Royal United Hospital Bath NHS
NHS Trust

Mini Manual

Radiography Staff

PowerChart

Support available:

Please contact your local Champion User

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RUH CERNER BT Bringing it all together

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1 PowerChart Patient Search

Step 1. Login to **PowerChart**

TTTRAIN, DAVE02 Recent Name

Step 2. Click **Name** from the toolbar at the top of the screen.

Step 3. Type the Patient's name in the format of **'Surname, Forename'**

Step 4. Click the **Binoculars** icon.

Step 5. Select the **patient** from the top pane.

Step 6. Click on the **appropriate encounter** in the lower pane.

Step 7. Click the **OK** button.

Result: The patient's record is open on screen.

2 Searching for a Recent Patient

TTTRAIN, DAVE02 Recent Name

Step 1. Click Recent from the toolbar

Step 2. Select the patient from the drop-down list

The patient's record is open on screen.

3 Patient Lists

The Patient List view is used to create lists and can be set to hold different lists of Patients eg. Patients in a specific Ward.

Step 1. Click the **Patient List** icon on the toolbar

Patient List

Step 2. Click the **Patient Access List** icon

File path:

Patient Access List

The **Patient Access List** view displays the patients for a chosen location. This list will also enable PowerChart users to complete tasks associated with a patient as well as information about new requests and tasks (for example, Initial Risk Assessments, VTE Assessments), patient demographic information.

Step 3. Click the **Multi-Patient Task List** icon

Multi-Patient Task List

The **Multi-Patient Task List** view displays all the outstanding tasks for each patient for the chosen location. The list highlights any overdue tasks and allows the user to select the tasks for completion.

4 Side Menu

Side Menu - Quick View

Caution: Always select the title from the side menu not Add **. When you click Add it skips a viewing screen and opens the Add screen.**

Throughout **PowerChart** the screens have a **Tool Bar** at the top and a **Side Menu** at the left hand side.

The patient's record opens onto **Quick View** from the side menu. This provides summaries in three tabs:

Encounter, Since Last Time and Patient Summary

Step 1. Click the **Since Last Time** Since Last Time tab.

This displays any changes on the Patient since you last viewed it. When you click the Date / Time Stamp button it will clear the data.

Step 2. Click the **Date / Time Stamp**

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Patient Information

From the Side Menu click **Patient Information**

This provides summaries in three tabs:

The Visit List, Care Provider Summary and Patient Demographics

Problems and Diagnoses

From the Side Menu click **Problems and Diagnoses**

The top part of the window shows the **diagnosis and comorbidities** associated with **this encounter**

The lower part of the window lists the ongoing **Problems, Comorbidities and Alerts**. These are displayed on every encounter.

Procedures and Diagnoses

From the Side Menu click **Procedures and Diagnoses**

Diagnoses for this visit are listed in the top pane.

The lower pane shows the **procedures** associated with this visit.

Allergies

From the Side Menu click **Allergies**

Allergies are listed with full details concerning severity, onset date etc.

Allergies are also displayed on the coloured banner at the top of the screen

Clinical Notes

From the Side Menu click **Clinical Notes**

This contains documents such as Discharge Summary and Op Notes before they have been signed. When signed they appear in the Documentation tab.

Documentation

From the Side Menu click **Documentation** .

This shows a list of documents that have been **signed** e.g. discharge summary, operative notes, transfer of care etc.

5 Results Review

From the Side Menu click **Results Review**

Test Results can be viewed in **PACS, CRIS and ICE**

At some time in the future **ICE** will be linked to Powerchart so that ICE results can be viewed in **Results Review**.

6 Close Powerchart

To close Powerchart click the **Exit** icon or the **Task Menu, Exit.**

This will retain any patient lists that you have created. If you use the corner cross to close the application your settings will be lost.

Caution: To exit Click the Exit Exit Icon.

Or Task, Exit

Business Rules

1. Searching for patients using the PDS must be performed thoroughly and carefully.
   a. The first “simple” trace should be skipped by selecting next; this will take you to the “advanced” trace.
   b. The only two mandatory fields in advance trace are surname and gender.
   c. The patient should be searched for using the minimum amount of information. The more information you enter to search by, the more the search is restricted and this may result in not finding your patient - less can sometimes be more.
   d. If any of the information entered to the search differs from that held on the PDS, you will not find your patient.
   e. You can use wildcards - type at least the first 2 letters of the surname and/or first name then an *.
   f. If your patient has been seen by this Trust before, or is registered with a GP in England or has had treatment in another hospital in England, you can reasonably assume that you will find the patient.
   g. If you don't find your patient the first time, search again.
2. Every effort must be made to find and retrieve the correct patient from the PDS before a request is made to “add patient without encounter”.
3. Changes to demographics, priority or referral details must be reflected in Millennium.
4. When a referral from a dentist is received, where possible the dentist should be searched and selected in the “GDP details” field. If the referring dentist can not be found in this list, the dentists name and address should be typed in the free text “Comments” box toward the bottom of the page. For such referrals the “source of referral” should be selected as “dentist referral”.
5. Time should be taken to ensure that any information entered is accurate.
6. If ethnic category is unknown and the patient is not available to ask, enter “other – not known”. This information can then be updated the next time the patient visits the hospital, e.g. at outpatient clinic or on admission. The option of “patient declined” will only be used when the patient refuses to provide this information.