

# **PowerChart Doctor Office Staff** *Participant Guide*

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# **Revision History**

Date	Version	Description	Author	Contributors
3/31/2011	1	Initial Draft	Linda Zimmerman	
6/17/2011	2	Revisions	Rachel Snyderman	
7/21/2011	3	Revisions	Linda Zimmerman	

# **Fusion Overview**

Fusion will replace your current EMR system which may be used for order entry, clinical documentation and viewing results among other tasks. It will streamline the clinical workflow by allowing the user to view documentation across all roles and departments without limitation on the number of users that can access a single patient chart.

The electronic record will become the source of truth at all UHS sites.

- Improved patient safety Real time documentation
- Explain the fact that Fusion consists of a variety of applications (PharmNet, RadNet, SurgiNet, Profile, Scheduling, FirstNet, etc.) and how they all fit together using a single patient database.
- Fusion is a tool to access patient lists, view pertinent patient information such as demographics, results, and orders, and perform functions that support clinical practice.
- This is a system-wide initiative for UHS, built using best practices.

## **Accessing Fusion**

In the training environment each student will be provided a login to be used during the Fusion class. However, the first time you log into the Production environment you will login with a REAL Username and Password.

- The first time they Log-on, users will create a private password
- Keep your password secure you are responsible for everything done while you are logged in
- Log-off to protect patient information



Have students login using a training username and password. Remind students it is important to chart only on their assigned training patients.

Directions to get to the Training Domain:

- From Desktop double click the Cerner Training icon.
- Double Click the Powerchart <sup>10</sup> button. The Fusion Logon screen displays.
- Enter your assigned username and password.

# **PowerChart Sections**

Fusion is a tool to view pertinent patient information such as demographics, results, and orders.

Fusion is designed to operate in two main divisions or views: the Organizer and the Patient Chart.

# **Patient Lists**

The Patient List that you use will be the Patient List of the provider group or individual provider. The provider will Proxy (give you access) to the list.



- 1. If the Patient List is empty click the  $\stackrel{\checkmark}{D}$  icon.
- 2. Click and highlight the Provider Group in the Available lists window.
- 3. Click the blue arrow. The group appears in the Active lists.
- 4. Click OK



5. The Provider Group list opens.



A patient's chart should be opened by selecting it from a patient list or the Physician Worklist whenever possible. If your patient does not appear on the list you can use the Search field. Remember to select the correct encounter.

1. Double click the patient name from the patient list.

Patient List										
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jeffs list anything WRM 2E Test mo WRM 3W MMH 2MAN WRM Emergency Department										
All patients										
VIP Code Privacy Consent	Name	Room	Bed	FIN	MRN	DOB	Age	Sex	Length of Stay	Attending Physician
	CPOE, LAUREN WRM	308	02	WRM100000000608	WRM000818	02/06/1990	21 years	Female	48.2 Days	ED, STAFF PHYSICIAN
	LIGHTHOUSE, DEMO WRM	303	01	WRM0000005013461	WRM701207	09/23/1970	40 years	Female	2.5 Days	ABBAS, RAHAT
	PEABODY, JOCELYN	306	02	WRM0000002341234	WRM347890	05/01/1970	40 years	Female	54.4 Days	Sanchez MD, Carlos



Patient search allows users to find current, discharged, and transferred patients or view previous encounters. It is important to select the CORRECT encounter when manually searching for patients.

1. From the Organizer toolbar click the patient search binoculars.

🗟 Recent 🝷	Name	<b>→</b> ÅÅ
-	i Print 🎯 19 minu	utes ago

2. When searching a patient use Last Name and First Name or the FIN (Financial Identification Number).

In the Search Return window:

- 1. Upper section displays patients matching the search criteria.
- 2. Lower section displays the Encounter history for the selected patient in upper section.
- 3. Locate the correct patient and select the most current encounter

Last Name:	Name	MBN	Gender	DOB	Age	Archive Stat	us			
test	JONES, ROBERT W	WRM039999	Male	08/17/1944	66 Years					
First Name:	📌 Naden, Jessica	WRM000539								
t										
Middle Initial:										
DOB:										
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MBN:										
Gender:						/				
•										
FIN #:										
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Encounter Type:			cunter Typ	e Med Servic	e Est	Arrival Date	Admit Date	Disch Date	Attending Physician	N
v	WRM000000099998	WRM Center Env	ergency	EMR-Emerg	gency		11/15/2010 13:38	12/02/2010 12:38		W
-										

4. Click OK to open chart.

# **Patient Chart Overview**

The Patient Chart view is equivalent to a physical paper chart. The Menu lists all of the areas of the patient chart.

## **PowerChart Menu**

The chart sections are accessed from the Menu.

Menu	д
Overview	
Results Review	
Microbiology	
Orders	🕈 Add
Notes	
Dx and Problems	
Allergies	🕈 Add
Patient Information	
Medication List	

# Pin and Unpin Menu

If you want to hide the Menu in order to see more of the actual chart, follow these steps to pin and unpin the Menu:

- 1. Click the push pin icon on the right edge of the Menu to unpin (collapse) the Menu display.
- 2. The Menu collapses and displays a menu tab on the edge of the Chart.
- 3. Click the Menu tab to maximize the Menu.
- 4. Click the push pin icon to lock the menu back in place.

# **Patient Chart Menu – Sections**

#### **Overview**

Menu	👎 🕝 🚽 🚮 Overview
Overview	This Visit Since Last Time Summary
Results Review	
Microbiology	
Orders 🔶	Add Vital Signs
Notes	Temperature (Route Not 12 DegC L 05/27/11 12:00:00 EDT
Dx and Problems	Temperature Fahrenheit 53.6 DegF 05/27/11 12:00:00 EDT
	Temperature Method Oral 05/27/11 12:00:00 EDT Add Apical Heart Rate 12 bpm L 05/27/11 12:00:00 EDT
	Add Apical Heart Rate 12 bpm L 05/27/11 12:00:00 EDT Peripheral Pulse Rate 12 bpm L 05/27/11 12:00:00 EDT
Patient Information	Heart Rate Monitored 12 bpm L 05/27/11 12:00:00 EDT
Medication List	Respiratory Rate 12 br/min L 05/27/11 12:00:00 EDT
	Systolic Blood Pressure 212 mmHg H 05/27/11 12:00:00 EDT
	Reminders
	Priority Show Up Date/Time 🗸 Subject
	No items found
	<< Previous   Next >>

The Overview portion of the chart provides information separated into tabs: Since Last Time, Summary and Interdisciplinary Summary.

- The This Visit tab presents results from the current visit.
- The **Since Last Time** tab presents a view of patient results that have occurred since you last clicked the Date/Time Stamp.
- The **Summary tab** presents a summarized view of patient data items that are not visit or time-based, such as allergies or immunizations.
- A category might have more results than can be displayed on one page. Click Next>> to view the additional results on the following page. Click Previous>> to return to the previous page of results.

# **Results Review**

The patient's results in this section are displayed in flowsheet format. The features of a flowsheet help to organize clinical information. There are flexible features that make it possible to create an optimal view. The flowsheet is divided into two major sections.

- **Navigator-** The left section is the Navigator. By selecting a category, you can zoom immediately to its contents, which are displayed as values in the grid on the right.
- **Results Display** The right section is the Results display. You can control both sections in the way best suited to view needed information quickly.

Menu 4	G 🕤 📲 🔂 Results Review									
Overview										
Results Review										
Microbiology	Physician Office/Clinic Lab Rad									
Orders 🕂 Add										
Notes	Flowsheet: Physician Office/Clinic View 💌 Levet: Physician Office/Clinic View 💌 🕫 Table C Group C List									
Dx and Problems										
Allergies 🕂 Add	06 March 2010 0:00 EST - 07 July 2011 0:59 EDT (Clinical Range)									
Patient Information	Navigator X Physician Office/Clinic View 06/01/11 05/27/11									
Medication List	Wednesday Friday									
	Vital signs									
	Basic Oxygen Information Temperature Centigrade 12 L									
	Computed Tomography Temperature Method Ora									
	Operative Record Apical Heat Rate 12L									
	Perinheral Pulse Bate 12									
	START Perioperative Re Heart Rate Monitored 12 L									
	Respiratory Rate 12L									
	Systolic Blood Pressure 212 H									
	Basic Oxygen Information									
	Sp02 12L									
	Oxygen Flow Rate									
	Computed Tomography									
	CT Abdomen w/o Contrast CT Abdome									
	Operative Record									
	Anesthesia Record In Error Intraoperative Record WRM OR N									
	START Perioperative Record									
	Anesthesia Record In Error [2]									

- 1. Double-click a result to view details or view reference ranges
- 2. Tabs include:
  - Physician Office/Clinic
  - Lab- Displays all Lab Results for the selected timeframe

- **Microbiology**-Displays pending and resulted Microbiology orders as well as Antibiotic orders.
- Rad- Displays Radiology Results.

# **Changing the Search Criteria and Timeframe**

Each tab has a default timeframe which can range from last 24 hours to last 72 hours. However, the user can change the timeframe at anytime to expanded or limit the amount of date viewable.

1. Right-click the Information Bar to display the Search Criteria menu.

Recent Results Vital Signs Laboratory Radiology Assessments		
Flowsheet Lab View 💌 🛄 Levet	V	€ Table C Group C List
	Change Search Criteria	18 EST - 08 January 2011 11:18 EST (Clinical Range)
Navigator X	Set to <u>T</u> oday	

- 2. Select Change Search Criteria. The Search Criteria dialog box offers you several options to customize the results being displayed.
  - **Clinical Range** Displays results within an occurrence time and within the specified time range.
  - **Posting Range** Displays results that have posting times within the specified time range.
  - **Result Count** Allows you to select the specific number of latest entries to the patients' chart to be displayed from 1–1,000.
  - New Results View only the results not yet marked as viewed.
  - Admission Date to Current Date View all results posted for the selected patient from admission date to current date.

## **Result Legend**

The Result Legends provides a color and indicator key for all lab results such as Critical, High, etc. To view the Result Legend:

1. Click Options from the Menu bar.



#### 2. Select Result Legend.

Colors	Indicators
Critical	C Critical
Positive	C Positive
📕 High	H High
Low	L Low
Abnormal	Abnormal
Default	(c) Corrected
	f Comment (high importance)
	I Comment (medium importance)
	f Comment (low importance)

# Microbiology

The Microbiology section displays existing microbiology orders for the specified date range. The patient's current and recent antibiotics are also displayed.

#### Orders

The Orders section lists the patient's orders. Use the Orders Navigator to display specific types of orders such as Consults, Lab or Patient Care. Use the Display drop down arrow to view different order statuses such as All Active orders, Medications or Completed Orders.



#### Notes

The Notes section is used to view notes such as the H&P, Radiology, Surgical and Pathology reports among other text-rendered documentation across all roles. The patient's face sheet will also be found here.

Menu 4	Ġ 💿 🚽 🚮 Notes		
Inpatient Summary	2 4 5 ≥ 2 × 3 ≤ 3	B	
Overview			
Review Chart		Monday, December	13, 2010 - Monday, December 20, 2010 : 4 out of 4 documents are accessible. (Date Range)
Results Review	PowerForm Textual Rendition Notes		
Microbiology	Assessment Forms-Text	Result Type: Result Date:	Inpatient PT Examination - Text 20 December 2010 13:51 CST
Diagnoses and Probl	🗄 🛅 Physical Therapy Forms-Text	Result Status:	Modified
IView with IO		Result Title/Subject: Performed By/Author:	Inpatient PT Examination
Form Browser		Verified By:	Test, Physical Therapist Cemer on 20 December 2010 13:51 CST Test, Physical Therapist Cemer on 20 December 2010 13:51 CST
Notes		Encounter info:	WRM1011110000000, WRM Center, Inpatient, 12/15/2010 -
Allergies 🕈 Add			Design out lies Deep Undeted
Histories			Document Has Been Updated Inpatient PT Examination Entered On: 12/20/2010 13:52 CST
Patient Information			Performed On: 12/20/2010 14:51 EST by Test. Physical Therapist Cerner



- 1. From the Menu, click Notes.
- 2. Double-click a folder to select a document. Folders might contain sub-folders and you will need to navigate to find the document.
- 3. Double-click the document to open it.

# **Sorting Notes**

Documents can be sorted, making them easier to find.

- 1. From the Menu, click Notes.
- 2. The documents can be sorted using the Navigator options.



**Note:** To open a document directly from the folder, use the green arrows below the sorting options. This will save you clicks in navigating through folders.

## **Change the Search Criteria**

The search criteria may need to be changed to find the document you are looking for but are unable to view based on the current timeframe.

## **Change the Notes Search Criteria**

The current search criteria are displayed in the blue Search Criteria bar.

- 1. Right-click the search criteria bar
- 2. Select Change Search Criteria.



- 3. The Clinical Notes- Document Lookup window displays.
- 4. Select the Documents for selected encounter options, Filtered By option or enter a generic timeframe .

📒 Clinical Notes - Docur	ment Lookup 🛛 🔯							
Documents for selected encounter								
Filtered By Date Range Document Count Admission - Current Al Documents	From: 01/25/2010 ↔ ▼ To: 02/01/2010 ↔ ▼ Number of Documents 0							
	<u>QK</u> ancel							

5. Click OK. The documents are filtered by the search criteria.

#### **Filter Options**

Select from the following filters:

- **Date Range** Filter Notes for a specific timeframe.
- **Document Count** Filter Notes to view a defined number of documents.
- Admission-Current Filter Notes to view all notes for the current encounter.

# **Dx and Problems**

The Diagnosis and Problem Lists are used to provide an up-to-date profile of the patient's current issues, working diagnoses, and nursing problems. The Problem List enables you to sort and track a patient's problems across visits or encounters. The Diagnosis List details the diagnoses being addressed in the current visit by the patient's providers.

# Allergies

The Allergy Profile is used to document allergies across encounters and can be accessed through several areas in the patient's chart. You can also quickly access the allergy record from the patient's banner bar.

# **Patient Information**

- Visit List Dates of previous visits (encounters).
- **Patient Demographics** Patient information such as insurance (from Invision), address and emergency contacts.
- **PPR Summary (Patient/Provider Relationships)** –a listing of everyone who has established a relationship with the patient.

00.0	🖄 Patient Info	rmation								
R										
Visit List	Patient Demographic	PPR Summ	ary							
Visit Type	xe La	cation	Admit Date		Di	scharge Date	FIN		Service	Visit Reason
Inpatient Outpatient	WRM 3E OV WRM 3E OV		12/15/2010 14:26:00 EST 12/09/2010 08:56:00 EST		12/15/2010 14:2	8.00 EST			Patient Er	ncounters
Encou	inter Informa	tion								
Admit D	Date/Time :	12/15/2010 14:2	16:00 EST	Admit Sc	urce :			]		
Patient	Type :	Inpatient		Medical Service :		OBS-Observation		]		
Visit Re	eason:	Abdominal Pain		Isolation Code :				]		
Accom	modation :	HP-Psych		Nurse Unit :		WRM 3E		]		
Room :		0V3E		Bed :		01		]		
Provide	er Relationsl	nips		Tealth Plan Information						
Attending	NAME p Physician Test, EO g Physician Test, EO g Physician Test, Do g Physician Test, Do foker Test, So Test IP	Physician Cerner ctor 1 Cerner ctor 2 Cerner cial Worker Cerne		Type K	PLAN N	AME INSUR NA	ME	Insuranc	e Information Invision	from
Patien	it Relationsh	ps								
Туре	NAME	F	RELATION HOME PHON	BUS PH	ONE HOME	ADDR				

# **Medication List**

The Medication List allows you to view a patient's home medications that will flow from one encounter to another encounter. If historical or home medications have been documented by nursing on admission from a current or previous Fusion encounter the meds will display as shown below.

Upon Discharge the patient's nurse will document discharge prescriptions as home medications.

This list is used for Medication Reconciliation on Admission and Discharge for the provider to reconcile the patient's medications.



**Note:** You can distinguish home medications from prescriptions or active medications by noting the description of "Documented" listed under Status.



If there is a need for a printed copy of the patient's chart contact the medical record department.

If a printed page is needed:

- 1. Click Task from the Toolbar
- 2. Select Print/Print Screen

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Γ	Results Review							



- 1. Click Task from the Toolbar
- 2. Select Reports

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- 3. Select the appropriate printer
- 4. Select the appropriate report
- 5. Click OK

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1	
Printer Options	
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Pages:	Reports
Enter page numbers/ranges separated by commas. For example: 1, 5 - 7, 10	From Date: 06/07/11 + 0000 +
Print All pages in range 💌	To Date: 06/07/11 + 1016 +
Apply options to each item separately	Cerner Active Order Profile
Copies	
🔽 Coļlate	Report Options



1. Click the door  $\overset{\text{III}}{=} E_{\underline{x}it}$  button on the toolbar.

PowerChart Organizer for Test, Doctor 1 Cerner	
k Edit View Patient ⊆hart Links Notifications Inbox Help	
Message Center 🖕 Patient List 👫 Physician's Worklist 🥫 🔍 MicroMedex 🔍 Stedman Dictionary 🔍 Lippincott 📮 Links 🛒 🖾 Tear Off 🖾 Atta	🏼 🕂 Exit 🚦 Calculator 🎬 AdHoc 🔜 Depart 🖓 Communicate 🝷 🎽 🍫 Orders: 92 📑

-OR-

1. Select the Exit option from the Task menu.

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Ias	k Edit View Patient	⊆hart Links			
	Change Password	nt List 👫 Physic			
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