

Document Import to PowerChart for All Staff

Cerner PowerChart Ambulatory EDUCATION

An M: Network Drive is available for saving documents from Outside Systems needing to be imported into PowerChart. The following document outlines the process to save documents to the correct M: drive location and upload the documents to Powerchart.

Adding Documents from Outside Systems to M: drive

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- 1. Locate the document in the outside EHR program or website. Select Print to PDF or Save.
- 2. Navigate to the M: drive (M:\Cerner Ambulatory Vault).
- 3. Select the folder with the correct practice name.
- 4. Enter the File name with the following identifiers:
 - Current date mm/dd/yy.
 - Document Type.
 - Patient MRN Medical Record Number.
- 06.15.23, Office visit note, MRN 1111111)

For example:

5. Click Save.

Note: The document is deleted from the M: drive folder after 15 days.



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Document Upload to PowerChart Clinical Notes

- Open the correct patient's chart in PowerChart and select Clinical Notes from the dark blue PowerChart menu.
- 2. Click Add icon on the Clinical Notes window.
- 3. Select the note Type.
- 4. Click the Attachment icon.
- Click browse and navigate to the desired document. Under This PC, select the following:
 - M: drive.
 - Select the practice folder.
 - Double click the document.
- 6. Click Attach.
- 7. Click OK.
- 8. Create an appropriate Subject for the document and add additional information, as needed.
- 9. Add a description of the document.
- 10. Click Sign.

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Deleting the Document from the M: Drive Folder

The document must be deleted from the M: drive folder immediately after it has been saved to Clinical Notes in the patient's chart. Documents that remain in the M: drive folder will be automatically deleted after 15 days.

- 1. Go the M: drive in This PC.
- 2. Open the desired practice's folder.
- 3. Right click on the document.
- 4. Select Delete.