

Quick Orders and Charges MPage Personalizations for Providers

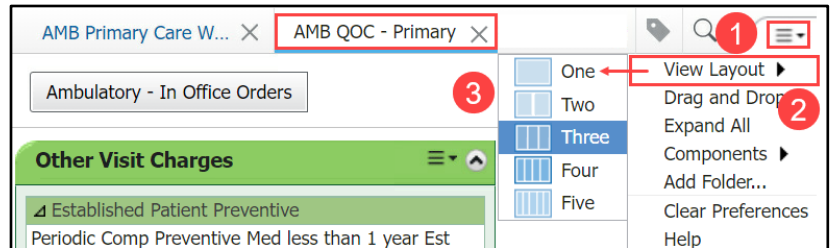
Cerner PowerChart Ambulatory EDUCATION

Changing the Quick Orders MPage Layout

The Layout view may be customized to display up to five columns.

Navigate to the AMB QOC (Quick Orders and Charges) MPage.

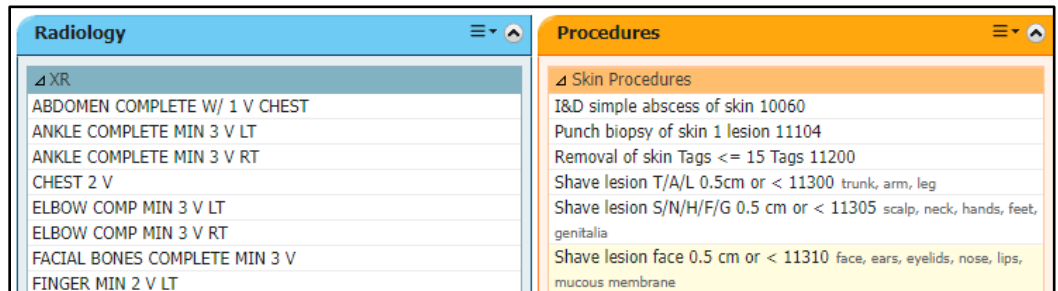
1. Click on the Page Menu icon.
2. Hover over View Layout.
3. Select the desired column layout.
4. The screen will automatically refresh to the chosen layout.



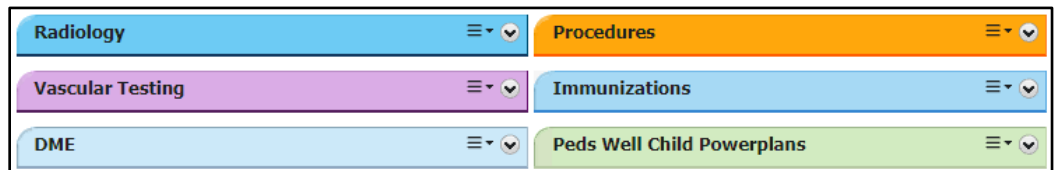
Expanding and Collapsing Components

Expanded View is the default setting for all the components. This shows all the orders within each component. The Collapsed View only shows the heading of each component.

Expanded View

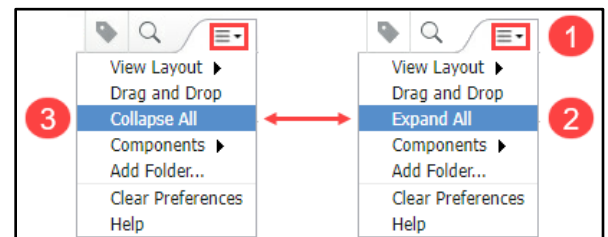


Collapsed View

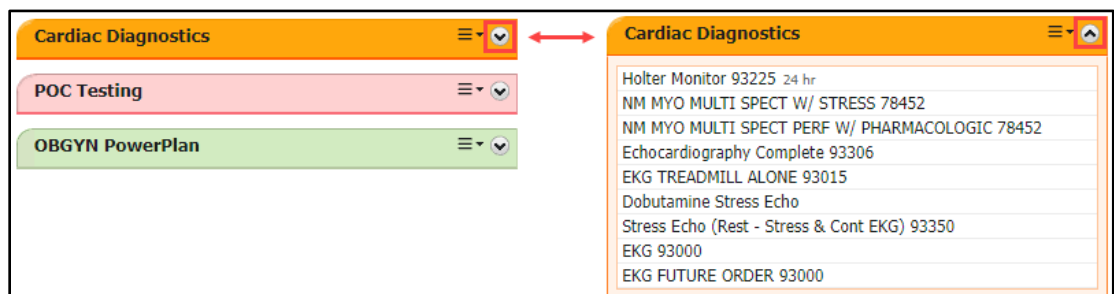


To change between Expanded View and Collapsed View:

1. Click on the Page Menu icon.
2. Select Expand All (the wording will change to Collapse All).
3. Click Collapse All.
 - a. To change back to Expanded View, select Expand All.



To collapse or expand an individual component, click on the caret icon.



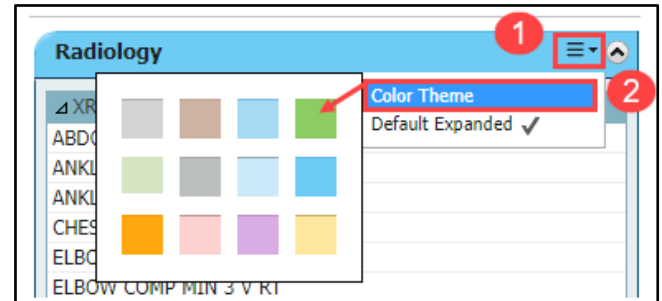
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Changing the Color Theme of a Component

For improved organization, the color of each component may be changed. To do this:

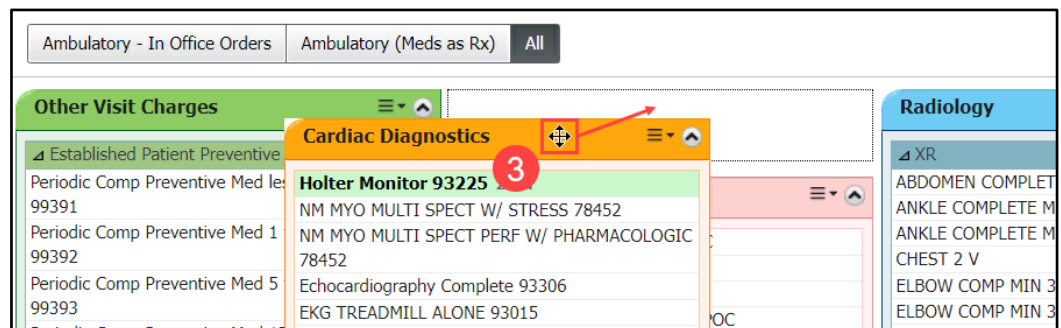
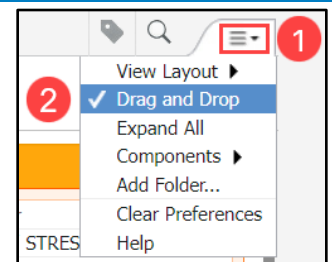
1. Click on the Component Menu icon.
2. Select Color Theme and then select the desired color.



Changing the Order of Components

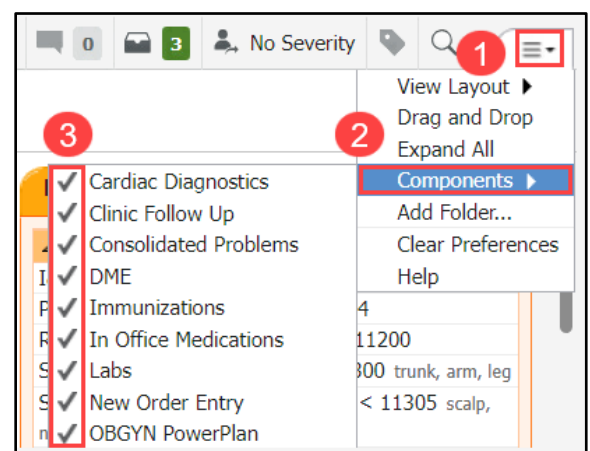
1. Click on the Page Menu icon.
2. Select Drag and Drop, and a check mark will appear.
3. Click on the component header and drag and drop it to the desired location.

Note: Once complete, click the Page Menu icon again and deselect Drag and Drop.



Adding and Removing Components

1. Click on the Page Menu icon.
2. Hover over Components and a complete list of the available components will open to the left.
3. Check or uncheck a component to hide or display it.



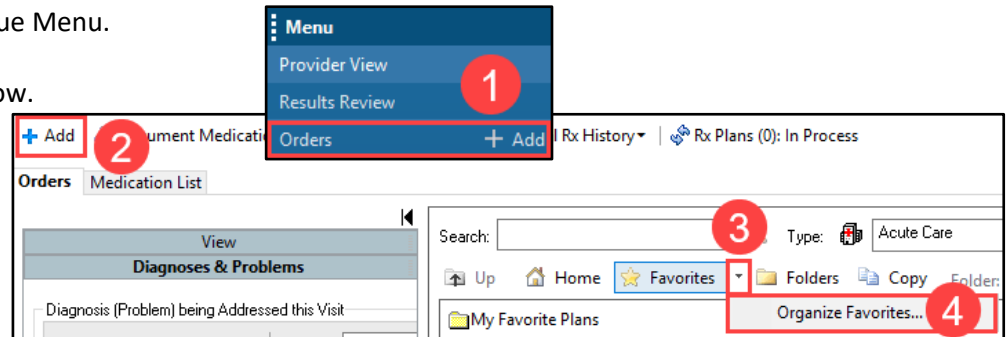
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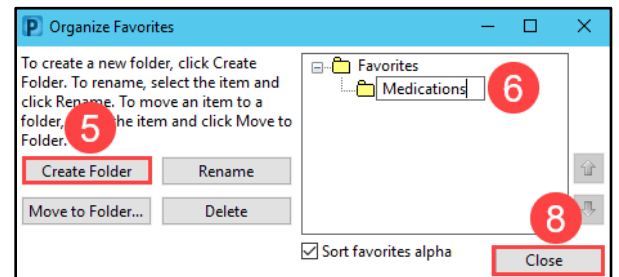
Adding a Favorite Folder

In order to add a personalized favorite folder as a component within the AMB QOC MPage, a favorite folder must be created first. To do this:

1. Click on Orders within the blue Menu.
2. Click Add.
3. Click the Favorites down arrow.
4. Select Organize Favorites.

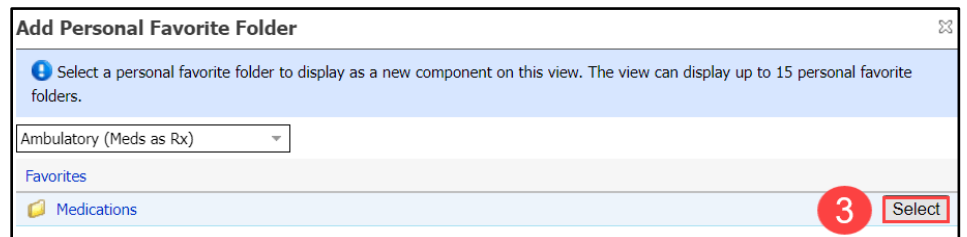
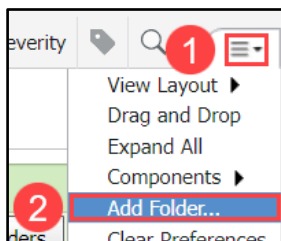


5. Select Create Folder.
6. Type a name for the folder.
7. Repeat steps 5 and 6 for additional folders.
8. Then click Close.



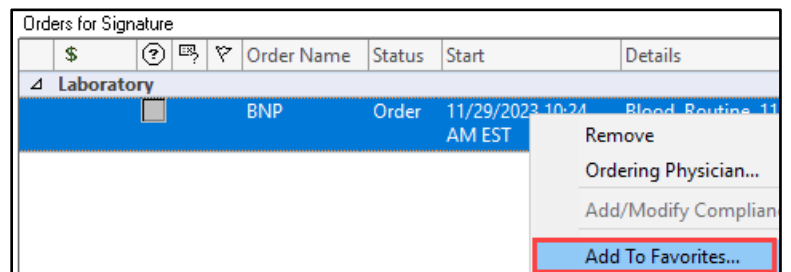
Navigate back to the AMB QOC MPage.

1. Click on the Page Menu icon.
2. Click on Add Folder.
3. Locate the desired favorites folder and click Select.



4. A new component box is created and added to the lower left corner of the page. To move the folder to a different location, follow the above steps to Drag and Drop.

Note: Before signing an order, add the order to a favorites folder by right-clicking on the order and selecting Add To Favorites. Then select the correct folder to add the order to, which will then appear in the component box on the AMB QOC MPage.



Note: Any personalizations made must be saved by clicking the Exit door in the top toolbar to close the PowerChart session. If the red X in the top right corner is used to close the session, personalizations will be lost.