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Cerner Millennium PowerChart is the most commonly used electronic medical record at EMHS.	
7	• This application can be accessed through each organization's intranet homepage.
	• If necessary, double-click the internet browser icon on the desktop to launch the homepage.
8	• Click to open Clinical Systems.
9	• Find and click Cerner Millennium.
15	• Select PowerChart.
16	• You will be prompted to enter your username and password.
	• These will be the same as those you use to access webmail.
Millennium Message Box	
22	• The Millennium Message Box will pop up when you open PowerChart.
	• This is one way the EMHS Information Systems team communicates important information about issues and changes within PowerChart.

23	• If you would like to see this window only when there are new messages, place a checkmark in the box in the lower left corner of the window.
24	• Click the Close button to acknowledge the information and close the window.
Toolbar Basics	
27	• At the top of the PowerChart screen is a place for toolbars.
	• The various Millennium positions will see and use different toolbar buttons.
	• In this course, we will be doing a high-level overview of the available tools.
	• A more in-depth review of the tools used for documentation is included in each of the applicable eLearning modules.
	• Most clinical end-users have three toolbars. These are the Organizer toolbar, Actions toolbar, and Links toolbar.
28	o Each toolbar has a four vertical dots icon on its left and a dropdown icon on the right.
	o When pressed for screen space, the buttons located to the right on each toolbar are the first to become hidden in a dropdown menu.
29	o Click the dropdown icon on each tool bar to see additional available tools.
32	• Many end-users prefer to change the layout of the toolbars so they can see more buttons.
	o Toolbars may be compressed (as shown) to display on a single line, arranged to each display on its own line, or any variation in between.
	o To move a toolbar, click the four vertical dots icon on its left and drag the toolbar to the desired location.
36	o In addition to being able to move toolbars, you may also change the order the buttons appear on each toolbar.
	▪ This is particularly helpful when you only use a few of the available tools and want to have them display on a single line.
	▪ You can move the buttons you use to the left, so that they are readily available.
	▪ Instructions on how to further customize your toolbars are available in a flyer called, "How to Set Toolbar Preferences."
	▪ This flyer is available online. A link is provided at the end of this eLearning course.

Organizer Toolbar	
39	The Organizer toolbar contains links to the various lists and tools available in PowerChart outside the patient's chart.
	• The available tools will vary depending on your position.
	• You may or may not see all of these tools when you log into PowerChart.
	• The first button on the Organizer toolbar for this position is Message Center.
	o As you can see, Message Center is open in the view window below.
	o This tool allows end-users to communicate with patients and other clinical caregivers; review, edit, forward and sign documents; co-sign orders; review results; and more.
	o Message Center is reviewed in-depth in a later eLearning course.
40	• Next to the Message Center button is Patient List.
41	o The Patient List is a commonly used tool.
	o Here, lists of patients meeting certain criteria display.
	o The most commonly used lists are those showing all patients registered to a nursing unit.
	o However, there are several list options to support various workflows.
	o We will be reviewing Patient List in more detail shortly.
42	• The Multi-Patient Task List (MPTL) is used by a variety of ancillary departments and physician services.
	o It is used to see when consults/other orders have been entered and assigned to a particular caregiver/group.
	o At this time, education on the MPTL is done as part of departmental orientation.
43	• This is what we call the "Teach Me" link.
	o This page contains many links to educational videos, flyers, pamphlets, and tip cards. These all review PowerChart functionality.
	o If you have a question about something in PowerChart, please feel free to use this page to learn more at your convenience.

44	• Many positions also have a tool called, Care Compass, in their Organizer menu.
	o This provides real-time information on multiple patients.
	o Used primarily by nursing, Care Compass supports patient care and makes order and result review and documentation easier.
	o Care Compass is reviewed in its own eLearning module and is also incorporated into related eLearning courses.
The Actions Toolbar	
47	• This contains the tools used to document and perform tasks in PowerChart.
	• Some are used by all end-users, others by only certain groups of people. Let's take a look...
48	• The first button is Change.
	o Change allows one person to logout of PowerChart and another person to login at the same time.
50	o As you see here, once clicked, PowerChart closes and the sign-in window appears.
	o The new end-user may sign in using his/her credentials.
54	o A nice feature of this function is that, if the first person was looking at a patient's chart, PowerChart will open for the second person to the same chart.
55	• The next button is Suspend.
	o As you know, HIPAA rules require that patient information be kept secure.
	o If you need to walk away from a workstation, click Suspend.
	o This will secure your session for up to 3 hours.
56	o When you have suspended the application, it will become locked down.
	o To reopen the session, click the button in your desktop tray.
57	o Your username will default into that field and you will need to add your password.
	o Because your session is password protected, you can rest assured that the patient data has been safe.
58	o When PowerChart opens, you will be taken to the place where you left off.

59	• The third important button in the Action toolbar is the Exit button.
	o You can always close PowerChart by clicking the red "X" in the upper right corner.
	o However, any changes that you've made during your session may be lost if you do.
	o Please be sure to use the Exit button in the toolbar to close PowerChart when you are done with your work.
60	• The Calculator button launches a Clinical Calculator tool, which can be used at any time.
61	o Click the dropdown to choose a formula.
63	o Use your keyboard or the on-screen keypad to enter data.
64	o If you need a regular calculator, click the Calculator button in the lower left corner of the screen.
67	• The Adhoc button opens the Adhoc Folder.
	o This contains electronic forms called, PowerForms, which are used to document patient data by many end-user groups.
	o The Adhoc folder is reviewed in-depth in an upcoming eLearning course.
68	• Medication Administration is used by nurses and respiratory therapists when giving medications.
	o Barcodes on the patient's wristband and medication packaging are used to improve patient safety.
69	o Patient Education launches a tool containing printable patient education materials that can be given to the patient/patient caregivers.
70	• The Patient Pharmacy tool is used to enter the patient's preferred pharmacy.
	o This allows physicians, APNs, and PAs to ePrescribe discharge and outpatient medications for the patient.
71	• The Charge Viewer and Charge Entry buttons provide access to the tools used to enter and modify patient charges.
	o Education for these tools is provided in a separate eLearning/classroom course.
The Links Toolbar	
74	• The third and final toolbar in our review is the Links toolbar.
	• This toolbar provides access to tools and internet/intranet sites outside PowerChart.

	• The first button is Patient Location Inquiry.
	o This tool can be used to view patient movements (registered locations) throughout a hospital stay.
75	o This tool, like several others, requires you to re-enter your PowerChart username and password.
78	o Use the search fields to find the correct patient and encounter.
	o NOTE: This will be reviewed in-depth shortly.
83	o The patient's registered locations from throughout his/her stay will appear in a list.
88	• The Explorer Menu is used by many groups, for many reasons.
	o It contains reports about patient volume, documentation compliance, and other important information.
	o One report is used by the switchboard and front desk staff when answering questions about patients.
91	o The folders and available reports vary by position.
	o The Switchboard inquiry reports appear in the Main Menu folder.
	▪ Double-click to open it.
92	▪ When patients are registered to the hospital, they are asked whether they want to be contacted by friends and family.
	▪ The Switchboard Inquiry reports will only display patients who have consented to this.
	▪ Therefore, this is the best way to ensure that information is not provided to people in error.
	▪ Start by clicking the report in the tree.
93	▪ Type the name of the possible patient into the field on the right.
	▪ Best practice is type the last name, followed by a comma, and then the first name.
	▪ The asterisk (*) may be used as a wildcard.
95	▪ Click Execute to run the report.
96	▪ If the person in question does not appear on the report, then they have either requested that no information be given out or they are not a current patient.

	▪ This tool makes it easy to tell a caller or visitor that there is no information available for a patient by that name.
98	• The Schedule tool is used by select groups of end-users.
	o Education on this is provided in a separate eLearning/classroom course.
99	• The Ordersets button will launch the EMHS Order Sets and Pathways site.
100	o This site provides access to printable versions of commonly used electronic order sets.
	o Also included are order sets for complex and high-risk medications.
	o The printed order sets can be used during PowerChart downtimes. (They are also available through each member organizations homepage.)
101	• The Formulary/Auto-Substitutions button allows you to download the formulary and list of medications set-up to automatically substitute within the system.
105	• The Infection Control button provides a link to the EMMC Infection Control and Prevention intranet page.
107	• The Referral Test button links out to ARUP Laboratories, the national reference lab.
108	o Information related to lab studies not done locally can be found here.
109	• And, finally, there is the HealthInfoNet Portal button.
	o Certain end-users have access to Maine's shared patient database.
	o This can be used to view important patient medical history data - particularly when the patient is unable to communicate.
Patient Search Options	
113	• To find a patient's electronic chart, click the magnifying glass in the upper right corner of the screen.
114	• The Patient Search window will open.
116	• Patient Search by FIN
117	o The best way to execute a search is to use the Financial Identification Number (FIN).

	o This number is specific to the patient AND the encounter.
118	o If you know the FIN, type it into the FIN NBR field.
119	o Press Enter on your keyboard or click the Search button on-screen.
120	o Because you used the FIN, only one patient will display in the top pane.
	o Also, only one encounter will appear in the pane at the bottom of the window.
	o Be sure to confirm that both the patient and encounter are correct.
121	o Click OK to open the chart.
123	• Searching by MRN
124	o If you don't have the FIN, the next best way to search for a patient is to use the Medical Record Number (MRN).
	o The MRN is patient-specific, but is not encounter-specific.
	o We'll see what that means when it comes to your search results in a moment.
125	o Type the Medical Record Number into the MRN field.
126	o Click Search.
127	o When you search using the MRN, only one patient will appear in the pane at the top of the window.
	o However, all of that patient's encounters (for the organization(s) to which you have been granted access) will appear at the bottom on the right.
	o Click to select the correct encounter from the list.
128	o Click OK to open the patient's chart.
130	• If you don't have the FIN or MRN, you may search using the patient's name.
132	o The best way to search for a patient by name is to type the [LAST NAME], [FIRST NAME].
133	o If you are not sure of the spelling, use an ASTERISK (*) as a wildcard character.
	o Click Search.
134	o When you search by name, you will very likely end up with multiple patients in the top results pane.

	o All of the encounters for the patient highlighted in blue will display in the lower pane.
	o Find your patient in the list and click ONCE to highlight him/her.
	o IMPORTANT: Double-clicking when using the Patient Search window is highly discouraged. Double-clicking causes the system to automatically open the chart for the first encounter listed in the panel below. We recommend that you get in the habit of single-clicking and using the OK button to help make sure you have the right patient and the correct encounter.
135	o The encounter pane at the bottom of this window has many columns that contain information you can use to choose the correct encounter.
136	o Use the scroll bars to view additional information, and/or click and drag to resize the window, if needed.
138	o Click ONCE to highlight the correct encounter.
139	o Click OK to proceed.
140	o The Assign a Relationship window will open.
142	• Okay, let's revisit the Patient List.
Patient List Overview	
144	• The Patient List view on clinical workstations will automatically show the list of patients registered to the given nursing unit.
148	• Basic demographic and visit information displays here.
153	• Opening Charts from the Patient List
154	o To open a patient's chart from the Patient List, you may double-click the patient's name.
157	o You may also right-click a patient's name to see additional options.
158	• Let's look at the Open Patient Chart sub-menu.
159	o All of the available links (or locations) within the patient's chart appear.
	o (An overview of the links is provided in the upcoming Using PowerChart: Patient Chart View eLearning course.)
160	o If desired, you may click any link to go directly to that location within the patient's chart.

163	• When a patient is highlighted in the list, his/her name will appear in the dark gray band in the upper right corner of the screen.
	o To the right of the patient's name is a dropdown arrow.
164	o When you click this dropdown arrow, the list of links will display.
	o These may also be used to navigate directly to a particular place within the highlighted patient's chart.
166	• Adding Location Lists
167	o Certain staff will not see a patient list or will want to see lists for additional locations within the hospital.
	o This is especially true for staff in procedural areas, for instance.
	o Anyone with the Patient List in their Organizer toolbar may add location lists to his/her view.
	o The List Maintenance tool used to do this is in the upper left corner of the view window.
169	o When clicked, the Modify Patient Lists window will open.
	o All lists displaying in the Active lists pane are currently displaying in the Patient List view.
	o Click the New button to add a list.
170	o Click to select Location.
171	o And then click the Next button.
172	o You will now need to use the locations tree on the right to filter down to the desired nursing unit.
	o Click once on the plus-sign beside the "Locations" folder.
173	o Click once on the plus-sign next to the applicable facility.
174	o Click once on the plus-sign corresponding to the unit type.
177	o Place a checkmark in the box to the left of the desired nursing unit.
178	o There may be times when you'd like to add more than one unit to a list.
	o To do so, simply place a checkmark next to each additional location.
	o Just remember that the more patients on a particular list, the longer it will take to load.

179	o The name of the selected unit or units will display in the field at the bottom of the window.
	o Click Finish to proceed.
180	o The new list will appear in the Available lists pane on the left.
	o In order to have it display, we now must move it to the Active lists pane on the right.
	o To do this, click to highlight the list.
181	o Once the list is highlighted, the arrow icon in the middle of the window will light up.
182	o Click this button to move the list to the right.
183	o Click the OK button to return to the Patient Lists view.
184	o A tab for the new list will appear at the top of the window.
185	o Click the tabs to switch between lists.
	o You may add multiple lists to support your individual workflow.
187	• Creating Custom Lists
188	o Location Lists can be very helpful. However, many people find that Custom Lists are the most efficient way for them to view patient information.
	o This is especially true for nurses and nursing support staff who use Care Compass.
	o Tools like Care Compass utilize patient lists to display information.
	o Creating a Custom List of assigned patients, for example, makes the list load more quickly and allows staff to focus in on their own patients.
	o To create the list, click the List Maintenance (wrench) icon.
189	o Click New.
190	o Click to select Custom.
191	o And then click the Next button.
192	o Type the name of your custom list into the field at the bottom of the window.

194	o Click Finish.
195	o The new list will appear in the Available lists pane on the left.
	o In order to have it display, we now must move it to the Active lists pane on the right.
	o To do this, click to highlight the list.
197	o Click the OK button to return to the Patient Lists view.
198	• A tab for the new list will appear at the top of the window.
199	• The Custom List is ready to have patients added.
201	• Adding Patients
202	o There are several ways to add patients to a custom list.
	o Perhaps the easiest way is to use a Location List.
203	o Single-click to highlight a patient on an existing list.
204	o Hold the Control (Ctrl) or Shift key on the computer keyboard while clicking with the mouse to multi-select.
207	o Once the patient or patients are highlighted, right-click inside the blue highlighted area.
208	o Select Add to a Patient List.
209	o Click to select the Custom List.
210	o Click the Custom List's tab to return and view the updated list.
211	o The patients will not appear on the list until the list has been refreshed.
	o To refresh the list, click the Minutes Ago button in the upper right corner of the screen.
214	o Another way to add patients is to use the Add Patients icon.
	o This is helpful when adding patients who have been pre-admitted to the hospital but who not yet arrived (and, therefore, are not yet available on a location list).
216	o Use the same process we reviewed earlier to find and add the correct patient and encounter.
221	o The patient will now appear on the list.

225	• Removing Patients
226	o Location Lists are updated automatically as patients are admitted, transferred, and discharged.
	o Most Custom Lists, however, must be updated manually when a patient leaves the nursing unit.
227	o The patient highlighted on-screen has been discharged.
228	o Watch this Location List as I click the Minutes Ago button to refresh the screen.
	o The discharged patient falls off the list automatically.
229	o Let's see if anything changed on the Custom List.
230	o The discharged patient is highlighted on-screen.
	o Let's click the Minutes Ago button to see if this removes the patient from our Custom List.
231	o The patient does not fall off the list.
	o To remove the patient, you will need to click the Remove Patient icon.
233	o The patient has now been removed.
236	• At the beginning/end of each shift, you will need to remove the day's patients.
	o Use the Control (Ctrl) or Shift key on your keyboard together with the mouse to multi-select the patients on your list.
238	o Click the Remove Patient icon OR right-click inside the blue highlighted area.
239	o Select Remove Patient from List.
240	• At this point, your list is ready for your newly assigned patients.
242	• So, there you go! You now know how to navigate the Organizer View in PowerChart.
243	• Thank you! This concludes this eLearning module. Please contact the IS HelpDesk with any questions, issues, or concerns.