

iCentra Powerchart Basics for Affiliated Clinic Staff

Launching Powerchart – Mac OS

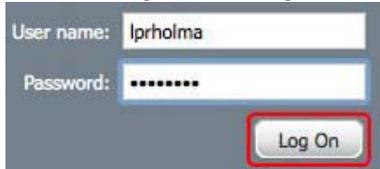
Make sure you are connected via Junos Pulse Secure:



Then, double-click the iCentra desktop shortcut:



Once the iCentra website has opened, enter your Master User credentials (same as HELP2) and click *Log On*, leaving the Domain as-is:



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



Start your Patient List

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

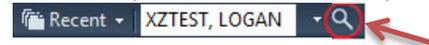
Scroll all the way to the bottom and check the box next to View Only Position: View Only Position

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



Or, you can click on the magnifying glass to open the Search Window.

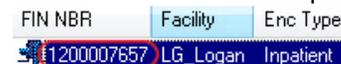
The Search Window allows you to search with different options, such as FIN, MRN, Phone Number or DOB:

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

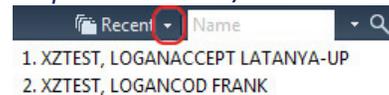
Search Reset

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

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:

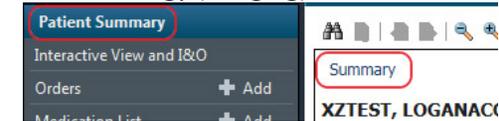


Tip: Left of the search window, you can click the drop-down to view/select recent patients:



Reviewing Labs

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



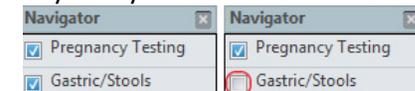
For more details and better print options, click **Results Review** from the left menu.

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.

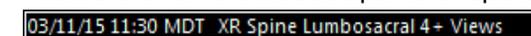


The **Print** button is in the upper, right corner.

Viewing / Printing Radiology (Imaging) Reports & Images

Click on the Imaging tab: **Imaging**

Double-click on the title to open the report:



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



To view the image, click the screen icon

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Viewing / Printing Notes

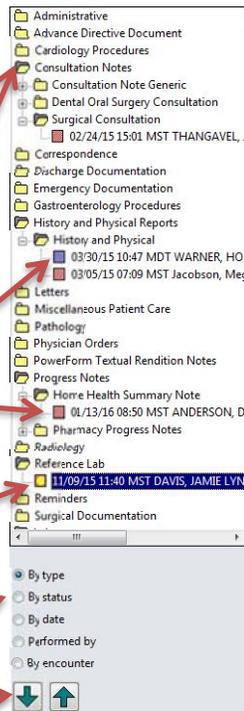
To access the various types of clinical/hospital notes, click *Notes* in the left menu:

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.

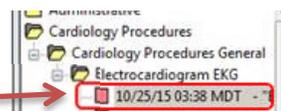


When a note is in the view window, you can print it by clicking the *Print* button in the upper right corner then *OK* on the next page.

To view the image, click the screen icon

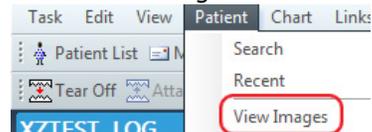
Viewing / Printing EKG Results

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*:



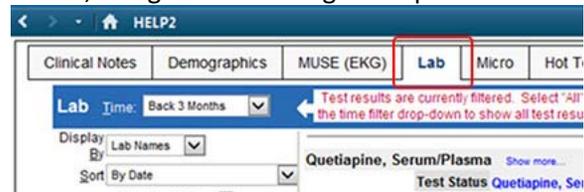
Click on the name of the insurance plan to view the scanned image:

Viewing / Printing from HELP2

Certain HELP2 patient data is accessible from Powerchart. *This includes historical data and/or data entered in non-iCentra regions.*

In the left-column menu, click this link:

You can then view & print patient data from HELP2, using the tabs along the top:



Viewing / Printing NST Results

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



Saving / Printing a Facesheet

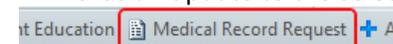
Facesheets are based on a specific encounter. That encounter can be chosen either during initial patient selection or, if the patient is already selected, click the FIN in the title bar...



...which will open encounter selection:



Click the encounter you need, which will be highlighted in blue (as above), then click *OK*. Clicking *Yes* in the warning window that appears will force an update to the selected encounter.



Inpatient FIN: 1200102352 [Admit Dt: 0

Click *Medical Record Request* from the menu above the FIN. In the window that appears, select *RTF Facesheet* under *Template* and *Other* under *Purpose*, then click *Preview*.



When a window appears showing that the preview is ready, clicking *Yes* will generate the Facesheet as a PDF. You can save and/or print it from the *File* menu in the upper-left corner:



Note: A recent version of Adobe Reader should already be installed on your computer in order for the Facesheet to be generated correctly.