**A position has been created for NEDS staff to use when signing into PowerChart to provide appropriate access to Northern Light Health Organ Donation patients' charts.**

## Locating PowerChart/Logging In

**STEP 1:** Locate the **Microsoft Edge** icon on the desktop taskbar at the bottom of the screen.

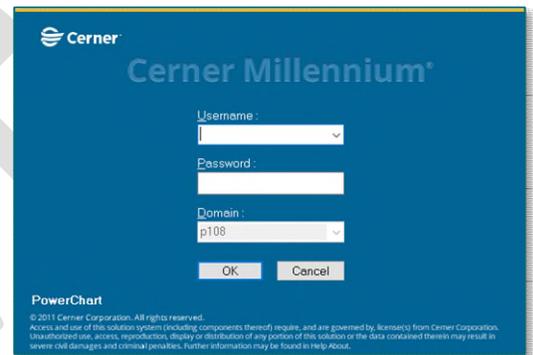- Click the icon and it will open to the **NLH Member Organization** intranet page.

**STEP 2:** Navigate to Quick Links on the right side of the page, locate **Cerner Millennium** and double-click.

**STEP 3:** Select **PowerChart**.

**STEP 4:** Enter the provided **Username** and **Password**.

**STEP 5:** Click **OK**.

## Searching for a Patient

Search for a patient with **MRN**, **Name**, **FIN** number, or **Date of Birth**.

**STEP 1:** Navigate to the search bar on the right side of the screen.

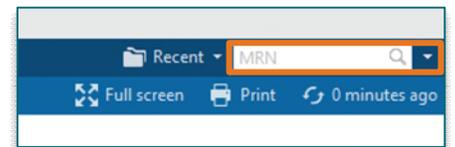- If you have the **MRN** of the patient, click the field and enter the MRN.

  **OR**

- Select the magnifying glass to search by patient name or other search criteria.

**STEP 2:** Select the appropriate encounter.

**NOTE:** **NEDS encounters will have the Nursing Unit listed as ODON and the Attending Physician will be listed as New England Donor Services.**
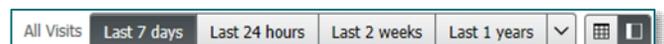
**STEP 3:** Click **OK**.

## Chart Review

Chart review is completed from the **Inpatient 2018** tab within **Provider View**. The table of contents component on the left side of the chart has been set up for NEDS staff use.

➢ Documents

- View ED Provider notes, Admission and History, Progress Notes, Consults, etc.. in this component.
- The timeframe filters can be modified to: Last 7 days, Last 24 Hours, Last 3 Months, or Last 1 years.
- The recommended timeframe is the Last 7 days (default) or the last 24 hours.

➢ **Labs Flowsheet**

- The same filters can be applied to the Labs Flowsheet component.

- There is an option to toggle between grid view and list view of labs.

➢ **Diagnostics**

- This component will display all procedures/images from Radiology, Cardiology, and Neurology.

➢ **Lines/Tubes/Drains**

- This will display current, and if desired, discontinued Lines, Drains, and Tubes.

- The location and insertion date and time will also be listed.



➢ **Intake and Output**

- Fluid balance data is displayed within this component.

➢ **Medications**

- **Ordered medications** will be listed in this component.

- Click the arrow next to the component name to see a list of medications.

- Click the medication to open additional data, including date and time of last dose and order details.



➢ **Order Profile**

- All active orders will be defaulted to display.

- Filter the orders by selecting the arrow next to **View**.



**NOTE:** For NLH Cerner access issues, please call 207-973-7728. Please contact NEDS IT or refer to ODS training for questions regarding order entry guidelines.