# Documentation Tab Filters for All Staff

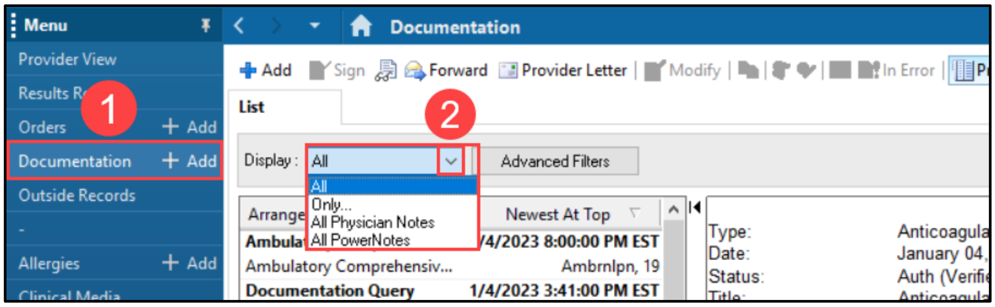
Cerner PowerChart, Cerner Ambulatory, and FirstNet EDUCATION

## Filtering the Document List

In the Documentation tab of the dark blue Menu, the document list defaults to display all available clinical documents for a patient. Filter options are available to filter the list to display all or only document types.

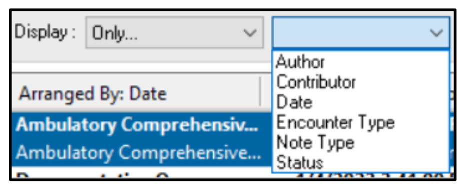
To filter the document list:

1. Navigate to the Documentation tab in the dark blue Menu.
2. Click the drop-down arrow to see the following filtering options:




   a. **All** – Displays all currently available documents for the patient.

   b. **Only…** – Provides an option to choose which kind of documents to view from a second menu. Those options include:




      i. Author: The person who completes the clinical document and is the first to sign, submit, or save it.

      ii. Contributor: Anyone who signs, co-signs, or verifies a document.

      iii. Date.

      iv. Encounter type.

      v. Note type.

      vi. Status.

   c. **All Physician Notes** – Filters the documents to only display documents documented by physicians.

   d. **All PowerNotes** – Filters the documents to display all the PowerNotes completed for the patient.

**Note**: After selecting the Only… filter, select an option from the second menu. A third menu will display with options based on the second menu selection.

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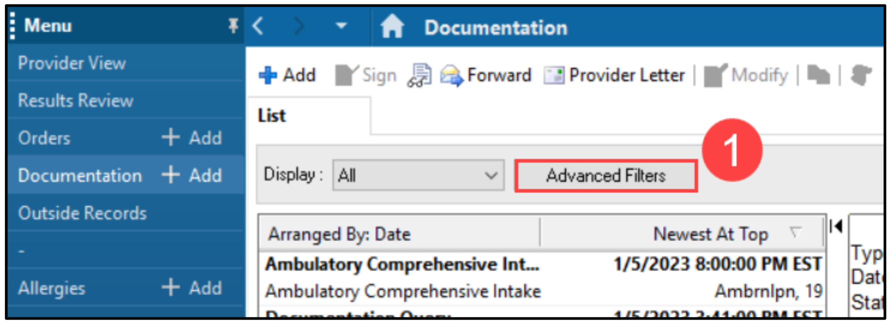
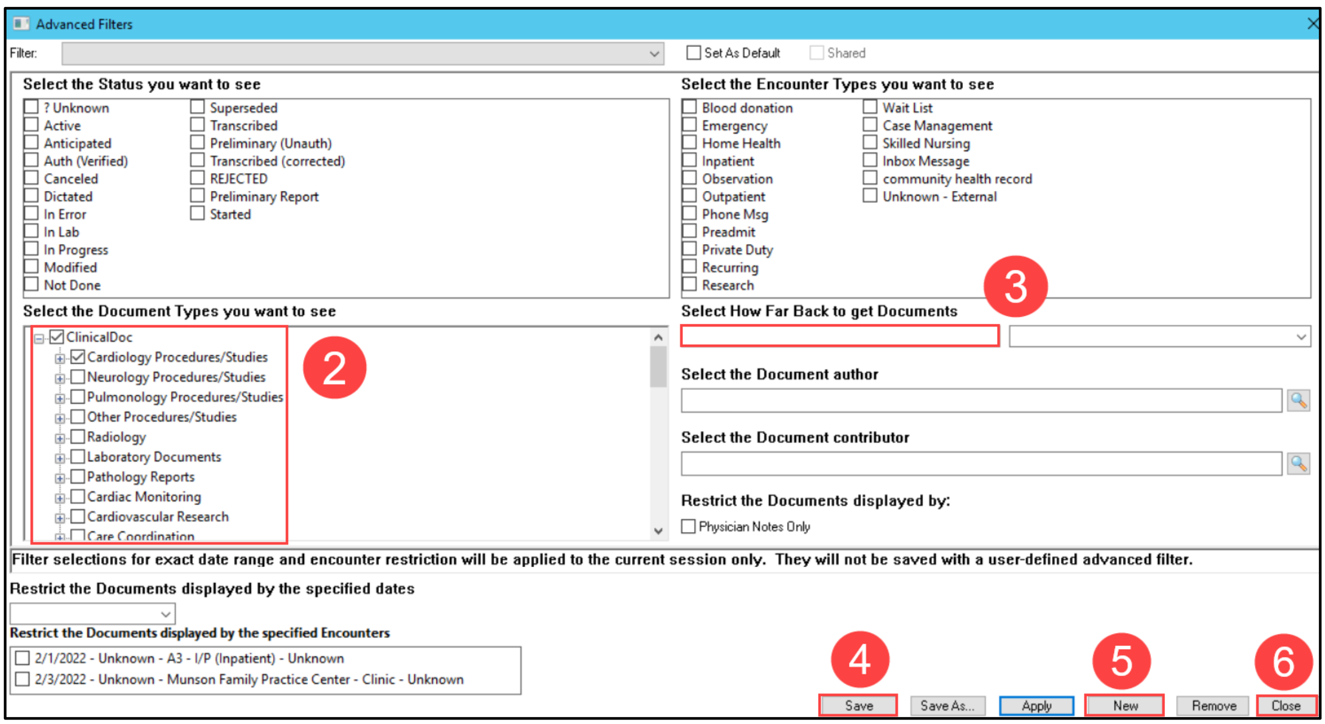
## Creating Personal Filters

From the Documentation tab of the dark blue Menu:

1. Select **Advanced Filters**.
2. Select the document type(s) from the list or click on the plus sign to expand the options.
    a. Multiple document types may be added to one filter list.
3. Select the time range (optional).
4. Click **Save** and name the filter.
5. Select **New** when adding additional filters.
6. Click **Close** when finished.




7. Personal Filters will appear in the Display drop-down.