






















Button	Action
	Exit
	Launch Clinical Calculator
	Print
	Delete
	List Maintenance
	Add Patient
	Remove Patient
	Graph
	Open Organizer
	Seeker
	Not For Publication
	Find Patient
	Customized Patient List Properties
	Previous/Next Patient
	Change User
	Open Additional Chart
	Refresh/As of
	Access COMPASS Help


### Log On to PowerChart

1. **Double-click** the PowerChart  icon.
2. Type your user name in the User Name box.
3. Type your password in the Password box.
4. Click **OK**.


### Create Custom Lists

1. From the Patient List tab, click the **List Maintenance** button .
2. Click **New**. The Patient List box displays.
3. Click **Custom**.
4. Click **Next**.
5. Name the custom list.
6. Click **Finish**.
7. Select the list in the Available lists window, and click the Add arrow button  to move the list to the Active list window.
8. Click **OK**.


### Add a Patient to a Custom List

1. Select the custom patient list so it is open. Click **OK**.
2. Click the **Add Patient**  toolbar button.
3. Search for the patient with the patient's name, MRN, and SSN.
4. Click **Search** or press the ENTER key.
5. Select the patient you wish to add.
6. Click **OK**.

### Remove a Patient from a Custom List

1. Select the custom patient list so it is open.
2. Select the patient to be removed from list.
3. Click the **Remove Patient**  toolbar button.

### Open a Patient Chart

1. Double-click the patient name on the patient list.  
OR
1. Click the **Find Patient** button  on the toolbar.
2. Enter the patient's name, MRN or SSN.
3. Click **Search**.
4. Ensure the correct patient (upper window pane) and patient encounters (lower window pane) are selected.
5. Click **OK**.

### View Results


1. Open a patient chart.
2. Click **Recent Results** tab to see results from the last 72 hours.
3. Click **Vitals, Lab, or Rad** (Radiology) to see more results.
4. **Right-click** the result, and select View Details. The Result Detail window displays.
5. Review the result details.
6. Click **Close** when finished.

**For help, contact the Help Desk at x 41675**

### Change Search Criteria/Date Range

1. On an open chart, **right-click** the blue date range bar (in the middle of the patient chart.)
2. Select **Change Search Criteria** from the menu.
3. Select the appropriate dates or results count.
4. Click **OK**.

### Graph Results

1. On an open chart, click **Recent Results** tab.
2. Click the checkbox next to the result(s) to graph.
3. Click the **Graph** button .
4. To combine the graphs, click the **Combine** button.
5. Click **Close**.

### View Forms

1. Open a patient chart.
2. Click the **Forms** tab.
3. **Right-click** a form and select **View**.
4. Click **Cancel** to close the form.

### View Patient Information

1. Open a patient chart.
2. Click the **Pt Info** tab.
3. Review the patient's information.



### View Clinical Notes

1. Open a patient chart.
2. Click the **Clinical Notes** tab.
3. **Double-click** a folder to open the folder.
4. Click the + signs to navigate to the documents.
5. Hold the cursor over a note to see the full name and subject.
6. Double-click a document to open it in the viewing pane.



### View Allergies

1. Open a patient chart.
2. Click the allergies link in the yellow demographic bar (Allergies Not Recorded, Allergies, or No Known Allergies.)
3. Review current and cancelled allergies.
4. Click **OK**.

### Create a Location List

1. From the Patient List tab, click the **List Maintenance** button. 
2. Click **New**.
3. Select **Location**. Click **Next**.
4. Select the desired location.
5. Click **Next**, click **Finish**.
6. Select the new location list in the left pane.
7. Click the **Add** arrow button .
8. Click **OK**.

### Delete a List

1. From the Patient List tab, click the **List Maintenance** button. 
2. Click the list to remove.
3. Click the left arrow . The list tab is available but not active.
4. To permanently delete, **right-click** on list name and select **Delete List** from menu.

### View Medication Information

1. Open a patient chart.
2. Click the **Med Profile** tab.
3. Review current and cancelled meds.

### View/Add Problems and Diagnoses

1. Open a patient chart.
2. Click the **Pt Info** tab.
3. Click the **Problems & Dx** tab.
4. Right click in window, to add new problems and diagnoses, or update existing ones.
5. Click **OK** when finished.

### Print a Rounds Report

1. On the **Task** menu, select **Reports**.
2. Select **24 Hour Physician Rounds Report** or **72 Hour Physician Rounds Report**.
3. Verify or change the date range.
4. Select a printer from the drop-down list.
5. Click **Print**.