

Cerner PowerChart Ambulatory EDUCATION

Viewing a Document

Clinical Notes contains all transcribed documents, scanned documents, as well as nursing and ancillary documentation.

To view a document in the Clinical Notes area of PowerChart:

- 1. Navigate to Clinical Notes in the dark blue Menu.
- 2. Double-click on the appropriate folder.
- Double-click on the appropriate subfolder, if applicable.
- Double-click on the document date or on the red square to open and view the document.
- Click on the View Image icon to view an image associated with the document, if applicable.

Menu	< 🔿 🔻 🔒 Clinical N	Notes	
Provider View	🏻 ム 🏡 🗎 🔹 🔉		
Results Review			
Orders + Add	<u> </u>	Last 500	0 Docume
Documentation + Add	Cardiology Procedures/St	Tupe: Physical Therapy Progra	se Noto
Outside Records	Radiology	Date: January 03, 2023 12:26 F	PM EST
- 2	Progress Notes	Status: Auth (Verified)	nont Notos
Allergies + Adr	🕀 🛅 Case Manager Progres	Performed By: EDUPT, 5 on February 1	0, 2022
Clinical Media	3 Physical Therapy Prog	EDUPT, 5 on February 1 ME1720000156, MMC, W	0, 2022 1
Clinical Notes + Add	Admission Documents		
Form Browser	Patient Education Docum	Patient Information	
Growth Chart	Correspondence	Rehab Therapy Assessment Type : daily	1
Health Data Archive	Medication/Immunization	Rehab Therapy Patient Type : acute Reason for hospitalization : sitting in chair unresp	onsive
Histories	Directives	Rehab Evaluation/Treatment Diagnosis : difficulty	y walking.
Interactive View		<i>Level of Consciousness</i> : alert but confused <i>Visual Aids</i> : glasses	
MAR Summary		Hearing aids : hard of hearing	5
Medication List + Add		PT Balance	
myPatient Views		Static Sittin Clinical Notes can be	 -
Patient Information	By type	Statio Station different categories	- 5
Problems and Diagnoses	O By status	Dynamic S for easier navigation.	v caden
Cerner Support	⊖ By date	and caution with turns	Cuuci
	O Performed by	Rehab Bed Mobility Goals GBID	₽
	O By encounter	Bed Mobility.	<u> </u>

Adjusting Time Range or Document Count for Current Login

To adjust the time range or document count when viewing documents in Clinical Notes during the current login:

- 1. Right-click the gray information bar and select **Change Search Criteria**.
- 2. Select an option in the Filtered By area to filter documents.
 - a. If Date Range is selected, adjust the date range, as needed.
 - b. If Document Count is selected, adjust the number of documents.
- 3. Click OK.





Clinical Notes for Providers, Clinical and Clerical Staff

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Adjusting Time Range or Document Count for Future Logins

To adjust the time range or document count when viewing documents in Clinical Notes for all future logins:

1. Click on Clinical Notes in the dark blue Menu.

Document Coun

Admission - Current

All documents

Number Of Documents:

Default Expandable Folders

6

OK

Cance

Adjust Offset Count:

500

500

- 2. Click Documents in the top toolbar.
- 3. Select Options.
- 4. Select the Index Defaults tab.
- 5. Make appropriate selections to filter Clinical Notes.
- 6. Click OK to save.

P Clinical Note Options

Document Lookup

Documents for Filtered By

O Date Range

View Preferences

Expand History

All Folder Types

Reverse Chronologica

1,25 dihydroxyvitamin D (M8822) 11-Desoxycortisol (M91690) 14-3-3 Protein, CSF 15q Del Prader-Will/Angelman, FISH 17 Hydroxy-Pregnenolone, S

17 Hydroxyprogesterone 17 Ketosteroid Fractionation 17-Hydroxycorticosteroids 17-Ketosteroids, U 18-Hydroxycorticost (M80744) 2-20iner 11-8 Prostalandra 5

Days Forward:

Davs Backward:

Document Types Index Defaults



Viewing Document History

Load First Document in First Default Expanded Folder

To view a document's history:

- 1. Select a document in Clinical Notes.
- Hover the curser over the border line just below the text entry area of the window until

the drag icon appears. Drag the line upward to reveal the Document History box. The history details are displayed under the Action List tab.

 Click the history button in the toolbar to view the document's history.





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- 4. In the Document History pop-up window, select another version of the document to view.
- 5. Click Close when finished and the system will automatically load the latest version of the document.

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P Document History : Primary Care O — 🛛 🗙					
Status	Valid From	Valid Until			
Modified	1/4/2023 11:36 AM EST				
Auth (Verified) 🛛 🙂	1/4/2023 11:35 AM EST	1/4/2023 11:36 AM ES			
	Close 5				

Document Status Icons

Individual documents in Clinical Notes are denoted by one of the following icons that reflect document status.

lcon	Status	Description	
	In Progress	Document is saved but not signed.	
	Transcribed	Document is entered into the system and signed by a transcriptionist but is not yet signed by the person who dictated it.	
	Unauthenticated	Document is signed by someone who does not have authorization to grant final approval for this document. The document needs an additional signature by someone authorized to change its status to Authenticated.	
	Authenticated	Document is in its final status and is signed by someone authorized to change its status to Authenticated.	
	Modified or Corrected	Document has been modified and may have an attached addendum.	
	Anticipated	The medical records department anticipates a document of the type indicated, but the document contents have not been entered into the system yet.	
×	In Error	Document was marked as In Error.	
?	Unknown	Document status is not known.	
	Note: A yellow dot in an icon indicates that the note is being viewed.		