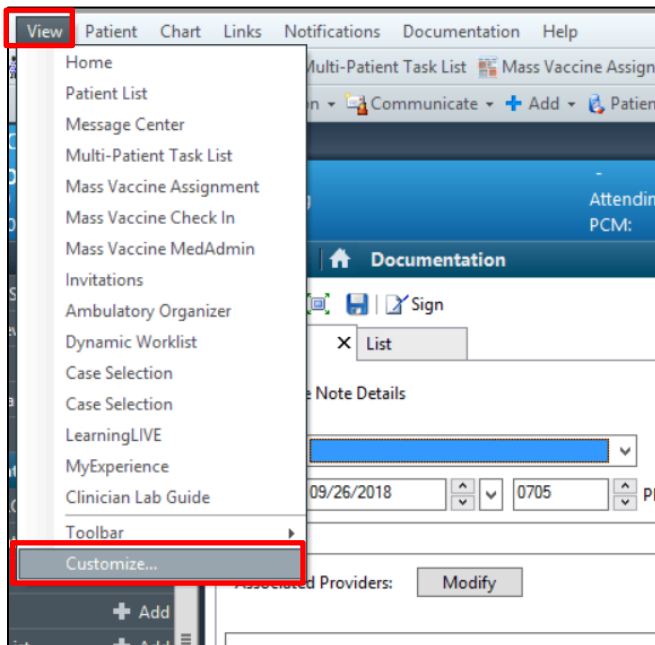
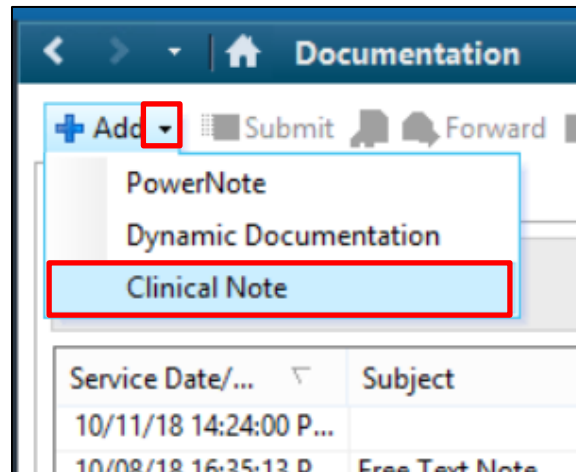
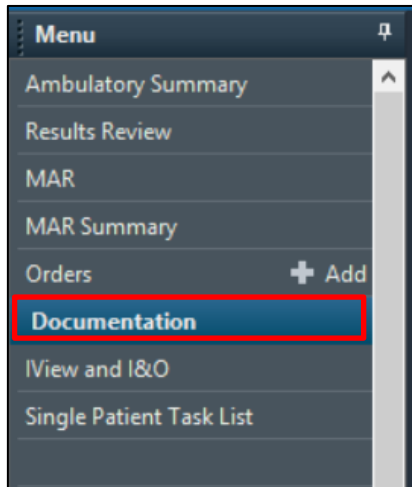
| All (87) | | |
|---------------------------------------|---------------------------------------|---|
| *Note Templates | | |
| Name | Description | |
| Dental Post Op Extraction | OMS Post Op Extraction |  |
| Dental Trauma Treatment | OMS Trauma Treatment |  |
| Dermatology Office Visit Note | Dermatology Office Visit Note |  |
| Discharge Note | Discharge Note |  |
| ED Note | ED Note |  |
| Exercise Provocation Test Interpretat | Exercise Provocation Test Interpretat |  |
| Free Text Note | Free Text Note |  |
| IBMT/AL Outpatient Note | IBMT/AL Outpatient Note |  |
| Letter | Letter Template |  |

| Favorites (8) | | |
|----------------------------|-----------------------------------|---|
| *Note Templates | | |
| Name | Description | |
| Admission H&P | Admission History & Physical Note |  |
| Brief Procedure Note | Brief Procedure Note |  |
| Discharge Note | Discharge Note |  |
| Free Text Note | Free Text Note |  |
| Op Note | Operative Note |  |
| Procedure Note | Procedure Note |  |
| Progress/SOAP Note | Progress/SOAP Note |  |
| Surgical Office Visit Note | Surgical Office Visit Note |  |

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  >> **Clinical Note** (or other note format used)
10. Select **View** >> **Customize** from the View drop-down.

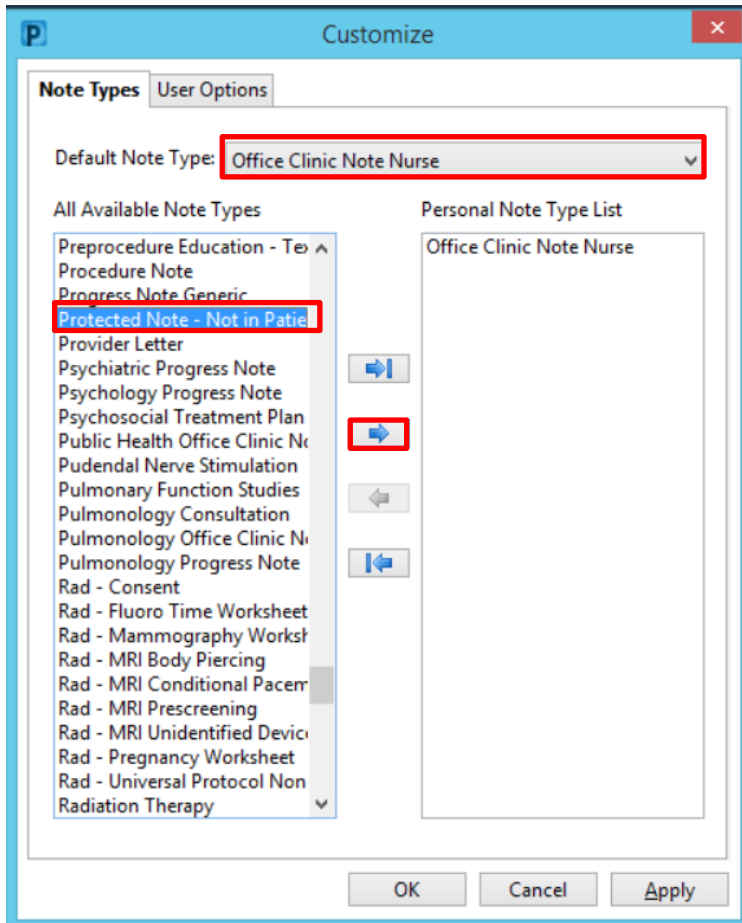


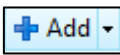
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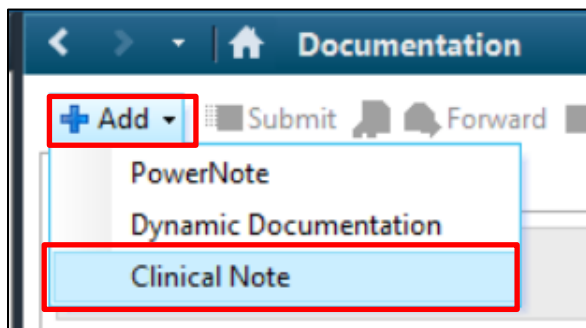
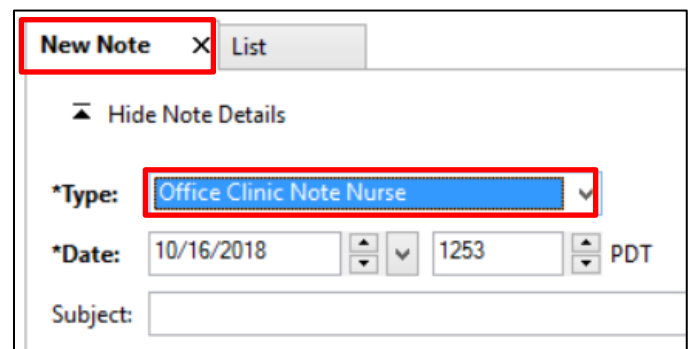
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Customizations in Message Ctr & PowerChart – Continued

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

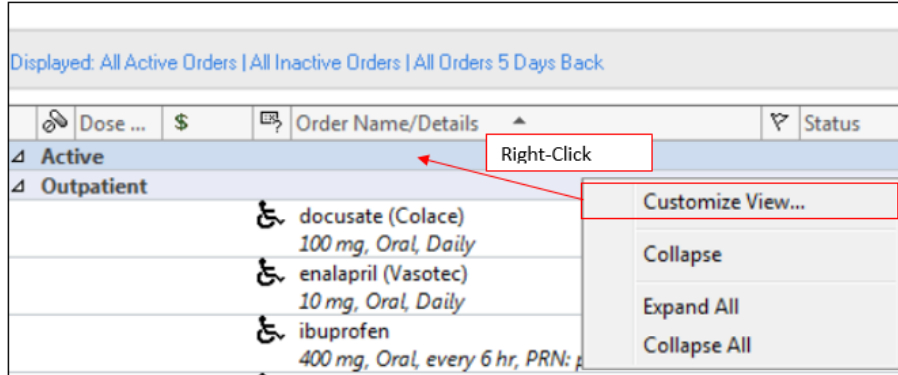
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Customizations in Message Ctr & PowerChart – Continued

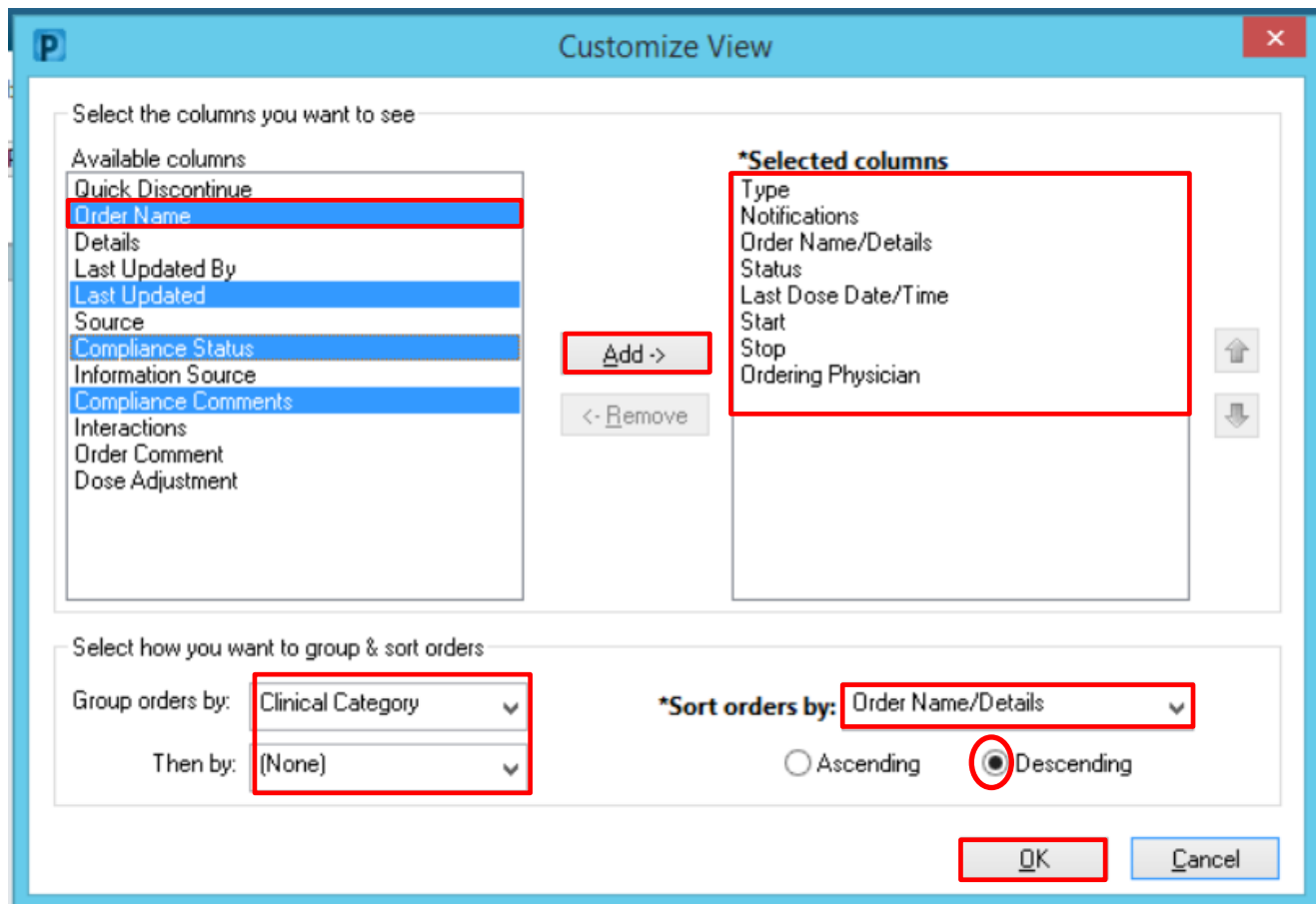
Customize Order View Details and Orders Displayed

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

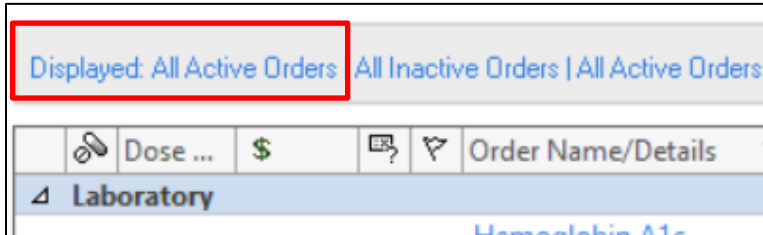


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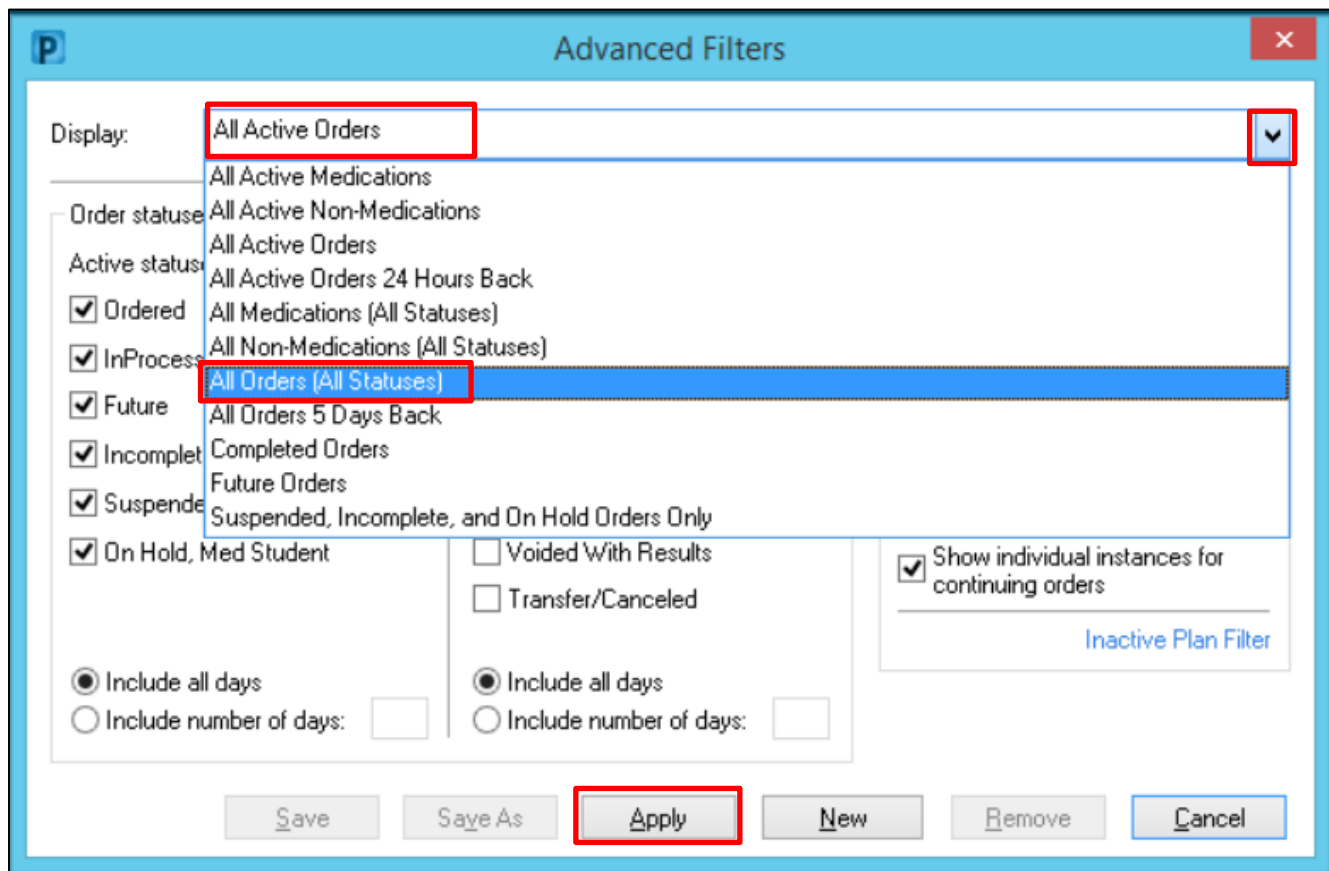
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Customizations in Message Ctr & PowerChart – Continued

- To change your default order display, select **Displayed: "XXXX"** (Default is "All Active Orders") to display the options in the drop-down) and click **Apply**



The screenshot shows a dropdown menu with the text "Displayed: All Active Orders" highlighted in a red box. Below the dropdown, there are several tabs: "Dose ...", "\$", "Order Name/Details", and "Laboratory". The "Laboratory" tab is currently selected.



The screenshot shows the "Advanced Filters" dialog box. The "Display:" dropdown menu is open, showing a list of options. The option "All Orders (All Statuses)" is highlighted in a red box. The "Apply" button at the bottom of the dialog is also highlighted in a red box.

Advanced Filters

Display: **All Active Orders** ▼

- All Active Medications
- All Active Non-Medications
- All Active Orders
- All Active Orders 24 Hours Back
- All Medications (All Statuses)
- All Non-Medications (All Statuses)
- All Orders (All Statuses)**
- All Orders 5 Days Back
- Completed Orders
- Future Orders
- Suspended, Incomplete, and On Hold Orders Only

☒ Ordered

☒ InProcess

☒ Future

☒ Incomplete

☒ Suspended

☒ On Hold, Med Student

☐ Voided With Results

☐ Transfer/Canceled

☒ Show individual instances for continuing orders

Inactive Plan Filter

☒ Include all days

☐ Include number of days:

☒ Include all days

☐ Include number of days:

Apply Save Save As New Remove Cancel

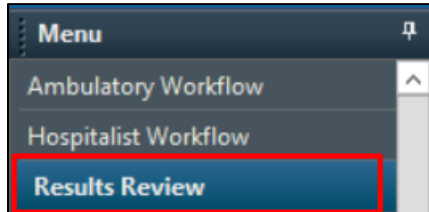
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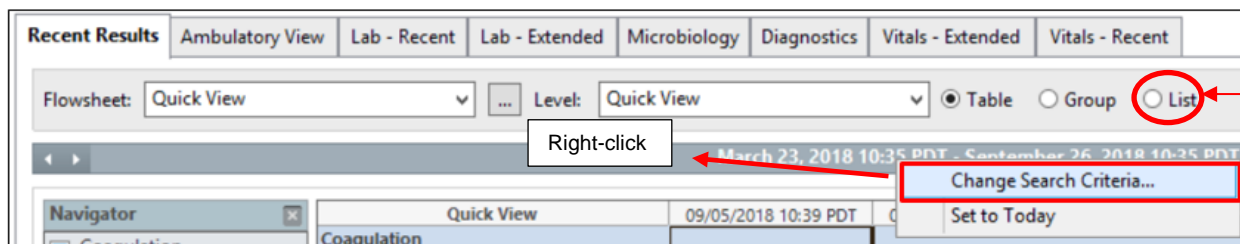
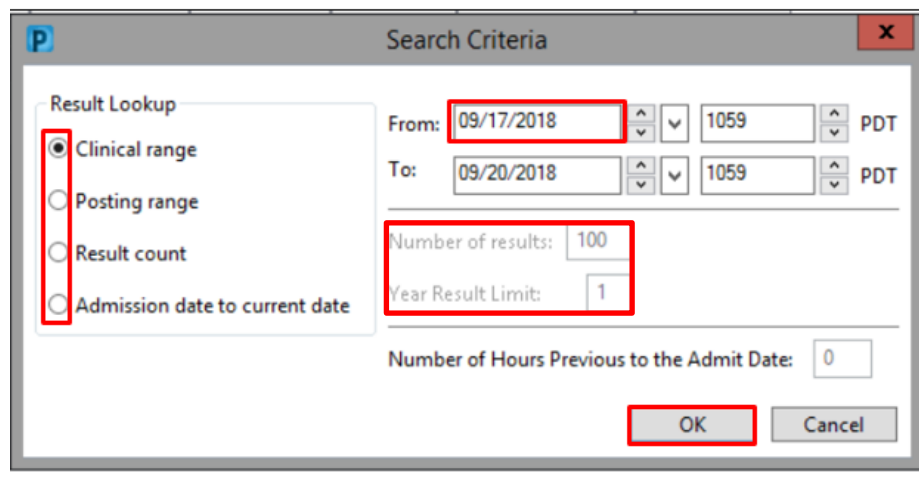
Customizations in Message Ctr & PowerChart – Continued

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**

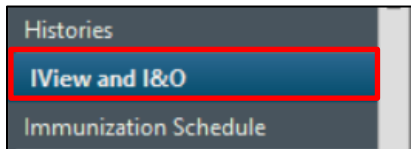
4. Select **List** to View Reference Ranges

| Event Date | Event | Result | Ref. Range | Status |
|------------|--------------------------|----------|---------------|--------|
| | Body Mass Index Measured | 24 | | |
| | Temperature Tympanic | 37 | (36.6 - 38.1) | |
| | Peripheral Pulse Rate | 60 | (60 - 100) | |
| | Respiratory Rate | 18 | (12 - 20) | |
| | Systolic Blood Pressure | 130 | (90 - 140) | |
| | Diastolic Blood Pressure | 80 | (60 - 90) | |
| | Oxygen Therapy | Room air | | |
| | SpO2 | 99 | | |

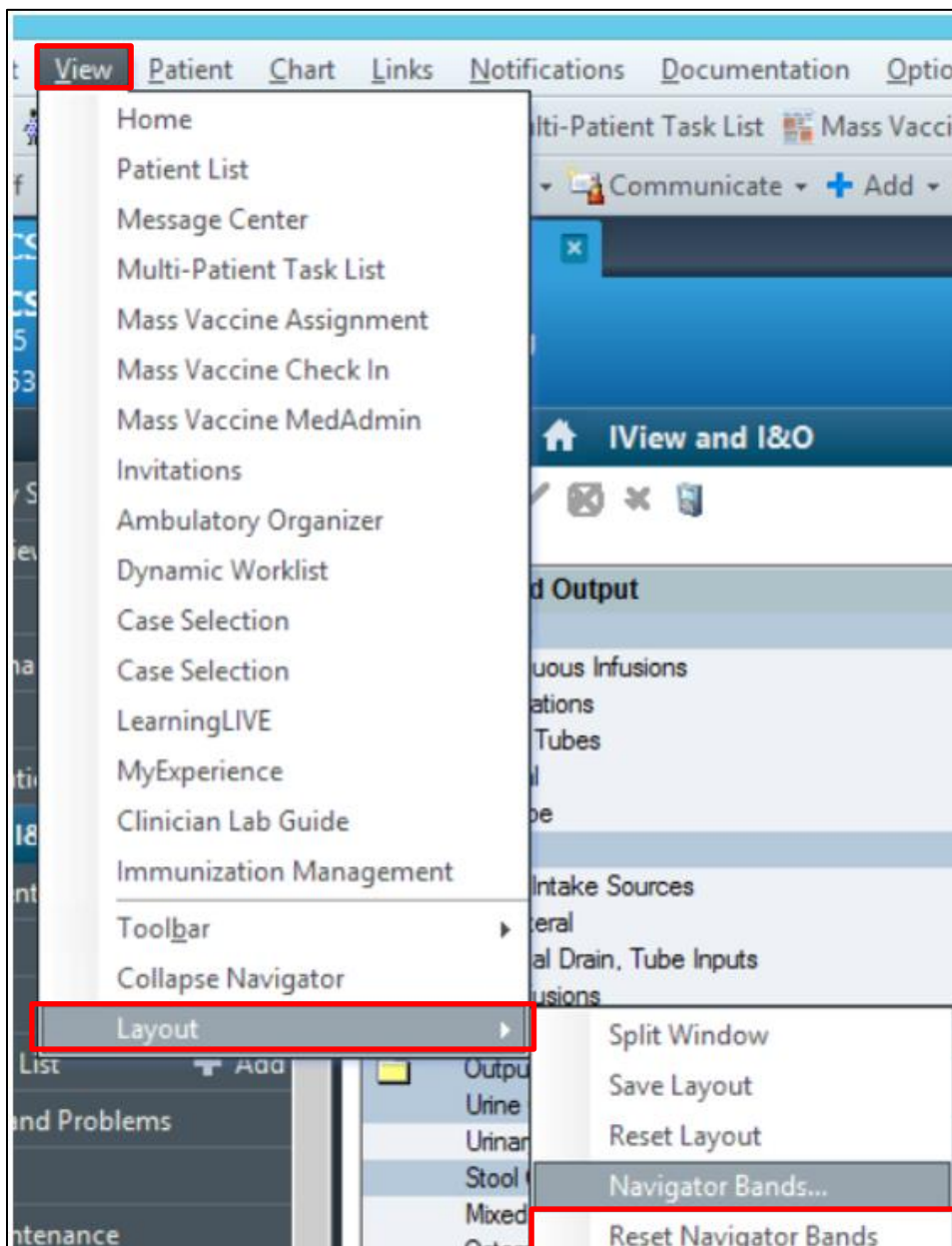
Customizations in Message Ctr & PowerChart – Continued

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

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



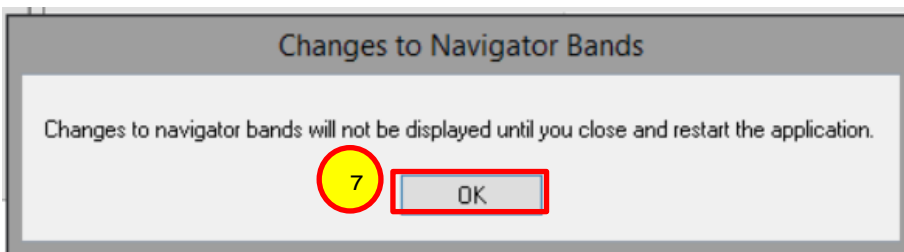
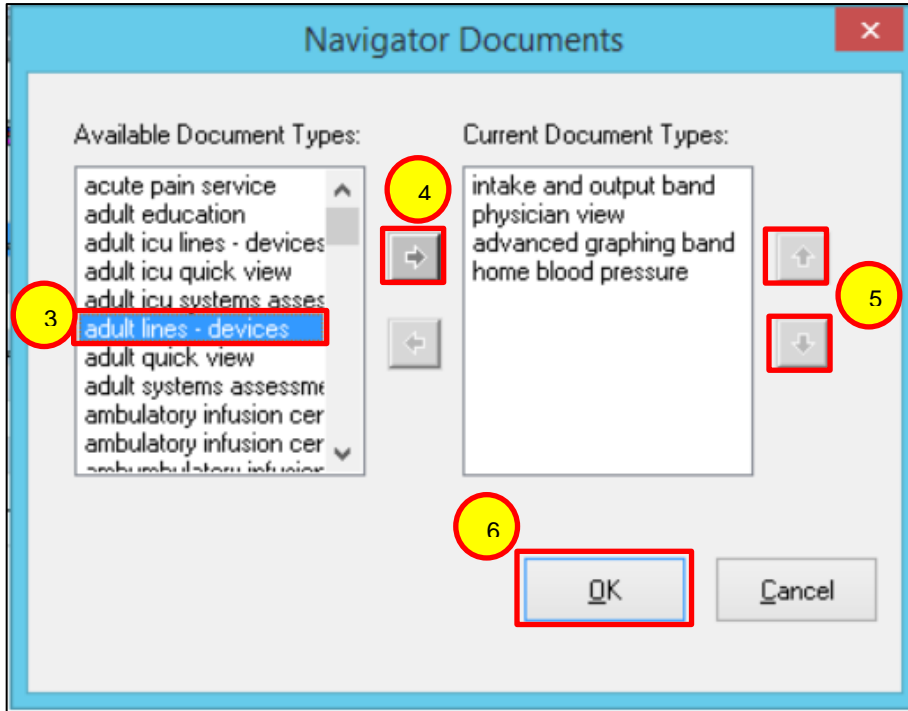
2. Select **View>>Layout>>Navigator Bands...** from the View drop-down



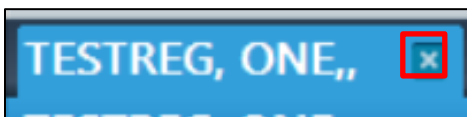
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3. Select the additional desired bands from **Available Document Type**
4. Select the arrow to populate **Current Document Types**
5. Select to move them up or down as desired.
6. Click Ok.
7. Click Ok.



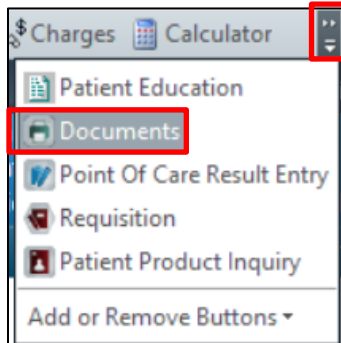
8. Close the patient chart, reopen it, and reselect **IView and I&O** to see the additional band(s)



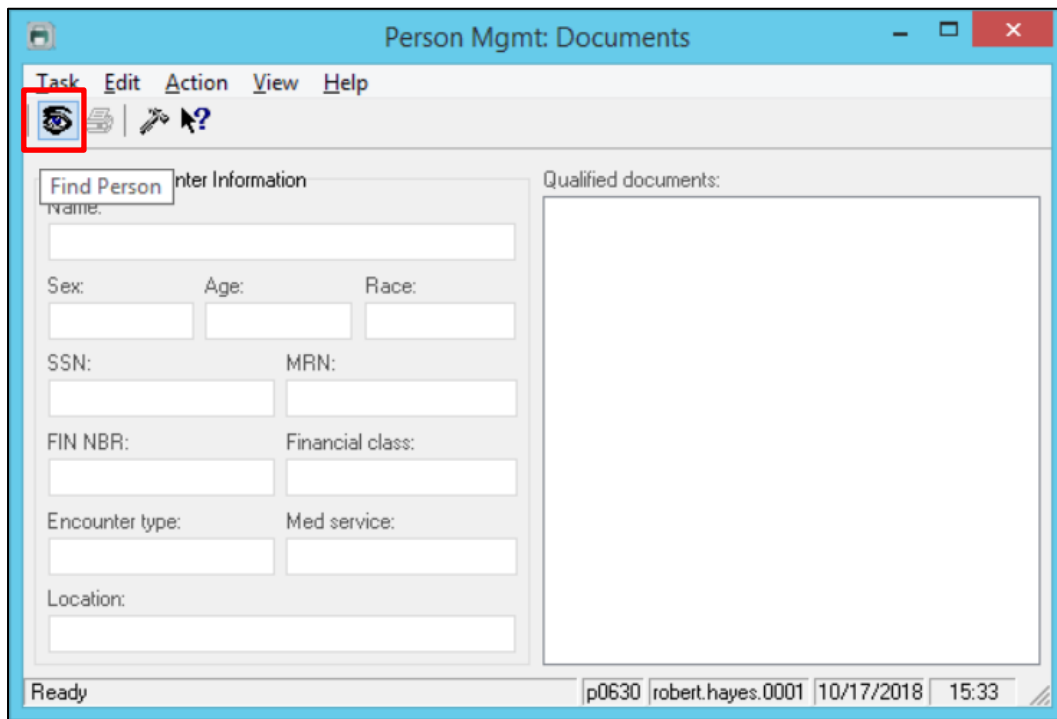
Customizations in Message Ctr & PowerChart – Continued

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

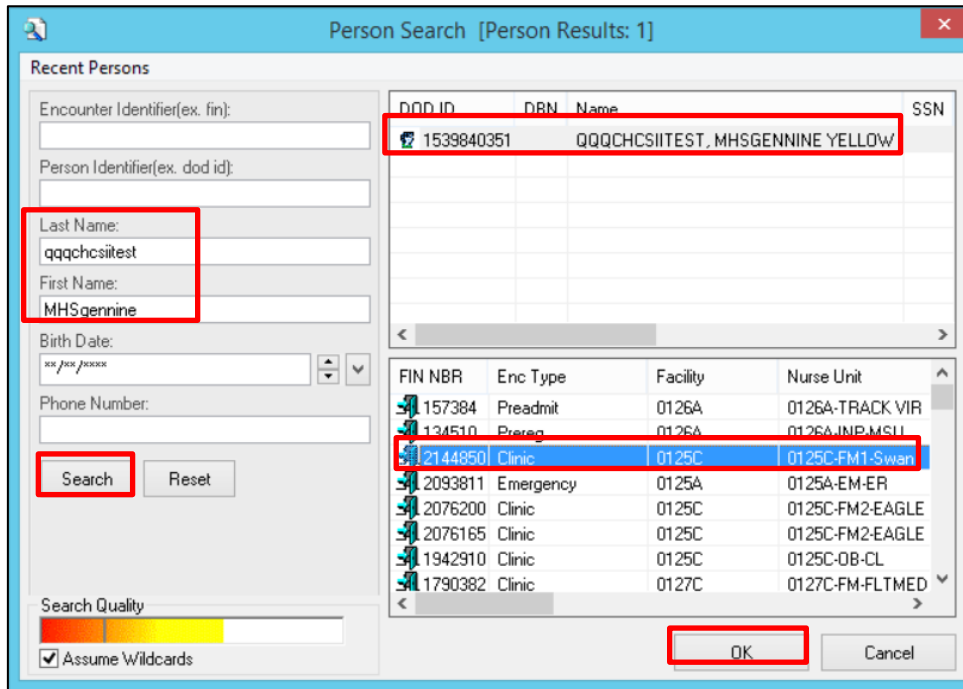


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Customizations in Message Ctr & PowerChart – Continued

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



Person Search [Person Results: 1]

Recent Persons

Encounter Identifier(ex. fin):

Person Identifier(ex. dod id):

Last Name: qqchcsitest

First Name: MHSgennine

Birth Date: xx/xx/xxxx

Phone Number:

Search Reset

Search Quality

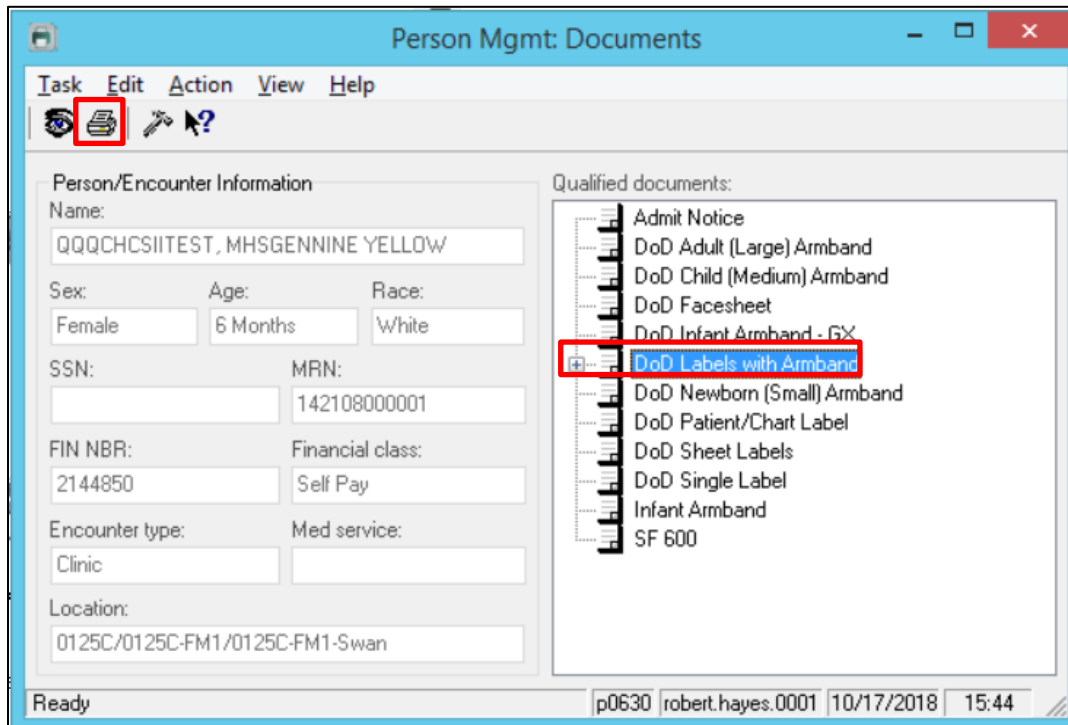
☒ Assume Wildcards

| DOD ID | DBN | Name | SSN |
|------------|-----|--------------------------------|-----|
| 1539840351 | | QQCHCSITEST, MHSGENNINE YELLOW | |

| FIN NBR | Enc Type | Facility | Nurse Unit |
|---------|-----------|----------|-----------------|
| 157384 | Preadmit | 0126A | 0126A-TRACK VIR |
| 134510 | Prereg | 0126A | 0126A-INP.MSU |
| 2144850 | Clinic | 0125C | 0125C-FM1-Swan |
| 2093811 | Emergency | 0125A | 0125A-EM-ER |
| 2076200 | Clinic | 0125C | 0125C-FM2-EAGLE |
| 2076165 | Clinic | 0125C | 0125C-FM2-EAGLE |
| 1942910 | Clinic | 0125C | 0125C-OB-CL |
| 1790382 | Clinic | 0127C | 0127C-FM-FLTMED |

OK Cancel

- select what to print and select the Printer 



Person Mgmt: Documents

Task Edit Action View Help

Person/Encounter Information

Name: QQCHCSITEST, MHSGENNINE YELLOW

Sex: Female Age: 6 Months Race: White

SSN: MRN: 142108000001

FIN NBR: 2144850 Financial class: Self Pay

Encounter type: Clinic Med service:

Location: 0125C/0125C-FM1/0125C-FM1-Swan

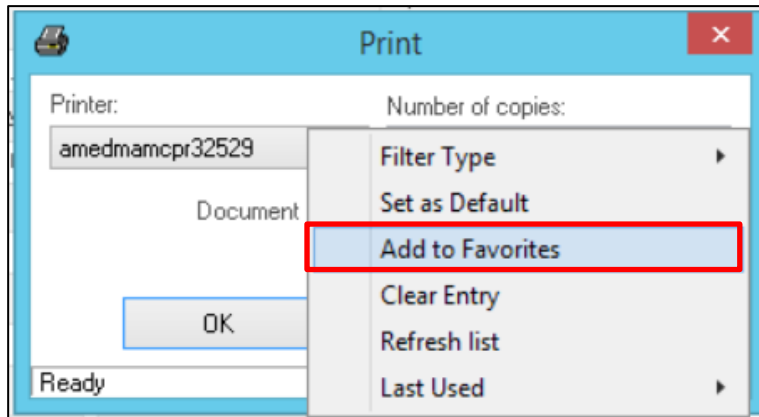
Qualified documents:

- Admit Notice
- DoD Adult (Large) Armband
- DoD Child (Medium) Armband
- DoD Facesheet
- DoD Infant Armband - GX
- DoD Labels with Armband**
- DoD Newborn (Small) Armband
- DoD Patient/Chart Label
- DoD Sheet Labels
- DoD Single Label
- Infant Armband
- SF 600

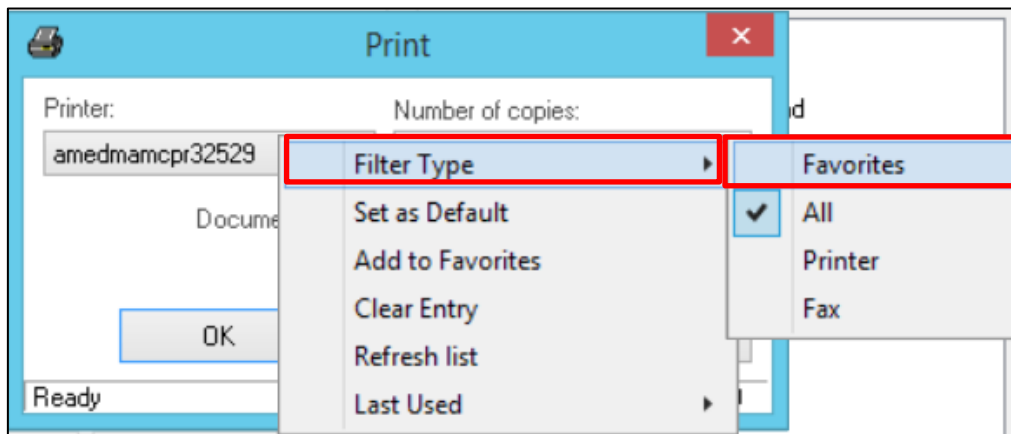
Ready p0630 robert.hayes.0001 10/17/2018 15:44

Customizations in Message Ctr & PowerChart – Continued

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**  (Closing using the red X  will not save your settings)