

# iCentra Powerchart Basics for Affiliated Clinic Staff

## Launching Powerchart - Windows

If you use SecureAccess, click *iCentra Cernerworks* in the application list:



If you access via a direct connection, double-click the *iCentra Cernerworks* 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:

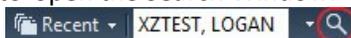


## Create your Patient List

In the top menu bar, 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 expand the 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 by clicking on *Add Patient* , or they will be added automatically as you open their charts.

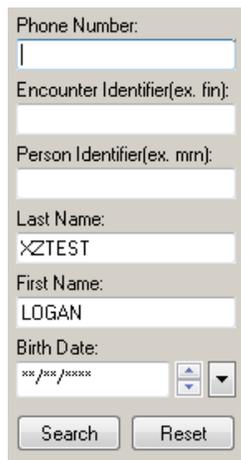
## Finding a patient

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

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.



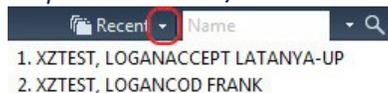
Phone Number:  
Encounter Identifier(ex. fin):  
Person Identifier(ex. mrn):  
Last Name:  
XZTEST  
First Name:  
LOGAN  
Birth Date:  
mm / yy / yyyy

Search Reset

Once you find the patient you are looking for in the search window, double-click on the FIN NBR in the lower half of the window to open the encounter:



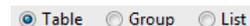
*Tip: Left of the search window, you can click the drop-down to view/select recent patient charts:*



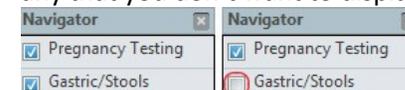
## Viewing / Printing Lab Results

Click **Results Review** in the left hand menu, then click the **Lab - Recent** **Lab - Extended** tabs, depending on when the results were processed.

Click the **Table**, **Group**, or **List** radio buttons to select the format view that you prefer. List View will display the Reference range:



By default, all lab results are selected. Deselect any that you don't want to display.



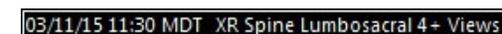
The **Print** button is in the upper right corner. This will produce a "draft" print job with minimal encounter information.

**\*Printing through Medical Record Request** will add important encounter information to the header portion of your lab report. See **Page 2**, section **"Printing/Saving Reports with Medical Record Request"**. The basic steps are:

- Open an encounter with lab results
- Click the Medical Record Request button
- Select Laboratory Report as the Template
- Choose a Purpose, then click the Preview button.

## 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 (Select Medical Record Request for a formal report format). To view the image, click the screen icon. 

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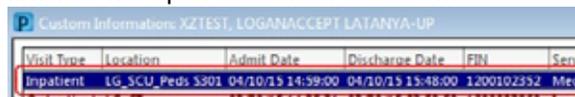
## Printing / Saving Reports with Medical Record Request

*Note: Requires Adobe Reader to be installed.*

Formal Reports and Facesheets can be generated from encounters, referred to as FIN numbers. Specific encounters can be chosen during the initial patient encounter search. If you need to switch to a different encounter, click the FIN # in the title bar...



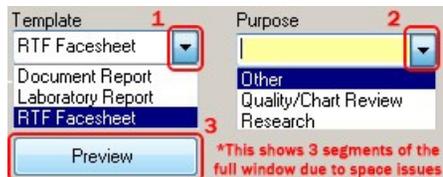
...which will open encounter selection:



Click the encounter you need, which will then be highlighted in (as directly above). Click **OK**, then **Yes**, to update your view to the selected encounter.



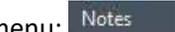
Click menu above the encounter. 1. Select the report type under Template, such as "Laboratory Report" or "RTF Facesheet". 2. Select the Purpose, such as "Other", then click the **Preview** button.



At the prompt, click **Yes** to view the report. The report you selected will be displayed in Adobe Reader. You can print and/or save from the File menu in the upper-left corner.

## Viewing / Printing Notes

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

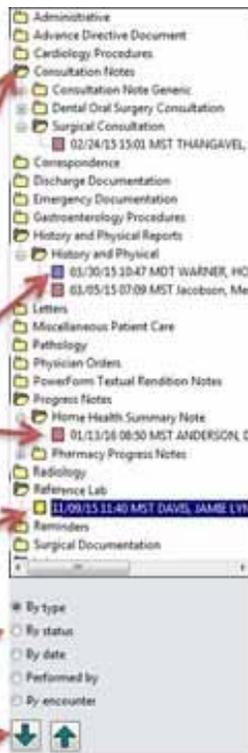


The default view is by type, which shows a folder listing and note types are in categories with sub-folders. Double click a folder to open or close it. Click the (+) on subfolders to open the

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 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 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**:



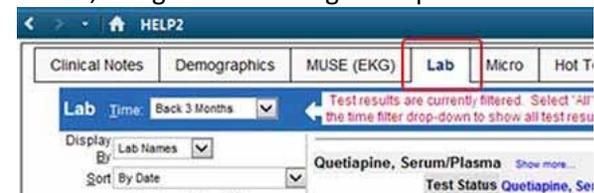
Click on the name of the insurance plan to view the scanned image: select care plus

## 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: **HELP2**

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



## Viewing / Printing EKG Results

EKG Images can be found, but clicking on **Documentation** in the left-column menu, under:

