This Quick Reference Guide (QRG) review the basic functions and features of Cerner PowerChart.

Common Buttons & Icons

	Powerchart icon
Change	**Change** button
Suspend	**Suspend** button
Exit	**Exit** button
⋮	**Vertical Dots** icon
⏷	**Expand** icon
MRN ▾	**Search** field drop-down arrow
🔍	**Search** icon
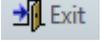
Log On Cerner

➢ **From the Apps screen:**

<u>STEP 1</u>: Click the appropriate application icon.

<u>STEP 2</u>: Enter your Username and Password; then, click **OK**. The Cerner application displays in a new window.

<u>NOTE</u>: Capitalization does not matter when entering your username.

- Capitalization does matter when entering your password.
- To change users, use the Change button in the Toolbar. This feature allows another care team member to document in a patient's chart from where you left off.

Suspend a Session

➢ **From Cerner:**

<u>STEP 1</u>: Click **Suspend.**

<u>NOTE</u>: Suspending a session locks Cerner using your login and holds your current session in a password-protected state for up to 35 minutes. After 35 minutes elapses, you are logged out of Cerner.

Resume a Suspended Session

➢ **From Cerner:**

<u>STEP 1</u>:   Click the appropriate application icon. A Resume Session window displays.

<u>STEP 2</u>:   Verify that the prepopulated username is correct; then, enter your Password.

<u>STEP 3</u>:   Click **OK**.

<u>NOTE</u>:   Resuming a session opens to the portion of Cerner you were viewing when you suspended it.

Log Off Cerner

➢ **From Cerner:**

<u>STEP 1</u>:   Click the **Exit** button to log off.

<u>NOTE</u>:   It is best practice to log out using the Exit button. Doing so ensure any updated <u>preferences</u> and settings are saved for future use.

Use the Recent Feature to Find Patients

➢ **From Cerner:**

<u>STEP 1</u>:   Click the **Recent** drop-down arrow. A menu of recently viewed charts displays.

<u>STEP 2</u>:   Click the desired patient to open their chart.

Use the Search Field to Find Patients

➢ **From Cerner:**

<u>STEP 1</u>:   Click the **Search** field.

<u>NOTE</u>:   The current search criteria is in the Search field in grey. Use the Search drop-down arrow to update this, as needed.

<u>STEP 2</u>:   Enter the appropriate search term(s); then, press [**Enter**]. The Encounter Search window displays.

<u>STEP 3</u>:   Use the fields to the left of the window to narrow your search, if needed.

<u>STEP 4</u>:   Click the desired patient and encounter; then, click **OK**. The Assign a Relationship window displays.

<u>STEP 5</u>:   Click the appropriate relationship; then, click **OK**. The patient's chart opens.

Use the Search Icon to Find Patients

➢ **From Cerner:**

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

STEP 2:   Enter the appropriate search term(s) using the available fields; then, click **Search**.

STEP 3:   Click the desired patient and encounter; then, click **OK**. The Assign a Relationship window displays.

STEP 4:   Click the appropriate relationship; then, click **OK**. The patient's chart opens.

View Additional Toolbar Buttons

➢ **From Cerner:**

STEP 1:   Click the **Expand** icon next to the appropriate Toolbar section. A drop-down menu displays.

Rearrange Toolbar Sections

➢ **From Cerner:**

STEP 1:   Click the **Vertical Dots** icon to the left of the Toolbar section.

STEP 2:   Drag and drop the section in the desired location.

NOTE: You must use the Exit button when closing Cerner to save Toolbar changes for future use.

Add or Remove Toolbar Buttons

➢ **From Cerner:**

STEP 1:   Click the appropriate **Expand** icon.

STEP 2:   Click **Add or Remove Buttons.**

STEP 3:   Click **Customize**. The Customize Tool Bars window displays.

STEP 4:   Click the appropriate option.

NOTE: Use Add to add buttons to your Toolbar using the Add User Links window.
- Use Modify to change your custom links.
- Use Remove to delete any unnecessary links.

STEP 5:   Click **Close.**

NOTE: You must use the Exit button when closing Cerner to save Toolbar changes for future use.

Rearrange Toolbar Buttons

➢ **From Cerner:**

STEP 1: Click the appropriate **Expand** icon.

STEP 2: Click **Add or Remove Buttons.**

STEP 3: Click **Customize.** The Customize Tool Bars window displays.

STEP 4: With the Customize Tool Bars window still open, click-and-drag buttons as needed.

NOTE: You cannot move buttons between toolbars.

STEP 5: Click **Close.**

NOTE: You must use the Exit button when closing Cerner to save Toolbar changes for future use.