

Setting Personal Document Type(s) List for Munson Healthcare Staff

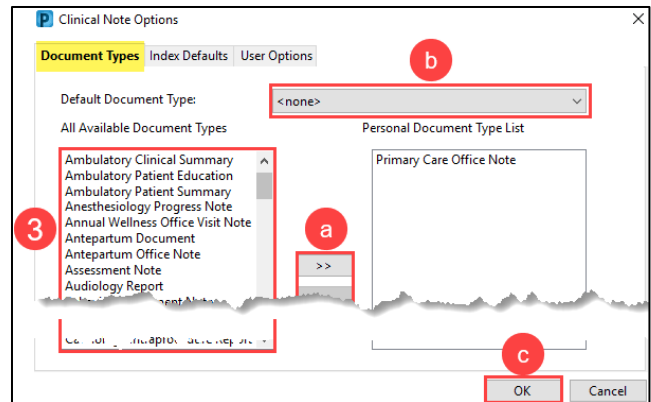
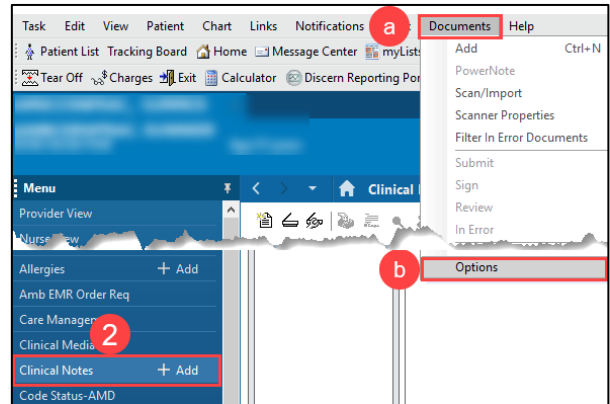
Cerner Ambulatory PowerChart EDUCATION

Summary: Follow the steps below to create a personal Document Type list.

Support: Ambulatory Informatics at 231-392-0229.

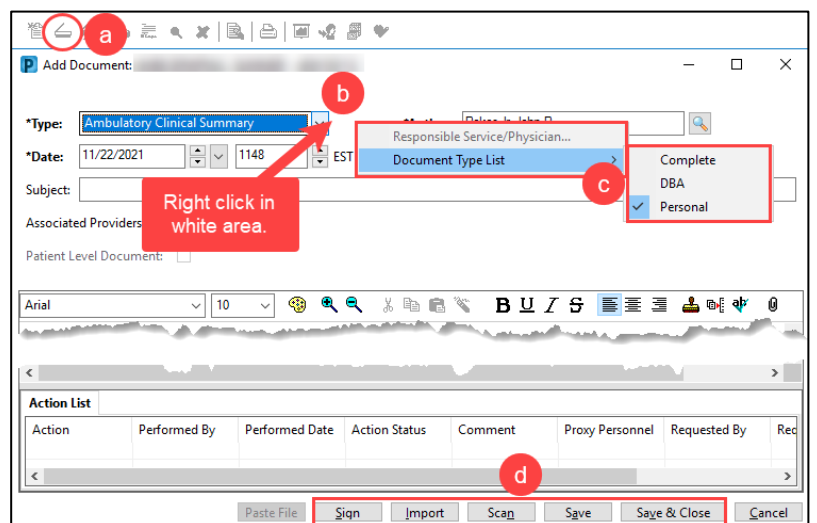
Setting Personal Document Type(s) List

1. In PowerChart, open the patient's encounter.
2. **Navigate** to Clinical Notes.
 - a. From top tool bar, **click** Documents.
 - b. **Click** Options.
3. Select document type(s) from left menu pane.
 - a. **Move** to right windowpane.
 - b. **Select** a Default Document Type if desired, not required.
 - c. **Click** OK.



4. To Use:
 - a. **Click** Scan/Import.
 - b. **Right click** in white area.
 - c. **Select** Document Type List.
 - d. **Click** appropriate action to continue.

Note: Repeat steps to add or remove additional Document Types from the personal list.



5. Upon future returns, a paired down list will be available.

