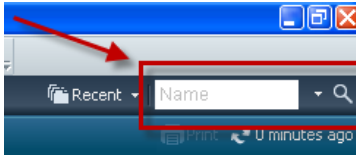
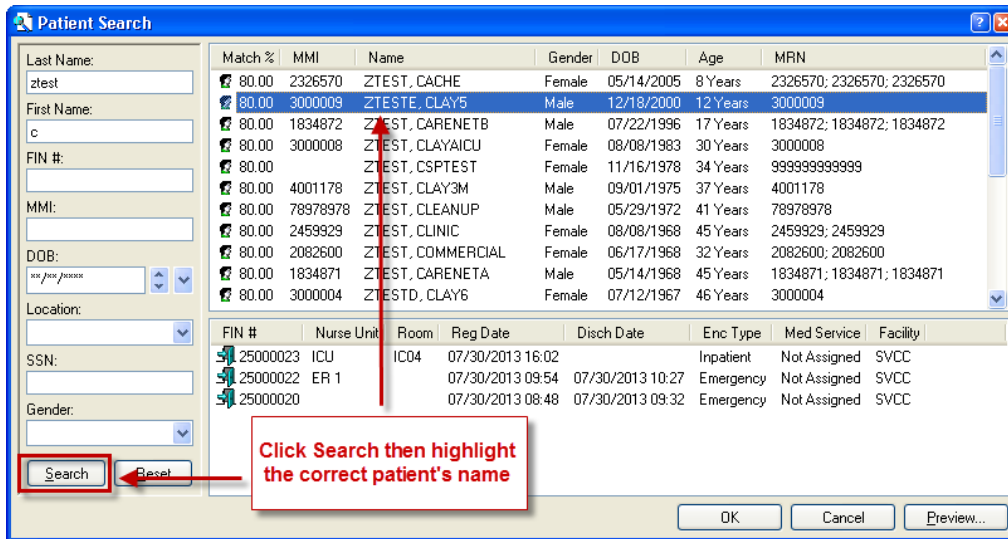


How to Navigate PowerChart

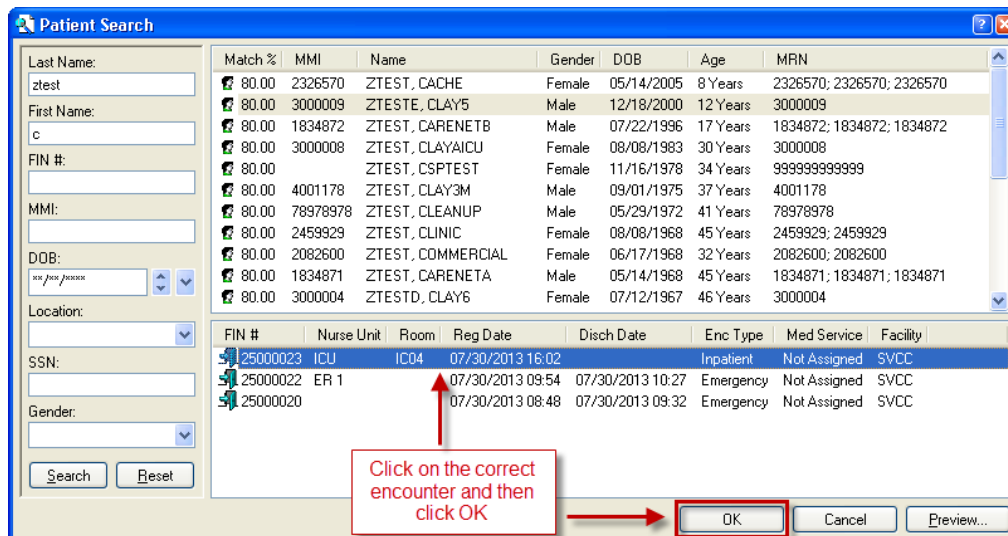
To find a patient in PowerChart, use the search fields located on the toolbar



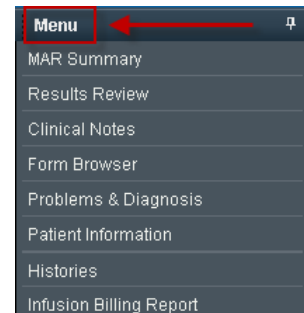
1. Use the **free-text search** field by entering the name of the patient **last name, first** or by *clicking* on the **magnifying glass**.
2. In the **Patient Search** window, *enter* the patient's last name, FIN or MRN number and *click* **Search** when finished.
 - Highlight the patient's name **DO NOT double click**.



3. Select the correct encounter (visit) from the bottom box and click OK. This will open the patient's chart.

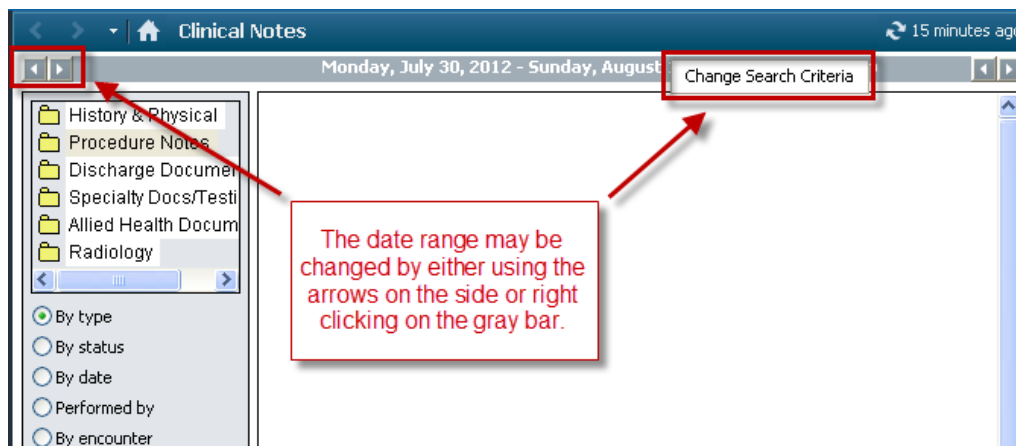


PowerChart is organized by tabs in the Menu Bar (located on the left side of the chart, and contain the appropriate corresponding information.

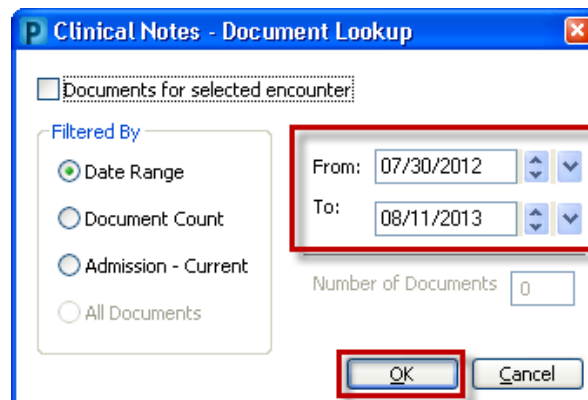


Clinical Notes

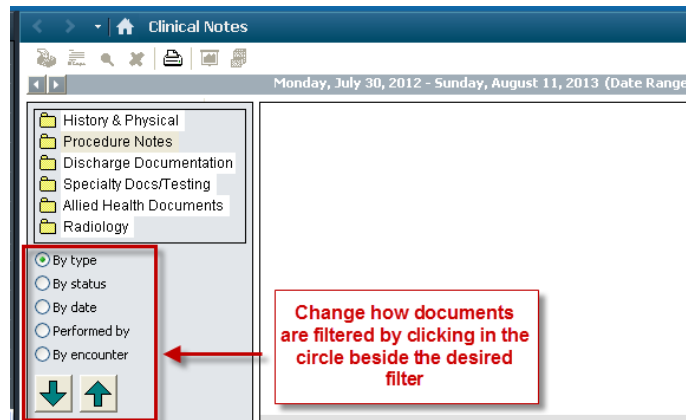
1. **Clinical Notes** contain all clinical documentation from clinical resources. To view, *click* on **Clinical Notes** from the **Menu Bar**.
 - Allied health documentation such as, nursing documentation, surgery documentation, and rehab services documentation
 - Scanned reports such as, EKGs, Anesthesia documentation, and documents that require a patient's signature.
 - Provider documentation such as, History and Physical, Progress Notes, and Consult Notes.
2. To view documentation between a specific date range use the gray toolbar arrows to switch the date or *right-click* and *select* **Change Search Criteria**.



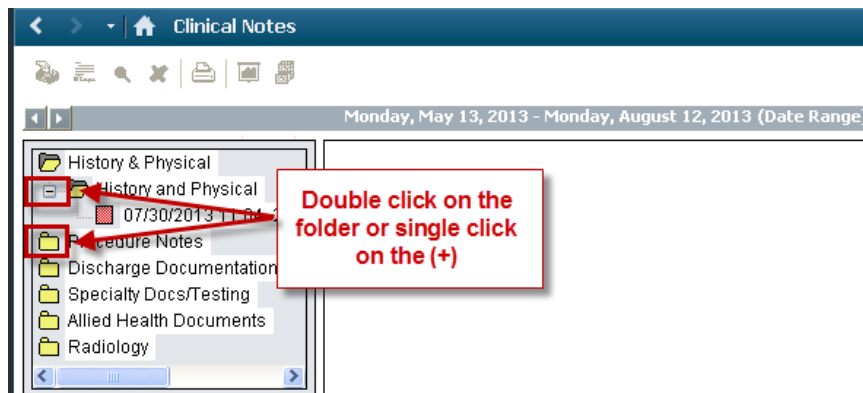
3. When the **Document Lookup** window opens, change the date to the appropriate date information is needed from and then *click* **OK**.



- Clinical Notes** may also be organized by Type, Status, Date, Performed by, or Encounter.



- To open a document, *double click* on each folder until the document is available and then *double click* to view the document or *single click* on the **plus sign (+)** next to the desired folder.



- The document can be viewed on the right. To print a document, right click anywhere in the note field and select Print Document(s) or click on the printer icon on the tool bar.

