This Quick Reference Guide (QRG) gives a brief introduction to ambulatory PowerChart.

Common Buttons & Icons

⊕	**Quick Links Add** icon
P♥	**Powerchart** icon
Message	**Message Center** button
⏩	Toolbar drop-down arrow to view hidden toolbar items
⬚	**Add Comment This Visit** icon
📄	**Note** icon
⟨	**Timeline** expansion icon
⋮	Toolbar **Ellipsis** icon
Change	**Change Roles** button

Suspend	**Suspend PowerChart** session button
Exit	**Exit PowerChart** button
PM Conversation	**Patient Management Conversation** button
Communicate	**Communicate** button
📌	**Pushpin** icon to collapse left-side menu
Menu	**Menu** expansion button for left-side menu
+	**MPages Add** icon

Add Quick Links (All locations except EMMC)

The first time you log in you will need to add Cerner Millennium to the My Quick Links for access moving forward. However, you can use this process to add other Quick Links at log in, as needed.

➢ **From the intranet homepage:**

STEP 1: Click **Select Category** under Quick Links on the far right of the page.

STEP 2: Click the All Employees drop-down arrow.

STEP 3: Click the appropriate selection needed.

NOTE: To add Cerner Millennium for the first time log in, click Clinical Systems.

STEP 4: Scroll down to see the available quick links you can add; click the **Quick Links Add** icon to add the quick link.

NOTE: To add Cerner Millennium, scroll down, and then click the Cerner Millennium Add icon.

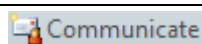STEP 5: Check that it has been added by scrolling back up and clicking the **My Quick Links** button.

Add Quick Links (for EMMC location only)

The first time you log in you will need to add Cerner Millennium to the My Quick Links for access moving forward. However, you can use this process to add other Quick Links as needed at log in.

➢ **From the EMMC Hub:**

STEP 1: Click the Quick Links Header on the right side of the page.

STEP 2:   Click the quick links as needed.

NOTE: To add Cerner Millennium to your quick links, click Millennium.

Log on to Cerner Millennium (All locations)

➢ **From the list of quick links screen:**

STEP 1:   Click the Powerchart icon.

STEP 2:   Click the Username field; then type your personal username.

STEP 3:   Click the Password field; then type your personal password.

STEP 4:   Click OK.

NOTE: The first time you log in you will need to review:

- Millennium Change Notification – Click Acknowledge once reviewed. If you select the Read Later option, it will reappear the next time you log in. You can also choose to print it, simply select print. However, it must still be acknowledged.

- Millennium message pop-up message – Select the Information Update check box at the bottom of the window if you only want to see messages when there is an update. Then click Close.

Add Resources to the Ambulatory Organizer

➢ **From the Ambulatory Organizer screen:**

STEP 1:   Click the **No Resource Selected** drop-down arrow on the **List View** tab in the Ambulatory Organizer.

NOTE: You will need to follow this process for each tab in the Ambulatory Organizer the first time you log in.

STEP 2:   Click the Search field; then type the resource you want to add.

STEP 3:   Select the correct resource check box.

STEP 4:   Click Add Other to add additional resources.

STEP 5:   Click Apply.

Navigate to a Different Day In The Ambulatory Organizer

➢ **From the Ambulatory Organizer Home view, default List View tab:**

STEP 1:   Use the **Right** and **Left** arrow icons to the right and left of the current date in view.

NOTE: You can also use the Calendar icon to select a specific day. When using the calendar, click the Right and Left arrow icons to the right and left of the current month in view to find the needed month. Then, click the appropriate date.

STEP 2:   Review the schedule information.

Check Patients In

➢ **From the Ambulatory Organizer Home View:**

STEP 1:   Confirm you are on the correct day, adjust if needed.

NOTE: You can click the Right arrow icon to the left of the timeline view if needed to give more room on screen. Click it again to open it.

STEP 2:   Click Confirmed by the patient's name under Status.

NOTE: Some locations will use the Schedule Appointment book and not the Ambulatory Organizer.

STEP 3:   Click **Check In.**

NOTE: You also have the option to note the patient as Arrived, Cancel, No Show, and Hold from this same drop-down list.

STEP 4:   Add information to the Check In window as appropriate.

STEP 5:   Click OK.

STEP 6:   Hover over Checked In to see how long the patient has been checked in.

STEP 7:   Click Location below the Checked In status; then click the appropriate location of the patient.

Access Patient Information from the Ambulatory Organizer

➢ **From the Ambulatory Organizer List View tab:**

STEP 1:   Review and make sure you are on the correct day. Set the date if needed.

NOTE: You can hover over the patient's name to access additional details.

STEP 2:   Hover over Reason for Visit to access the information.

STEP 3:   Click the Add Comment icon to add additional details for This Visit.

STEP 4:   Click the Add New Comment field; then free text your comment and click Save.

Access your Message Center

➢ **From the Ambulatory Organizer Home view:**

STEP 1:   Review a summary of message with the left side pane.

STEP 2:   Click the Message Center icon in the toolbar.

Expand the Toolbar View

➢ **From any view with a toolbar at the top of the window:**

STEP 1:   Click the Toolbar Options drop-down arrow.

STEP 2:   Review the new viewable options.

STEP 3:   Click the needed item.

NOTE: You can access the Ambulatory Organizer from this list. When selected from the toolbar it will only show the organizer and not the message center summary.

Assign a Relationship

➢ **From the Ambulatory Organizer Day View:**

STEP 1:   Click the patient's name.

STEP 2:   Click the appropriate relationship.

STEP 3:   Add free text comments in the Comment field if needed.

STEP 4:   Click OK.

Rearrange the Toolbar

➢ **From the any screen with a toolbar:**

STEP 1:   Click and hold the Ellipsis icon.

STEP 2:   Drag the toolbar where you want it according to your preference.

Navigate Patient Management Conversation Options

➢ **From the Ambulatory View toolbar within a patient chart:**

STEP 1:   Click the PM Conversation button within the toolbar.

STEP 2:   Click the appropriate option.
- Patient Portal – Used to sign patients up for online access to their medical records.
- Modify Encounter – For nurses only to document isolation and/or disease precautions.
- Discharge Encounter – Used by unit secretaries, nursing, and nursing support staff to signal registration when a patient has been discharged.

Use the Communicate toolbar button

➢ **From the Ambulatory View within the patient chart:**

<u>STEP 1</u>:   Click the Communicate button in the toolbar.

<u>STEP 2</u>:   Click the appropriate action to include:

- Message
- Reminder
- Patient Letter
- Provider Letter

<u>STEP 3</u>:   Create the needed communication.

Navigate the Banner Bar

➢ **From the Ambulatory View within a patient chart:**

<u>STEP 1</u>:   Hover over items to gain more detail.

<u>STEP 2</u>:   Click hyperlinks to quickly access patient information.

Navigate Summary MPages

➢ **From the Ambulatory View within a patient chart:**

<u>STEP 1</u>:   Click the Summary MPage X icon to close.

<u>STEP 2</u>:   Click the MPage Add icon to the right of the MPages bar.

<u>STEP 3</u>:   Click the appropriate view.

<u>STEP 4</u>:   Click the MPage needed to display information and interact with the information on-screen.

<u>NOTE</u>:   Click the Amb 2018 view for a summary view. Click the appropriate component to quickly navigate to that section.

Search for a Patient Chart

➢ **From the Ambulatory View within a patient chart:**

<u>STEP 1</u>:   Click the **Search** field located in the top right of a patient chart.

<u>NOTE</u>:   The default is to search by MRN.

<u>STEP 2</u>:   Type the MRN for the patient; then press [Enter].

<u>STEP 3</u>:   Click the correct patient name from the top pane.

<u>STEP 4</u>:   Click the correct encounter from the bottom pane.

STEP 5: Click OK.

STEP 6: Assign a relationship as needed; then click OK.

Search by Patient Name

➢ **From the Ambulatory View within a patient chart:**

STEP 1: Click the Search field drop-down arrow to search by patient name.

STEP 2: Click Name.

STEP 3: Click the Search field; then type the patient's name.

STEP 4: Press [Enter].

STEP 5: Verify you have the correct patient in the top pane.

STEP 6: Click the correct encounter in the bottom pane.

STEP 7: Click OK.

STEP 8: Assign a relationship as needed; then click OK.

Search by FIN

➢ **From the Ambulatory View within a patient chart.**

STEP 1: Click the **Search** field drop-down arrow to search by FIN.

- Click FIN.
- Click the Search field; then type the patient's FIN.
- Press [Enter].
- Verify you have the correct encounter in the bottom pane.
- Click the correct patient in the top pane.
- Click OK.
- Establish a relationship as needed; then click OK.

Search for a Recent Patient

➢ **From the Ambulatory View within a Patient chart:**

STEP 1: Click the **Recent** drop-down arrow to find recent patients; then click the needed patient.

NOTE: The Recent drop-down arrow will list the most recent five patients you have viewed.