From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Use the Workflow MPages

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This Quick Reference Guide (QRG) reviews using the workflow MPages

Common Buttons & Icons

	Refresh icon
	Menu icon
	Add MPage icon
	MPage X Close button
	Component Plus icon
	Home icon
	Back Arrow icon

Navigate to a Different Patient Encounter

➢ **From within the patient's chart:**

STEP 1: Click **LOC** in the blue patient banner at the top of the screen.

STEP 2: Click the encounter you want to navigate to.

STEP 3: Click **OK**.

STEP 4: Click **Yes** in the Visit List window, as appropriate.

STEP 5: Click the appropriate relationship within the Assign a Relationship window.

STEP 6: Click **OK** in the Assign a Relationship window.

STEP 7: Click the **Refresh** icon.

Customize Components

➢ **From within the patient's chart:**

STEP 1: Click the **Menu** icon.

STEP 2: Click **Components.**

STEP 3: Click the component **Checkmark** icon to select a component.

STEP 4: Click a previously selected component **Checkmark** icon to disable it from view.

STEP 5: Click and drag components to fit your preferred workflow.

Add and Remove MPages

➢ **From within the patient's chart:**

STEP 1: Add MPages:

- Click the Add MPage icon.
- Search and select the MPage you want to add.
- Click OK.

STEP 2: Remove MPages:

- Click the X Close on the MPage you want to remove.

Navigate to Other Parts of Patient's Chart

NOTE: This feature is available for some components, but not all.

➢ **From the patient's chart:**

STEP 1: Click the component header.

NOTE: This is available for some components, not all.

STEP 2: Click the **Back Arrow** icon, or **Home** icon, to navigate back to the MPage.

Customize Screen Display

➢ **From the patient's chart:**

STEP 1: Click the **Menu** icon.

- Click View Layout.
- Choose the layout needed.
- Click Drag and Drop

NOTE: This is often best completed with the components collapsed. To do that click Collapse All.

- Click the component header.
- Drag it to where you want it on-screen.
- Click the Menu icon.
- Click Expand All to reopen the components.

NOTE: Close PowerChart using the Exit button to save your changes.

Review Problem List

➢ **From the Handoff MPage within the patient's chart:**

STEP 1: Click **Problem List** in the left-side menu.

STEP 2: Update the Problem List by clicking the appropriate button.

STEP 3: Click **Resolve** to resolve problems, as appropriate.

STEP 4: Add problems to the list using the Add as drop-down and Problem search field.

Document Histories Tabs

- **From the Handoff MPage within the patient's chart:**

STEP 1: Click the appropriate tab for documentation.

STEP 2: Click the **Histories** Header.

STEP 3: Document information as appropriate.

NOTE: The implants section is also within Histories, you must navigate to another tab to access Implant Histories for Documentation.

Document Vital Signs

- **From the Handoff MPage within the patient's chart:**

STEP 1: Click **Vital Signs** in the left-side menu.

STEP 2: Click the **Add** icon across from the header.

STEP 3: Document additional vital signs in iView.

View Clinical Notes

- **From the Handoff MPage within the patient's chart:**

STEP 1: Click **Clinical Notes** in the left-side menu.

STEP 2: Use filters across from the header to filter notes.

NOTE: Default is the last 50 notes.

Add Assessments

- **From the Handoff MPage within the patient's chart:**

STEP 1: Click **Assessments** in the left-side menu.

STEP 2: Click the **Add** icon across from the header.

STEP 3: Document additional assessments in iView.

Document Patient URL

- **From the Handoff MPage within the patient's chart:**

STEP 1: Click **Patient Provided Health Information URLs** in the left-side menu.

STEP 2: Document the patient URL.

Modify Chief Complaint Title

- **From the Inpatient Provider View:**

STEP 1: Click **Chief Compliant** in the left-side menu.

STEP 2: Click the chief complaint title.

STEP 3: Type the new title.

NOTE: Be aware, this information flows to discharge documentation.

STEP 4: Click **Sign**.

Add Members to Patient Care Team

- **From the Inpatient Provider View:**

STEP 1: Click **Care Team** in the left-side menu.

STEP 2: Click the **Add** icon.

STEP 3: Document the additional information.