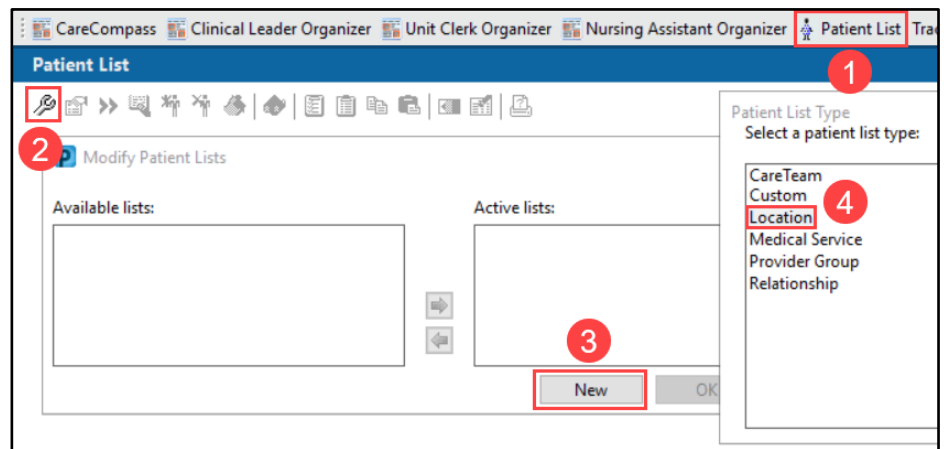# PowerChart Personalizations for Providers

Adding Patient Lists

How to add each hospital floor/unit to the patient list:

1. Click on **Patient List** in the toolbar.
2. Click on the **Wrench** icon.
3. Select **New**.
4. Double-click on **Location** in the pop-up window.

5. Double-click on the **Locations** Folder.
6. Double-click on appropriate **hospital**.
7. Double-click on the **hospital** to expand the available floors.
8. Place a **check** in the box next to 1 specific floor/unit.
9. Click **Finish**.
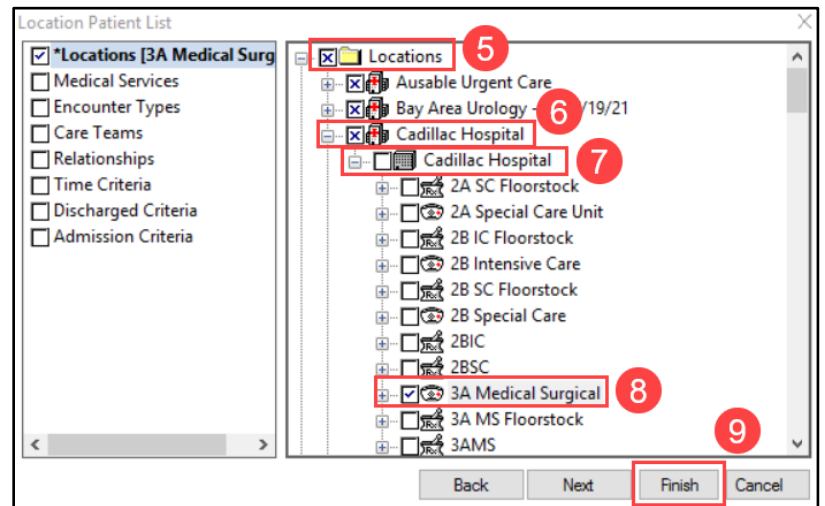
Repeat steps 3-9 for each floor/unit. Only add the appropriate floors/units.

NOTE: Each floor/unit must be added individually. DO NOT include Floorstock.

Standard Munson Medical Center floors: A2, A3, A4, A7, B2, B2 Surgery, B3, B4, C2, C3, C4, D4, D5, ED-MMC, GF PACU, GF Surgery (for surgeons), NICU and PG-Maternity (for OB and Peds), and P2-ICU.

Standard Cadillac Hospital floors: 2B Intensive Care, 2B Special Care, 3A Medical Surgical, 3B Medical Surgical, 3E, 4A Nursery and 4A Obstetrics (for OB and Peds), and OPC Outpatient Surgery

Once all lists have been added, select the list from the Available lists column and click the blue arrow to move the list to the Active lists column. Then click OK.
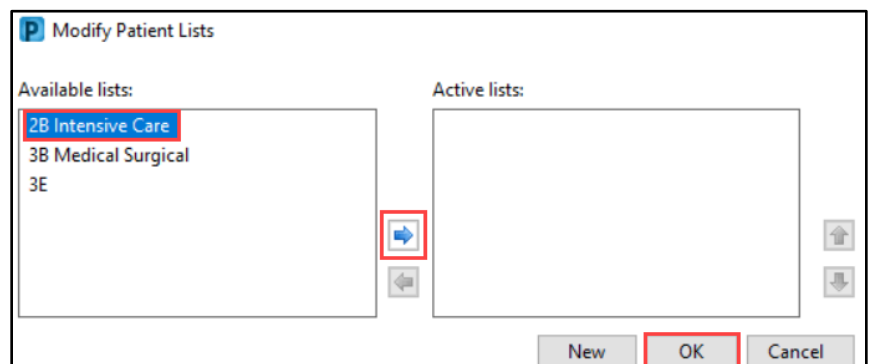
MyExperience

MyExperience allows the user to change the default screen that opens upon logging in to PowerChart and change which specialty viewpoint is set for the user's workflows/MPages in the Provider View.

1. Click on **My Experience** in the toolbar.
2. Select the preferred option (i.e., **Patient List**) under My Default Organizer View.
3. Select appropriate Viewpoint based on users' specialty under My MPages Selection.
4. Click Save.
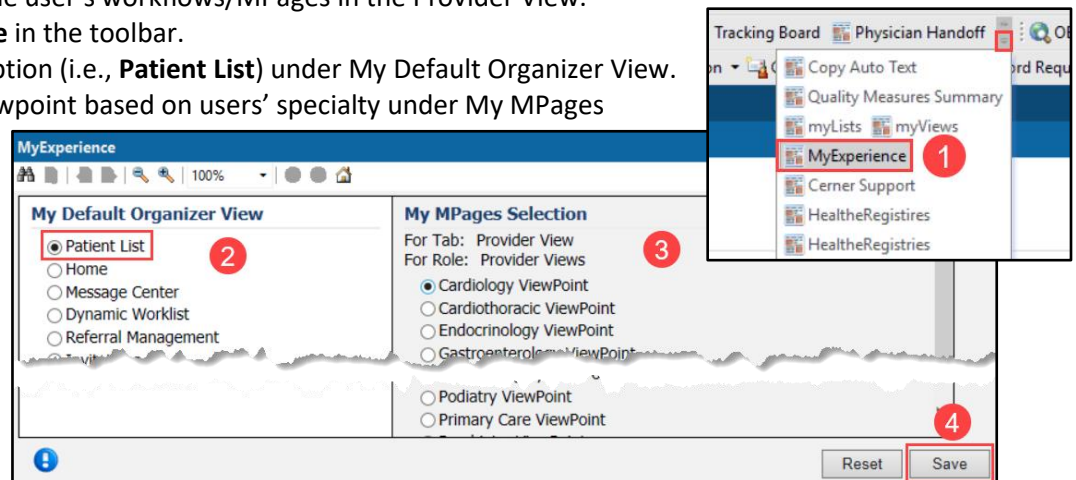
Note: Not all specialties have access to My Experience.

Problems and Diagnosis Search Fix

1. In a patient's chart, navigate to the **Problems and Diagnoses** page from the dark blue Menu.
2. Click **Add** in the Problems section of the page. **DO NOT** click Add in the Diagnosis part of the page
3. Type a diagnosis (ex: Diabetes) in the yellow box and click on the binocular's icon.
4. In the pop-up window, use the drop-down arrow next to Within and select **Subset**.
5. Use the same drop-down arrow again next to Within and select **Terminology**.
6. Click **Cancel** to close the pop-up window.
7. Click **Cancel** again to cancel the problem.
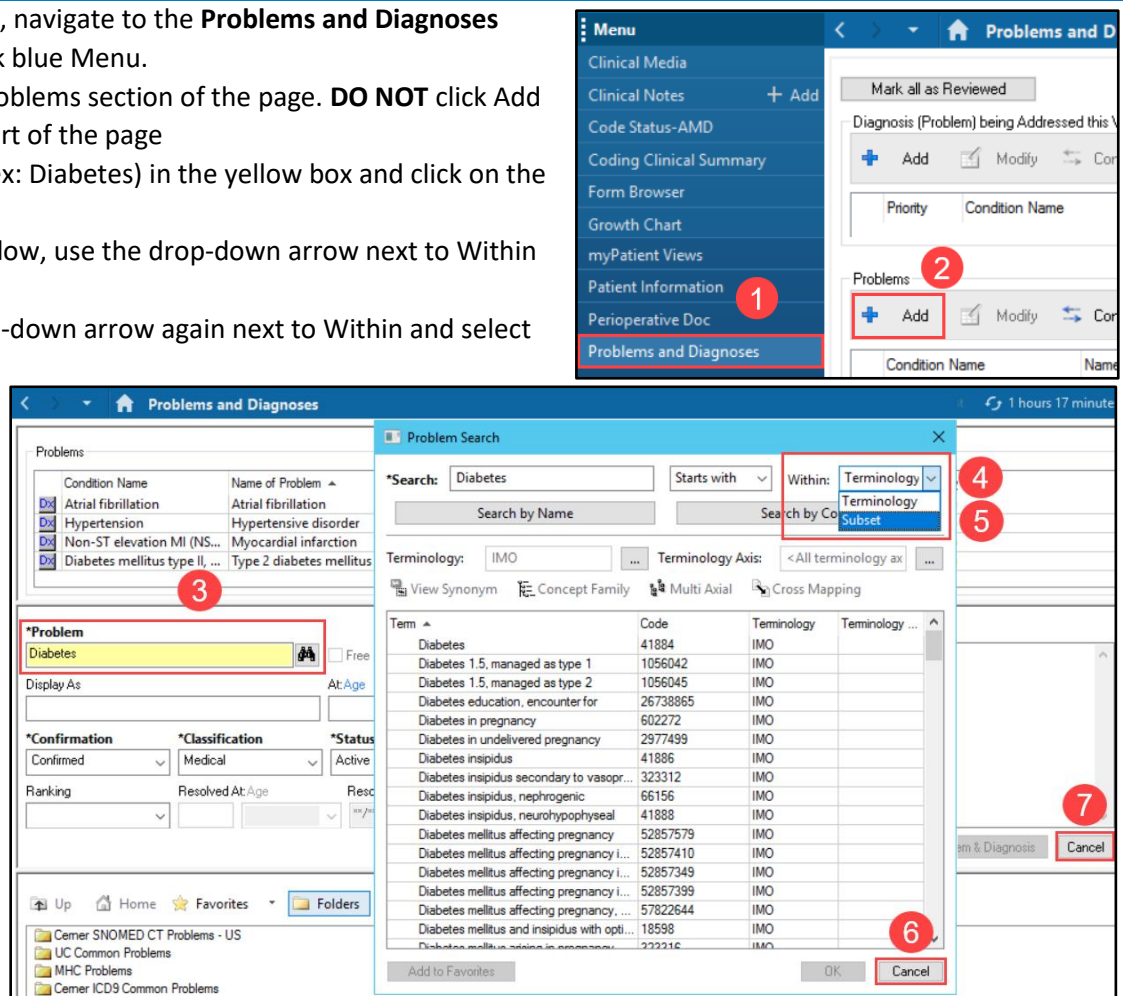
Orders Page Home Folder

To set a Home Folder to automatically open when adding an order:

1. Navigate to the **Orders** page from the dark blue Menu.
2. Click **Add**.
3. Use the drop-down arrow to select **Acute Care**.
4. Select appropriate location section folder (ex. **MMC POE SECTION FOLDERS** are for Munson Medical Center providers).
5. Right click on the appropriate specialty folder and select **Set as Home Folder**.
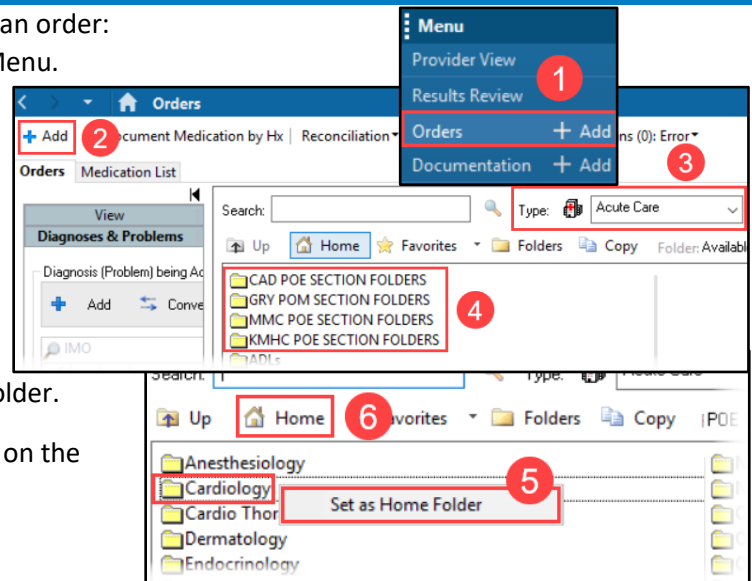
Note: Users can only select one folder as the Home Folder.

6. Users can also access the Home Folder by clicking on the **Home** icon when adding an order.

Orders Page View Personalizations

1. Navigate to the **Orders** tab in the dark blue Menu.
2. Click the drop-down arrow next to Display and select **All Orders (All Statuses Except Future).**
3. Select **Customize View.**
4. Under Available Columns, select **Ordering Physician**.
5. Click **Add**.
6. Ordering Physician will now display under *Selected columns. Repeat step 4 for **Order Comment**.
7. Then click **OK**.
8. On the Orders page, scroll to find the vertical column line next to Ordering Physician. Hover over the line until the ⊣⊢ **icon** appears. Click and drag the column line to the left, so the user does not need to scroll to see more information.
9. Move the scrollbar to the left towards Details to ensure all columns now fit on the page. The scrollbar should disappear.

# PowerChart Personalizations for Providers
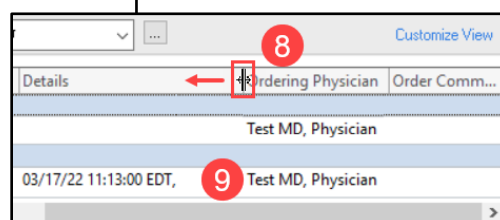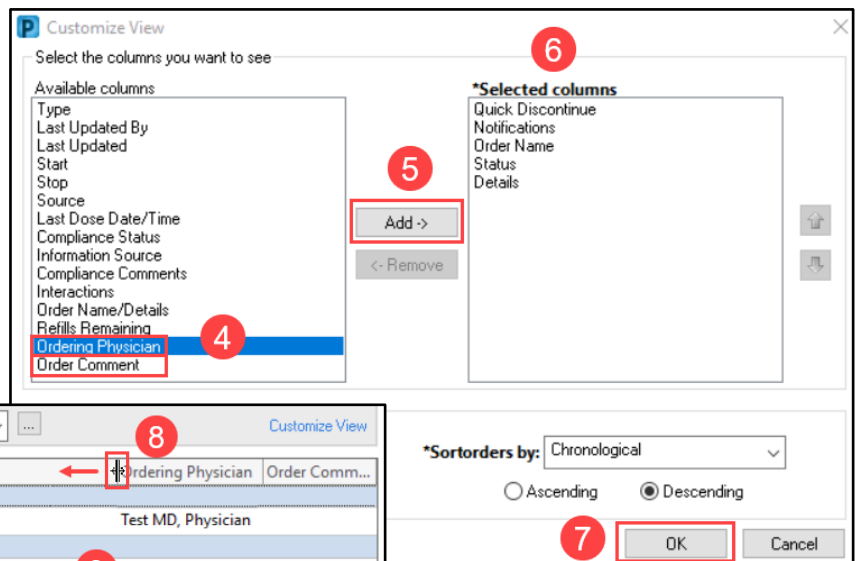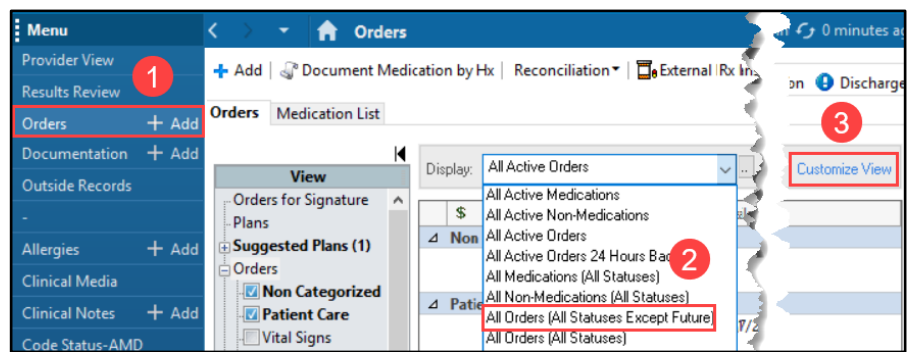
Adding Rx Printers

1. Navigate to the **Orders** page from the dark blue Menu.
2. Click **Add**.
3. Use the drop-down arrow to select **Discharge Meds as Rx**.
4. In the search bar, type a medication name (ex. aspirin) and select on one of the medication dosages listed.
5. Click on the **ellipsis** icon.
6. Use the drop-down to select **Printer**.
7. Select the **Other Output Devices** tab.
8. Scroll to the appropriate location and click the **+ sign** to expand.
9. Click the **+ sign** again next to the location name to expand.
10. Select the appropriate floor (Do NOT click on the + icon).
11. **Right-click** on a Device Name ending in _rx.
12. Click **Add to Favorites**.

This will take the user back to the Favorites tab. **Repeat steps 7-12** for each Device Name ending in _rx on each appropriate floor.

13. Once all the appropriate printers are added to Favorites, click **OK**.

14. Remove the order by right-clicking on the order and select **Remove**.
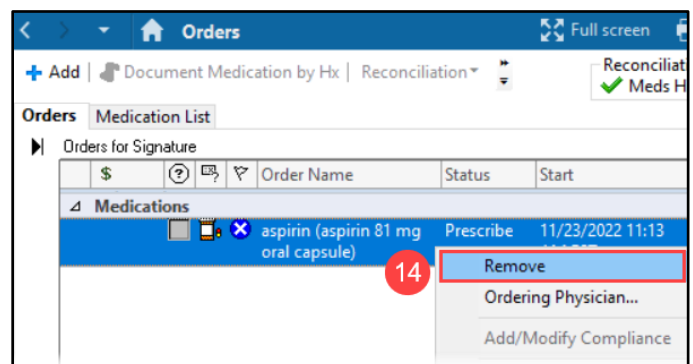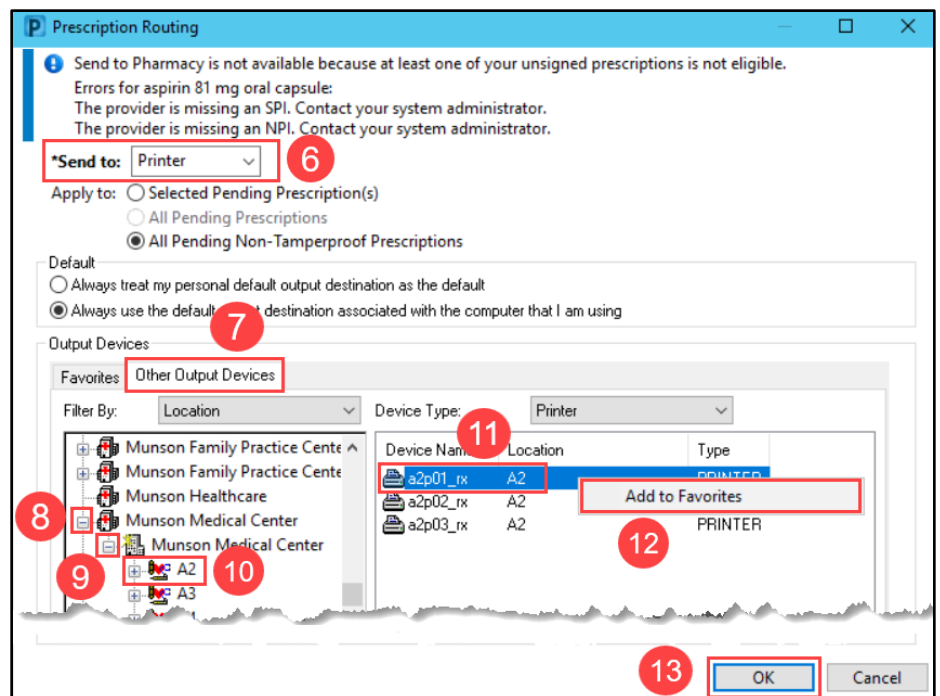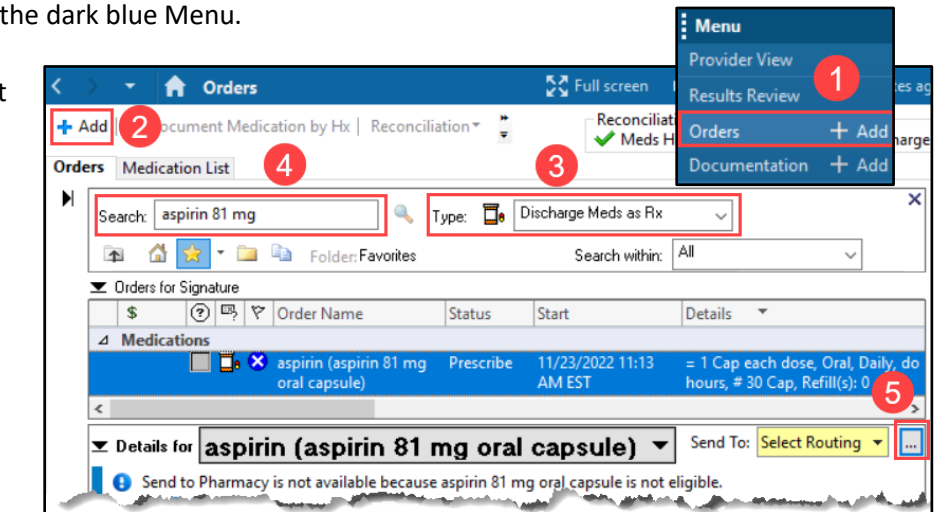
Medication List View Personalizations

1. In a patient's chart, navigate to the **Medication List** page from the dark blue Menu.
2. Click **Customize View** in the gray toolbar.
3. Under Available columns, hold the Ctrl key and select **Type**, **Ordering Physician**, **Order Comment** and **Last Dose Date/Time**.
4. Click **Add**.
5. Type, Ordering Physician, Order Comment and Last Dose Date/Time will now show in *Selected columns.
6. Select **Type** under *Selected columns and click the **up arrow** to move it to the top of the list.
7. Click OK.
8. On the Medication List page, scroll to find the vertical column line next to Ordering Physician. Hover over the line until the ⊬⊦ **icon** appears. Click and drag the column line to the left, so the user no longer needs to scroll to see more information.
9. Move the scrollbar to the left towards Details to ensure all columns now fit on the page. The scrollbar should disappear.
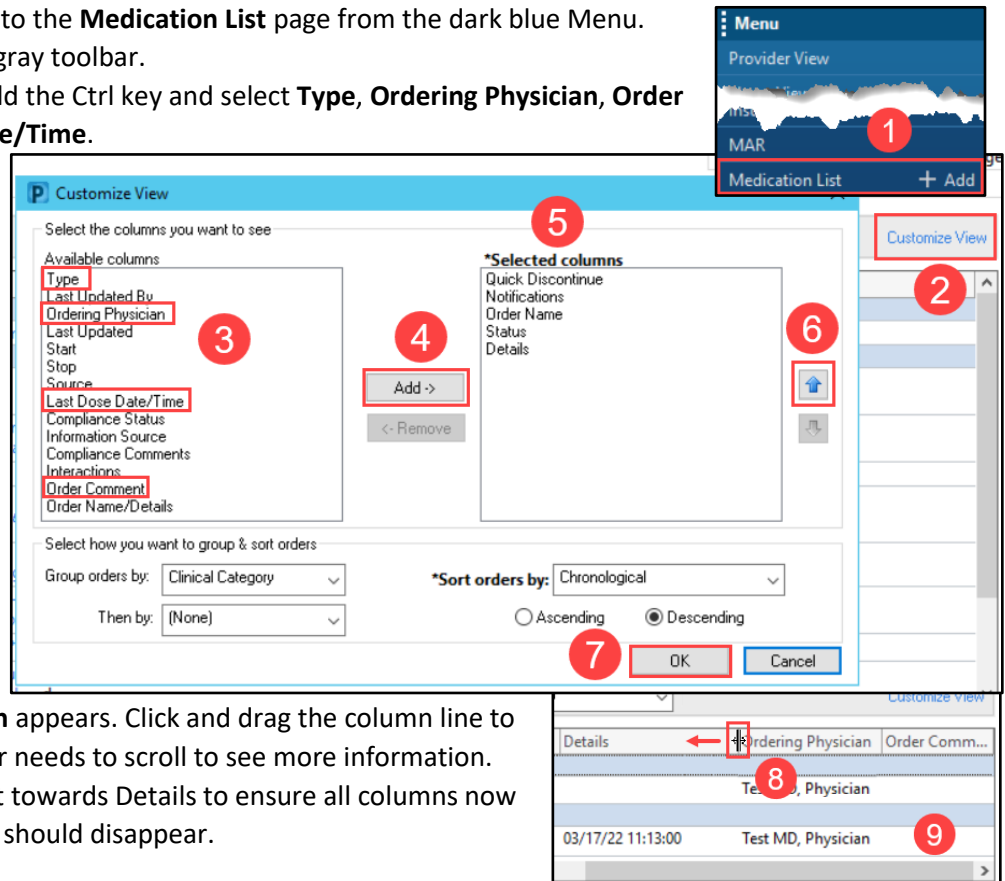
Documentation

1. In a patient's chart, navigate to the **Documentation** tab from the dark blue Menu.
2. Hover over the blank space between the two columns until the ⊬⊦ icon appears. Click and **drag the column to the left** to condense the left column to wrap the text, as shown in this example.
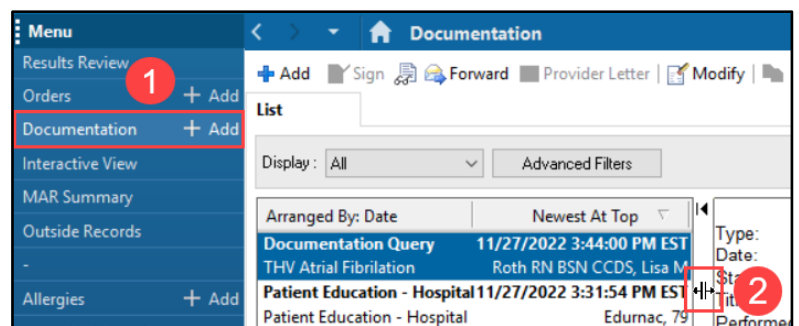
Clinical Notes

1. In a patient's chart, navigate to the **Clinical Notes** page from the dark blue Menu.
2. Select **By type**, to display the clinical notes in folders by type of note, rather than by date of note.

PowerChart Personalizations for Providers
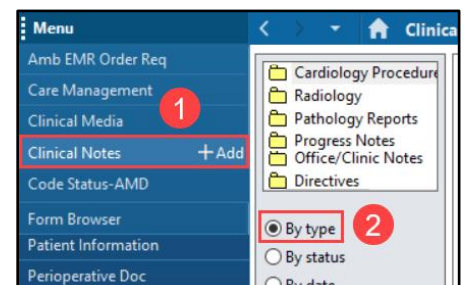
Provider View New Order Entry

1. In Provider View, navigate to the **New Order Entry** component.
2. In the search bar, type a medication name.
3. Select a medication from the list.
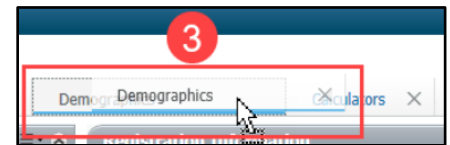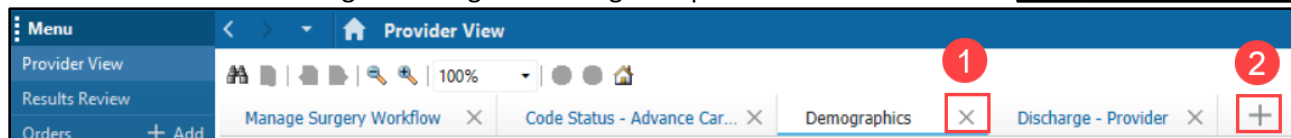4. Click the Orders for Signature 📭 1️⃣ icon.
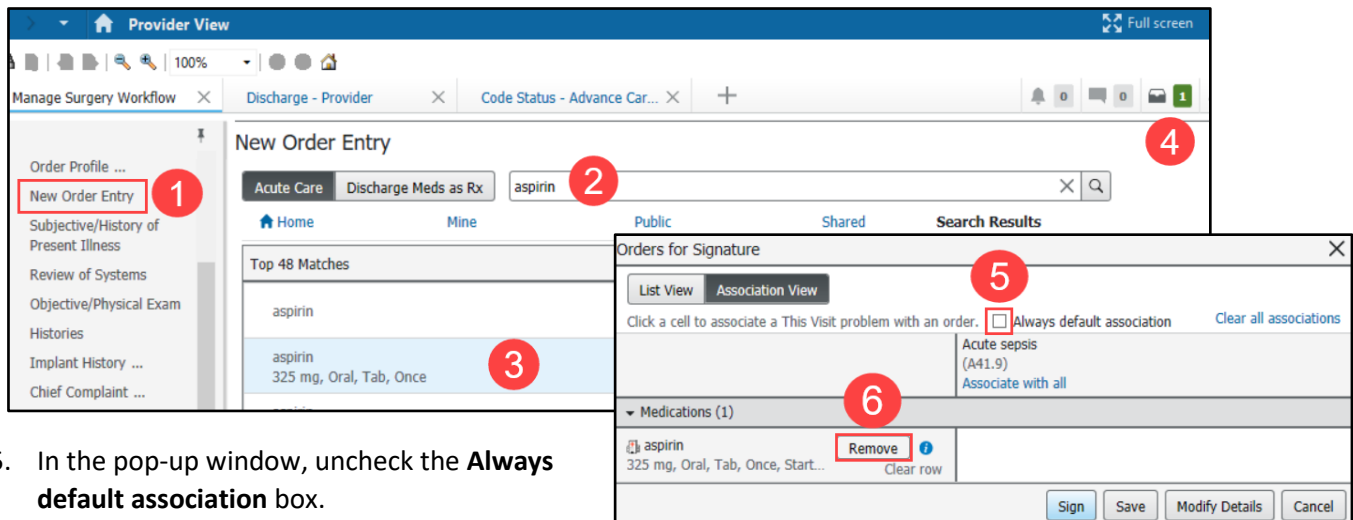
5. In the pop-up window, uncheck the **Always default association** box.
6. Click **Remove** to remove the order.

MPage Personalizations

To add, remove or rearrange MPages in the Provider View:

1. Click the X to remove an MPage.
2. Click the + to add an MPage from a list.
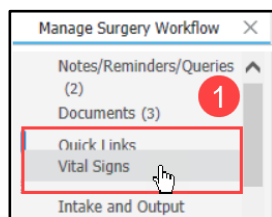3. Left click on an MPage and drag to rearrange the preferred order.

Components Personalizations

To rearrange components, in a Workflow:

1. Left click and drag to the preferred order.

Note: It is preferred to keep the **Notes/Reminders/Queries** and the **Problem List** Components at the top of the Workflow.

To add or remove components in a Workflow:

2. Click on the Page Menu ≡▾ icon
3. Click Components.
4. Check to show a Component and uncheck to hide a Component in the Workflow.

Note: Uncheck Quality Measures