iCentra Powerchart Basics for Affiliated Clinic Staff

Launching Powerchart

Double-click the *iCentra Cernerworks* desktop shortcut, which opens Edge/Chrome browser to https://cernercitrix.co.ihc.com

Once the iCentra website has opened, enter your User name and Password and click *Log On*, leaving the Domain as-is:

When the list of applications appears, click the blue Powerchart icon

Create a Patient List (Optional)
Set it up once, then it will continue to build!

In the top-left menu, click on Patient List then click on the gear icon: 🔧

Click on New to start a new patient list, click on Relationship , then click *Next*.

Click on the plus sign (+) to the left of *Visit Relationships* to show list: ⊕ ☒ Visit Relationships

Scroll all the way to the bottom and check the box next to View Only Position: ☑ View Only Position

Click the Finish button. Click to highlight your new list in the left hand side under *Available Lists*, then click on the right arrow to move it to the *Active Lists* side. Then click *OK*.

You can now manually add patients to your list that you see frequently, or they will be added automatically as you open their charts.

Finding a patient

In the top, right corner of your window, you may type in the patient name using the format *lastname, firstname* followed by the Enter key

Recent ▾ | XZTEST, LOGAN ▾ 🔍
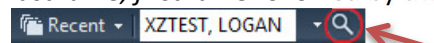
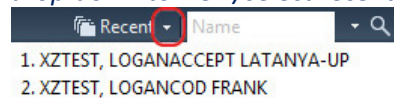Or, you can click on the magnifying glass to open the Search Window.

The Search Window allows you to search with different options, such as FIN, MRN, Phone Number or DOB:

At the bottom of the search screen, clicking the checkbox *Assume Wildcards* ☐ Assume Wildcards will bring up more search results based on the first few letters entered.

Phone Number:	
Encounter Identifier(ex. fin):	
Person Identifier(ex. mrn):	
Last Name:	XZTEST
First Name:	LOGAN
Birth Date:	xx /xx /xxxx

Search   Reset

Once you find the patient you are looking for in the search window, double-click on the FIN NBR in the lower window to open the encounter:
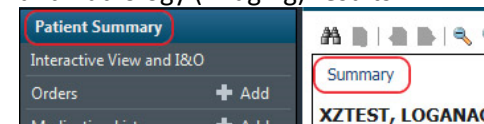
| FIN NBR | Facility | Enc Type |
| 1200007657 | LG_Logan | Inpatient |
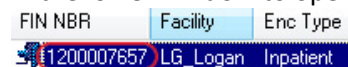
Tip: Left of the search window, you can click the drop-down to view/select recent patients:

Recent ▾ | Name ▾ 🔍
1. XZTEST, LOGANACCEPT LATANYA-UP
2. XZTEST, LOGANCOD FRANK

Reviewing Labs

The Summary tab on the Patient Summary screen will give you an overview of recent Labs and Radiology (Imaging) results:

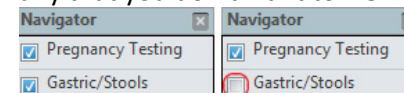| Patient Summary | | Summary |
Interactive View and I&O		
Orders	+ Add	XZTEST, LOGANACC(
Medication List	+ Add	

For more details and better print options, click Results Review from the left menu.

Viewing / Printing Labs

In Pt. Summary, click the Lab - Recent   Lab - Extended tab, depending on when the results were processed:

While viewing the labs, you can adjust the view by clicking the radio buttons to select the format that you prefer: ◉ Table ○ Group ○ List

By default, all lab results are selected. Unselect any that you don't want to view and/or print.

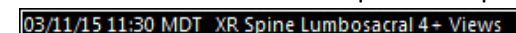| Navigator ☒ | Navigator ☒ |
| ☑ Pregnancy Testing | ☑ Pregnancy Testing |
| ☑ Gastric/Stools | ☐ Gastric/Stools |

The Print button is in the upper, right corner.

Viewing / Printing Radiology (Imaging) Reports & Images

Click on the Imaging tab: Imaging

Double-click on the title to open the report:
03/11/15 11:30 MDT XR Spine Lumbosacral 4+ Views

To print the report, click the printer icon in the top center of the view window: 🖨️ 🖼️

To view the image, click the screen icon
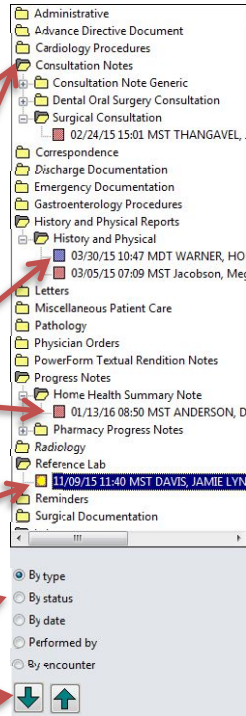
Viewing / Printing Notes

To access the various types of clinical/hospital notes, click *Notes* in the left menu: `Notes`

The default view is by type, which shows a folder listing and note types are in categories with sub-folders. Double-click a folder to open or close it. Click the (+) on subfolders to open them.

Notes with a blue square are text-based and notes with a red square are scanned/image-based. The current selected note is filled with a yellow dot.

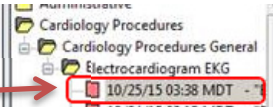The view can be changed by selecting a different radio button here.

The arrows toggle through each note.

When a note is in the view window, you can print it by clicking the *Print* button in the upper right corner `Print` then *OK* on the next page.
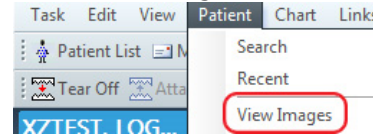
To view the image, click the screen icon

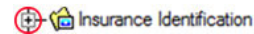## Viewing / Printing EKG Results

EKG Images can be found under *Notes*, as shown here

Viewing / Printing Insurance Info

With the patient selected, click the *Patient* drop-down menu at the top of the screen and select *View Images*:

With the Document Image window open, click the plus sign (+) next to *Insurance Identification*:

Click on the name of the insurance plan to view the scanned image:

Viewing / Printing NST Results

In the left-column menu, under *Documentation*:

Printing PDF-based reports

NOTE: A recent version of Adobe Reader (or similar) should already be installed on your computer to open/print PDF-based reports.

At the Affiliated Support Services site -> **iCentra Training Resources** -> **PowerChart Basics & Printing** (below where this guide is accessed)**,** please refer to the guide Preview and Print from Medical Record Request.pdf for complete information on printing PDF-based results to your local printer.

iCentra Training Resources

Request/Schedule iCentra Training using Online Form F

Access PDF Resources for Surgery/Procedure Scheduling, Printing and General Use

Surgery/Procedure Scheduling, PowerPlans & Orders

Surgery/Procedure Scheduling & PowerPlans Workflow

Procedure FIN Request Workflow

Surgery/Procedure Orders Facility Abbreviations List

Labor and Delivery Orders Tipsheet

Blood Products: Surgical Standby PowerPlan Tip Sheet

PowerChart Basics & Printing

PowerChart Quick Visual Reference

Preview and Print from Medical Record Request

iCentra Support

If you cannot log into iCentra or launch Powerchart, please e-mail hco@intermountain.co.ihc.com or call Intermountain Frontline Support at **801-442-5177**

UPDATED: 3/29/2024