

PowerChart Touch (PCT)

User Guide

Support available through:

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Getting Prepared

General Information

- Step 1.** User must have their own **Apple** iPhone
iPhone must have a minimum of IOS 12
Further details available at Appendix A
Android access is now available
- Step 2.** User must hold a licence to use PCT
One licence per user for one device only (iPhone OR iPad OR Phone)
- Step 3.** User needs to be set with User Name & Password
Alice Milsom will provide the user with these
- Step 4.** User needs to download 2 Apps from the Apple App Store
PowerChart & Message Centre

Note: The user will also need to ensure the Settings on their phone allow Camera Capture and Dictation

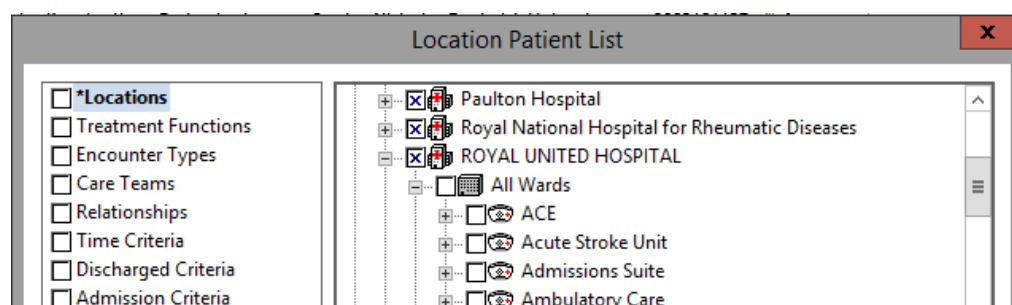
- **PowerChart** - currently used by all of our clinicians as their main view of our Electronic Patient Record (there are some limitations within the PowerChart Touch version)
- **Message Centre** - currently used for Results Endorsing, Referrals and Senior Review

- Step 5.** Users are advised to set up their Desktop version of PowerChart with their **Patient Lists** (these must be Active), their **Favourites** (For Orders etc.) and Documentation **Filters**

Setting Up Custom Lists

Within Powerchart Touch it is recommended that you use the Patient Lists in Millennium, whether these are “Active” ward lists, clinic lists or “Active” Custom lists you have set up and added patients to. You can also share your lists by using the proxy

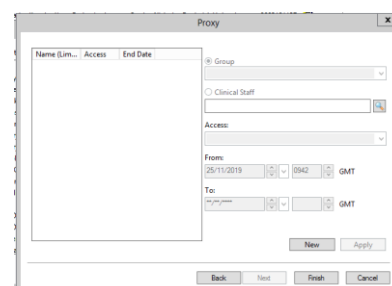
To Set up a new list and share it –
Go to “Patient List”
Go into the List Maintenance Icon




, Click New for a ward list Click **Locations** and find the appropriate ward (Click the + to explain the locations on the right hand side and tick the location you require), Click **Encounter Types** (select Inpatient and Day Case from the right hand side), Click **Discharged Criteria** (select Only those patients that have not been discharged from the right hand side).

Click Next; this will take you to the proxy screen. For each user that needs to use the list do the following steps

1. Click New
2. Select Clinical Staff and search for the user(s) (surname, forename)
3. Select the Access option as required (give everyone full access if you would like everyone to add other users)
4. Select Apply



Once all the Users have been added select Finish

REMEMBER TO MOVE THE LIST TO THE ACTIVE LIST. In patient list click  and move required list from the Available to the Active window

You can Copy and Paste list of patients to a Custom list – which can be really useful when setting up a ward round - one way would be to create a list of patients that have the appropriate lead Consultants – copy this to a Custom list so other patients can be added / removed

Create a Diagnosis Favourites Folder

TIP: Using your own favourite's folders will save you time in future as you will no longer have to search for common diagnosis. They are saved on your log in, provided you use Task, Exit when close PowerChart.

You can create a favourites folder while adding the diagnosis:

1. Add and Search for the diagnosis and select the appropriate diagnosis from the list.
2. Click Add to Favourites
3. Click Create New Folder and type a folder name
4. Click out of the folder and then onto the folder again.
5. Then click OK.
6. Continue to add the diagnosis in the usual way.

Alternatively: Right click on a recorded diagnosis and select from the context menu: add to favourites or add to problem list.





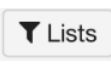



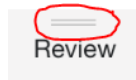
Create Favourite Document Types

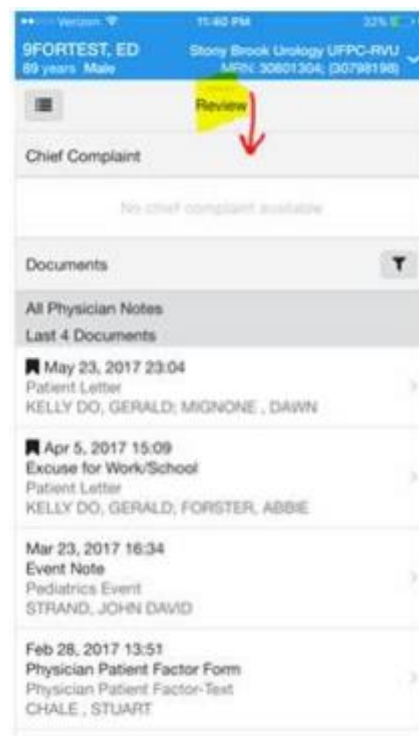
TIP: To Use a document type in PCT they must be in the available list

You can create favourites document types:

1. In a patient record select “Clinical Notes”
2. Click on “Documents” at the top of the screen
3. Then click on “Options”
4. Find your document type in the list of “Available documents” and click on the arrows to move it to the “Personal Document Type list
5. Click OK

Getting Started

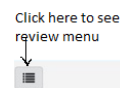
- Step 1.** Find the PowerChart App on you iPhone
- Step 2.** Sign in using your credentials
- Step 3.** Depending on where you were the last time you logged on you may need to navigate to the Main Menu, to do this slide down to reveal the “Menu” (TIP: Touch the word “Review”/”Order” / “Document” and Swipe Down.)
- Step 4.** Click Search Patient  Clinic Schedule  or Patient List  as required
- Step 5.** In Clinic Schedule click  (top of screen) to manage your schedules
- Step 6.** In Patient lists click  (top left of screen) to view all your lists – click on the one you want, click 
- Step 7.** Click on the Patient Name to view record
- Step 8.** For inpatients click on  to view the Handoff / i_Pass¹ – Click  to close this view – at any time swipe left to see this
- Step 9.** Click on Patient’s name to open the record – to get to the main menu Click and Drag down the double bar 



- Step 10.** Either Scroll down to run through and Review the various menu tabs or click on the button for fast menu tab navigation

Using Review

This enables the user to Review the patient record. menu tab to quickly view the respective information. of the most used tabs:



Click on any Below is a list

Documents

This tab displays the Patient's documents. 4 documents are displayed by default, or you can click on **View More**. Touching on a document will open it, from here you can move through the different documents by using the up and down arrows at the top on the left or you can close the document by clicking on the X at the top on the right. NB If you have filters set up on your Desktop then you can select the filter button and select from the Personal Filters section.

Observations

Clicking on Temperature or Heart Rate or Blood Pressure etc. will display the results chronologically (displays the last 30 days). Clicking on the grey chevron on the right hand side will display more details including the normal range for that result.

Problems

You can add Problems and Diagnosis here You can also Flag problems however the Flags do not show on the Blue Banner Bar. Problems with Flags are shown separately under the No Flag Problem list.

Allergies

View Only. You cannot add allergies in PowerChart Touch – allergies must be added on the desktop version.

Visit List

Displays Future and Previous Visits.

Labs

Displays the last 72 hours by default. Click on **View More** to see the last 30 days. Click on the Result to display a graph (the results are also listed under the graph). Click the X to come out of the graph and then the back arrow button to come out of Labs.

NB: No Microbiology or Virology results are shown in PCT.

Diagnostics

This tab shows Radiology reports.

Media Gallery

This enables the user to use the phone camera to easily take patient photos.
Click on the Camera icon

- Step 1.** Take a Photo
- Step 2.** Click the Green Tick to keep, or the Red cross if not required
- Step 3.** **Name** – the default name is the date & time the photo was taken – Overtyping to rename accordingly
- Step 4.** Content Type – Select the folder where you want to save the image
- Step 5.** Click Save
- Step 6.** Click Done

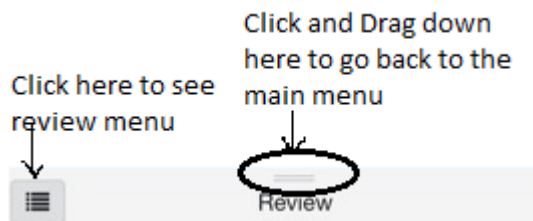
N.B. The clinician must ensure they also take a photo of the consent form.

Patient Banner

Click on the Banner to see further administrative information about the patient e.g. Patient demographics

Re-click the Banner Bar to return to the Main menu

Remember



Orders

To go to orders, get to the main menu and click on orders. Orders allow you to:-

- View Patient Care Orders
- View and add Medications
- View and add Labs
- View and add Consultations

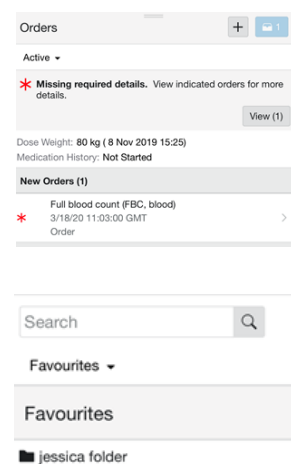
Orders - You can view all the orders

To add a new order Click

Search for the order(s) (or your favourites) and click on the order to add, then click the X (top right)

You then need to add the details of the order. To do this, click on the and complete the details then click (or Remove if not required)

Finally you need to sign. Click on and then



Document

Document allows you to create new Documents

The templates that PCT use are based on the new “dynamic” documents which we will be developing over the next year. We currently advise you select “Free Text Note” for an empty template

- From Document menu, Search template – select “Free Text Note”
- Tap in box and use the keyboard or voice recognition
- When complete either use Save (to complete later) or Sign
- Note Type is a required field – select “General Clinical Note”
- Change the title as required
- Click “Sign”
- The newly created Document can be viewed in the Review menu under Documents in PCT and in the Patient’s record under Documentation on the desktop or Clinical Notes

Note: You need to ensure the templates you want are in your personal document types on the desktop

N.B. See guidelines under Message Centre to create clinic letters

PowerChart Touch IPass/Hand Off

Handoff in PCT – either swipe to the left to View the Handoff or from the Patient List click on the I (Information symbol).

Headline details about the Patient can be added/viewed here. Actions can also be added (either type in or use the microphone to dictate)

SIM
14:05
68%

Handoff

ZZZTESTNEA, DJONE
ZZZ Test

Marlborough Room
Main Bed Bed 01
(SR)

56 years M DOB: 21 Dec 1962
MRN: 2069103

No code status available

Illness Severity

Unstable

Patient Summary

this is the summary
Flower , Jessica Explicit 22 Nov 2019 13:26

Actions

Add New

View Completed (2)

Situational Awareness

Add New

what t do thsi
Flower , Jessica Explicit 22 Nov 2019 13:26

Primary Contact

No primary contact available

Note: Illness Severity and Actions can also be added/viewed/actioned on the desktop in the Doctor's Worklist or the Nursing Whiteboard

"I-PASS" in Doctor's Worklist in Powerchart – click on the NHS/MRN number (not Patient Name) to view.

Both Powerchart and PCT will update immediately when information is added.

ZZZTESTNEA, DJONE

56 yrs M DOB: Dec 21, 1962

MRN: 2069103 FIN: 2003161425

Allergies: Banana, California Variegated Mutant sheep, Penicillamine 125mg tablets, X-ray contrast media, Aspirin, Chocolate, Ibupr...

I-PASS

Clinical Data

Care Team

Illness Severity

Unstable

Watch

Stable

Discharging

Patient Summary

Filtered by: Patient Lists

this is the summary

Flower , Jessica Explicit 22/11/19 13:26

All Treatment Functions

Actions

Filtered by: Patient Lists

Add new

☒ jon-tde-this-and-that

Flower , Jessica Explicit 22/11/19 13:41

☒ Get lost

Flower , Jessica Explicit 22/11/19 13:41




All Teams

Hide Completed

Situational Awareness & Planning

Filtered by: Patient Lists

The Doctor's Worklist

In Powerchart, Click on View (top menu) and Select Doctors Worklist – You may also be able to see the icon  Dr's Worklist  Whiteboard if so Click on “Dr's Worklist”. To view a list in Dr's Worklist the list must be in the “Active” list in your Patient List (see above). Click on the List to view a list of wards available. To see the patient details you must Establish Relationships each day – To add remove columns click on the downward arrow in the right had side 





Dr's Worklist

Doctors Worklist


List: Marlborough Ward (12)

Establish Relationships

Patient Search:

Patient Information	Location	Care Team	Ac...	Illness Severity	Pathology
 ZZZTESTMARK, JAMES 31 yrs F DOB: Apr 15, 1988 NHS: -- MRN: 2103130	ZZZ Test Marlbo... Chairs - Chair 01	Hubbard , William Nic...	1	● Discharging	White blood c... -- Haemoglobin -- Platelet count,... -- Potassium lev... --
 *ZZZTEST, MEMSDONOTDISCHA... 19 yrs F DOB: Jan 1, 2000 NHS: -- MRN: 2278148	ZZZ Test Marlbo... Main - Bed 06	Hubbard , William Nic...	--	● Watch	White blood c... -- Haemoglobin -- Platelet count,... -- Potassium lev... --
 *ZZZTEST, WALDO 29 yrs M DOB: Jan 1, 1990 NHS: -- MRN: 2237810	ZZZ Test Marlbo... Main - Bed 09	Umpleby , Henry Clark	--	● Stable	White blood c... (10*9/l) Haemoglobin (g/L) Platelet count,... (10*9/l) Potassium lev... (mmol/L)
 *ZZZTEST, SELINA 31 yrs F DOB: Dec 21, 1987	ZZZ Test Marlbo... Main - Bed 10	Fackrell , Robin Keith	--	--	White blood c... -- Haemoglobin --

P0470 FLO





Message Centre App (Incl Creating Clinic Letters)

The Message Centre App works very much like the desktop Millennium.

The **Inbox** is used for Results endorsing and for composing and signing Clinic letters. Note that there are, however, some limitations.

Results

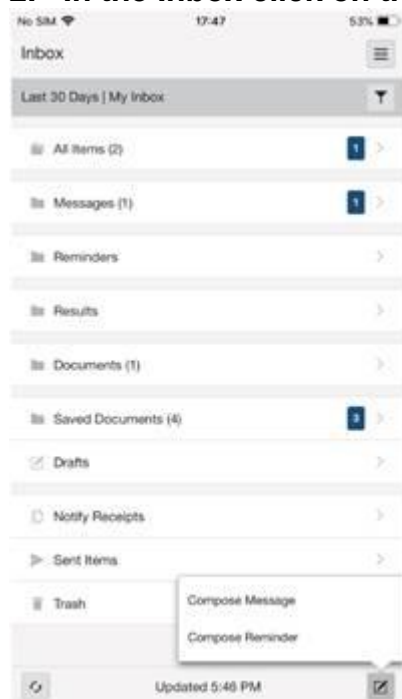
Note: Users can only endorse Laboratory Results from their own Inbox; they cannot endorse Radiology Results from PCT nor can they endorse Laboratory Results from the Patient's record. Note no Microbiology or Virology results are shown in PCT.

Clinic Letters

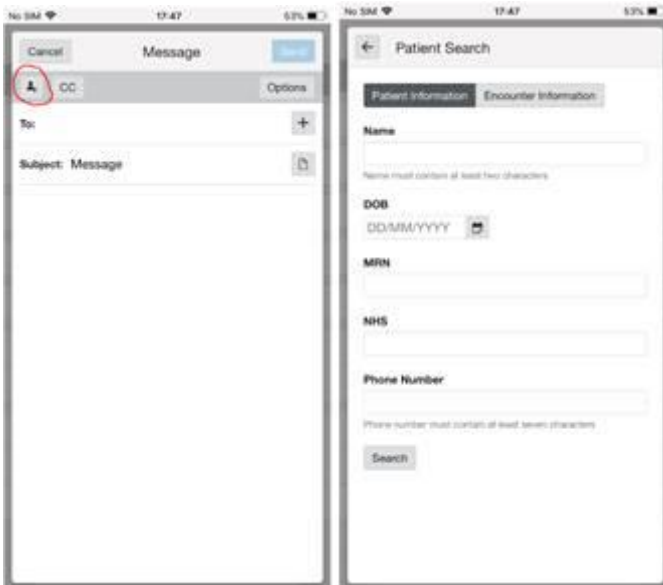
Note: Users can **Sign** their Clinic letters but they cannot Modify them.

Process for composing a Clinic Letter

1. Open Message Centre in PCT
2. In the Inbox click on the little note pad at the bottom and select compose message



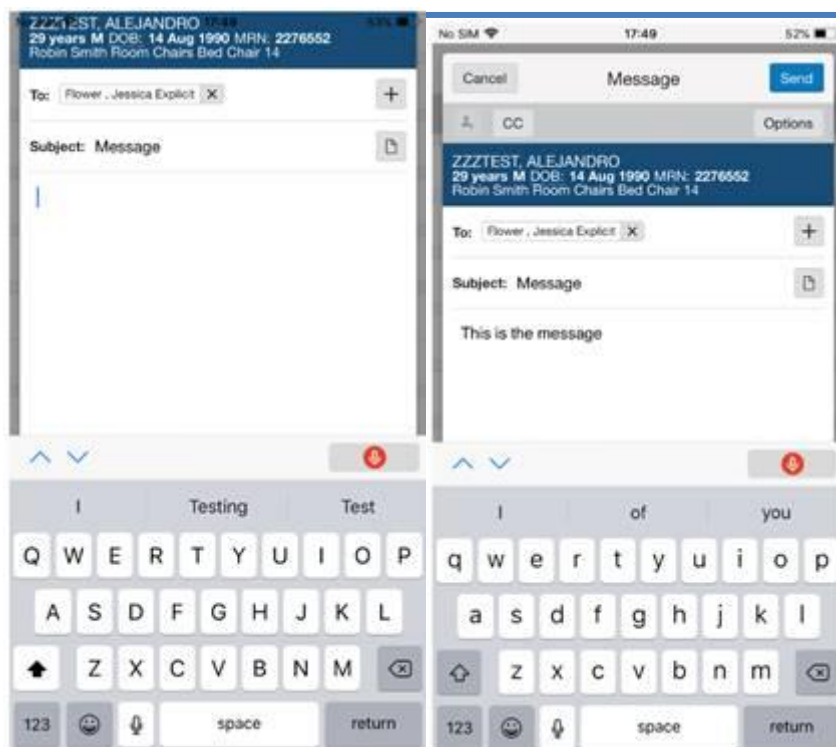
- Click on the torso, Search for the correct Patient and correct Encounter



- Add recipients – by Searching by surname or picking up Recent Recipients (for Clinic Letters the recipient will usually be your secretary/typist or a typing pool).



- Please change the Subject to “Clinic Letter for Typing” or similar to help the Medical Secretaries pick this up from their message centre
- Tap in the main message area (the paper icon seems to do very little though may do once we have sorted the templates) to type - or use voice recognition (**Red microphone**) (**green when activated**)




6. Press Send
7. If the medical secretary has any queries about your draft letter t

Note: Items will show in Sent Folder in your Message Centre Inbox

Typist

NB: Typist will open the Patient Record from their Message Centre and copy the text into the correct Correspondence Template. They will then Submit the Clinic letter back to Author for final Sign Off

In **Pools** you can review referrals (messages) and forward them
You cannot endorse laboratory and radiology results

To view pools (which must be set up on your desktop) click the  icon and select your pool

You cannot view Proxies in PCT

FAQ

Hardware

Question	Answer
Does the Trust supply a phone to use with PCT?	No, users must have their own iPhone (Android phones cannot currently be used) or iPad
What iPhone Model is supported?	<ul style="list-style-type: none"> • iPhone 5s • iPhone SE • iPhone 6, 6s, 6s plus • iPhone 7, 7 Plus • iPhone 8, 8 Plus
What iPads are supported?	<ul style="list-style-type: none"> • 12.9-inch iPad Pro 2nd generation, 12.9-inch iPad Pro 1st • 10.5-inch iPad Pro • 9.7-inch iPad Pro, 6th generation (2018) • iPad 5th generation (2017) • iPad Air, Air 2 • iPad mini 2,3,4

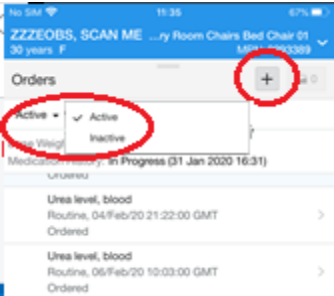
PowerChart - Review

Question	Answer
Demographics	
How can I see/not see patient demographics?	Demographics show when you click on the blue banner – use the down arrow on the right hand side of the blue banner to close the demographics and go back to the patient's main record
Media Gallery (Camera Capture)	
Why can't I use the camera?	In your phone <i>Settings</i> , you need to ensure that you have allowed the app to access your camera
Photos and images – how do I record consent?	It is recommended that the patient completes a paper consent form and that this is then photographed using PCT and saved in the same way as saving the photographs
How do I rename the photographs?	On the desktop, open the Patient's record in Media Gallery, right click on the file name and select Rename
Lab Results	
Why can't I see any results?	The default is to display the Last 72 hours – click on <i>View more results</i> to see results for the last 30 days
How can I see a graph of results?	Graphs are only available for Labs (blood) results. To access them simple click on the name once – this will take you to the graph. Click on the X to return to the list. Click on the result to show further details. The list shows the last 3 results in the last 30 days. Please note the e-Obs graph is currently not available in PCT

Voice Recognition															
Why can't I use the dictation/voice recognition?	In your phone <i>Settings</i> , you need to ensure that you have allowed the app to access your microphone/dictation														
Can I use Voice Recognition to give editing Commands?	Yes – see commands below. Or, hold down on the microphone and select Navigation														
Voice commands and affect	<table> <tr> <th>Command</th><th>Affect</th></tr> <tr> <td>Go to End</td><td>Goes to the end of the sentence</td></tr> <tr> <td>Go to first/last/next/previous field</td><td>Moves to first/last/next/previous field</td></tr> <tr> <td>Go to end</td><td>Moves to the end of the document</td></tr> <tr> <td>Select [text] from [text to]</td><td>Selects the text - you can “delete”, “cap that” (capitalise the first letter of each word)</td></tr> <tr> <td>Cap</td><td>Capitalises the first letter</td></tr> <tr> <td>Select Sentence</td><td>Selects sentence so that it can be edited</td></tr> </table>	Command	Affect	Go to End	Goes to the end of the sentence	Go to first/last/next/previous field	Moves to first/last/next/previous field	Go to end	Moves to the end of the document	Select [text] from [text to]	Selects the text - you can “delete”, “cap that” (capitalise the first letter of each word)	Cap	Capitalises the first letter	Select Sentence	Selects sentence so that it can be edited
Command	Affect														
Go to End	Goes to the end of the sentence														
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Select [text] from [text to]	Selects the text - you can “delete”, “cap that” (capitalise the first letter of each word)														
Cap	Capitalises the first letter														
Select Sentence	Selects sentence so that it can be edited														

	Insert before/after	Inserts text
	Delete that	Delete last word
	New Paragraph	Starts a new paragraph
	Full stop	.
	Comma	,
	Slash	/
	Dash	-
	Question mark	?
	Quote	“
	Pounds	£
	Underscore	—
	Stop Recording / Microphone off	Red = Off Green = On
Navigation		
How do I close the patient record and return to the List/Main menu?	Click on the 2 bars above Review and select your Schedule/Patient List or use Search to search for any patient	
How do I change Lists?	Click on the filter symbol on the top left of the screen – select your list and click on Save	
How do I change Schedules?	Click on the calendar symbol – top left when in a schedule – select a Resource and click on Save	

PowerChart - Orders

Question	Answer
How do I remove an Order before signing?	If you want to delete an order that you have created but not signed – go back into the order and Remove
How do I see discontinued and completed medications?	<p>Within Orders on PCT you switch the VIEW from active to inactive. It must be on inactive to view discontinued and completed</p> 

PowerChart - Document

Question	Answer
Can I create a Discharge Summary?	No, only simple notes can be created using PCT, though this may change in the future. We recommend that PCT Message Centre is used (with voice recognition) to create clinic letters
Why am I only seeing Discharge Summaries?	You have a filter applied – click on the filter and select All Notes
How do I modify a saved document?	Open the document and click on modify – then either Save if still incomplete or Sign if complete
How do I see more than 4 Documents?	Click on “View More”

Message Centre

Question	Answer
Can I endorse the Patients results?	Only in the message centre and if they are in your Inbox
Can I endorse all Patient results?	Only bloods, not radiology, virology or microbiology
How do I send to a Pool?	Key in \ & pool name e.g. \card would find the cardiology pool
How do I send a letter as Priority importance?	Use Options in the message and tick priority
Can I forward a message?	Yes, open the message and click on the ellipsis button at the top on the right and select "Forward"

Appendix A

iOS 12 Compatible Devices List

The following list is from Apple, detailing all iPhone and iPad devices which are compatible with iOS 12. If your device is on this list, it will support the PowerChart Touch App – but only if it is updated to a minimum of iOS 12. This will need to be done first.

iPhone models supporting iOS 12

- iPhone X
- iPhone 8
- iPhone 8 Plus
- iPhone 7
- iPhone 7 Plus
- iPhone 6s
- iPhone 6s Plus
- iPhone 6
- iPhone 6 Plus
- iPhone SE
- iPhone 5s

iPad models supporting iOS 12

- 12.9-inch iPad Pro 2nd generation
- 12.9-inch iPad Pro 1st generation
- 10.5-inch iPad Pro
- 9.7-inch iPad Pro

- 9.7-inch iPad 6th generation (2018)
- iPad 5th generation (2017)
- iPad Air 2
- iPad Air
- iPad mini 4
- iPad mini 3
- iPad mini 2

Android Compatibility

Android 10 and Above

Appendix B

PowerChart Touch – Overview

PowerChart Touch will not replace the desktops/laptops etc. currently in use but will supplement them.

PCT Supports

Documents

- Add and View Clinical Documents
- Viewing Powerforms (if viewable in Document on Desktop)

Message Centre

- View Inbox , Sign Clinic Letters, Endorse pathology results
- View, Modify “Saved” Documents

Order Medications

View and Add Problems and Diagnosis - Only History of Procedures

View Recent Observations (no NEWS)

View Allergies

View Radiology Reports

View Pathology (Labs) – though no comments or textual results)

PCT Does Not Support

Ordering – Caution needed when ordering Meds

- Medications – no alerts (eg Drug interaction etc)
- Any Order that has a form attached (eg Pink Slips and referrals)
- No duplicate checking on Blood Orders, Meds
- Group and Save cannot be Ordered

Alerts and Flags – Ensure Patient Record reviewed on Desktop regularly

- All Alerts eg VTE, Life Style Assessment
- No Flags eg Allergies in the banner bar
- Cannot create Powerforms
- Cannot record procedures or view current procedures

Results

- No Microbiology No Virology
- Cannot endorse from the patients record

Adding Allergies

Message Centre

- Limited access to Pools – no endorsing results
- Cannot endorse radiology results

PCT New Features

Camera Capture and View

New Handoff Section (viewable through Mpages) (click the "i")

New "Clerking" Sections

- Subjective/History of Presenting illness
- Review of Systems
- Objective/Physical Examination
- Assessment / plan
- These can be created and saved but you then need to go to desktop to convert to clinical note saved in docs

<https://www.youtube.com/watch?v=iyvvSu-ujjE>