Quick Guide to PCT

Opening a Patient's Record

Click Search Patient [Search] Clinic

Schedule [Schedule] or Patient List

[icon] as required

In Patient lists click [Lists] (top left) to view all your list – click on the one you want, click [Done]

In Clinic Schedule click [icon] (top of screen) to manage your schedules Click on the Patient Name to view record

For a patient list click on [i] to view the Handoff /

i_Pass – Click [X] to close this view – at any time swipe left to see this (see main guide for more information on this and its use with Doctors Worklist of the desktop)
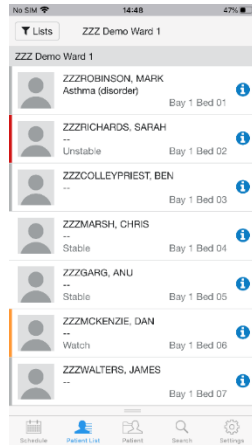
Viewing a Patient's Record

The record opens in Review, to access the full menu touch

the 2 Bars [Review] and drag down to reveal the main menu

Review allows you to view patient record
Orders for all[1] ordering

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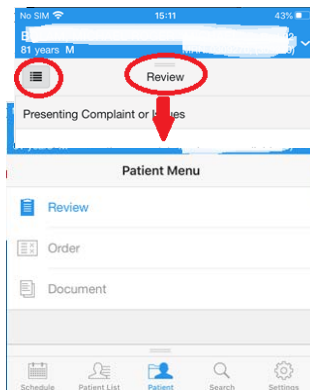
[1] Please note you cannot use complex orders with here to see attached Powerform or Careplan eg Group and Save. review menu

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**Documents** to create simple notes

o View Documents, click [filter] to see the filters you set up on desktop – Click "View More" as required
o View Obs – click on an observation to see last 30days click again to see details
o Problems – Add/Review problems and diagnosis, note problems that have been flagged eg Infection risk
o Allergies – view only
o Labs / Bloods – Click view more to see last 30 days, click once to see the last 3 results – click on the results name to see graph
o Diagnostics – click to see xrays reports
o Pathology – these cannot be viewed of Powerchart touch

o Media Gallery – click [camera] to take photos – be careful to give the photo a sutiable name (the system defaults to a date) and a suitable folder
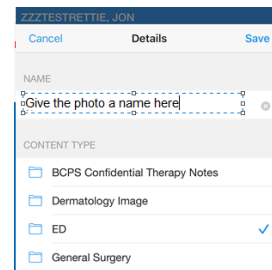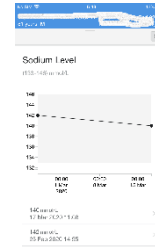
Managing Orders

From review remember

to drag down [Review] the 2 lines to get to the main menu

To see orders that have been completed (eg Medications) change from Active to Inactive (though you have to be on Active to add new order
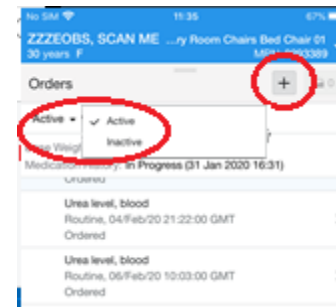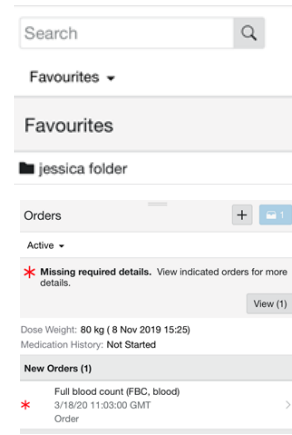

Great care should be taken when Ordering medications as the normal checks are not made

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To add a new order Click [+]

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

You then need to add the details of the order. To do this, click on the [*] / [⚠] [2] and complete the details then click [Done]

Finally you need to sign. Click on [box 1] and then [Sign]

Creating Documents

Please use Message Cente for managing clinical letters. In PowerChart Touch you can create a simply document – in the future we will be enable "dynamic " documents the provide strucutre documents.
From order remember to drag down [Review] the 2 lines to get to the main menu.

It is recommended that you use Free Text Note – simple seach and select to use. Tap in the box and either type of usethe voice recognistion either Save (if document not complete) or Sign when finished. Us type of General Clinical Note and add an appropriate title. The document will now be avaialble on your desktop Millennium as well

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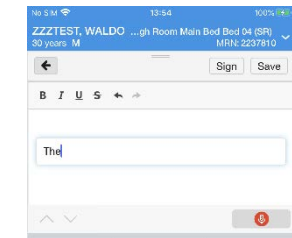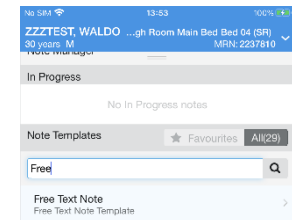
[2] [⚠] indicates clinical interaction exists

Using the Message Centre to endorse results & sign letters

The Message Centre works very similarly to Desktop Millennium but there are some limitations :-

You can endorse lab results (bloods) (but not xrays,virology and microbiology which cannot be seen on PCT) in your Inbox

You can sign `Sign` clinic letters, (ensure you have scrolled down the whole letter) – but not modify them (as this button is never activated)

In pools you can review referrals (messages) and forward them
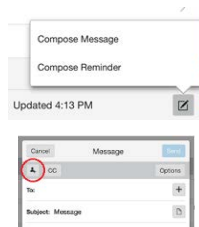In Pools you cannot endorse lab and radiology results

To view pools (which must be set up on your desktop)

click the `▼` icon and select your pool. You cannot view proxies

Using the PCT Message Centre to Create a Clinic letter.

In the PCT Message centre you have the ability to create a message (on the desktop this is called "Communicate"), and this can be used to create a Clinic Letter.

To do the Click on the little note pad and then "Compose Message"
Next you need to find your patient (thise will ensure that the letter will go into the patient's record), click on the torso, and search for the patient and correct encounter

Next select the medical secretary or pool you would like to send the letter to (we will work with medical sectrary in handling PCT clinic letters and getting them sent out). Type the surname of the medical sectary in the To: field (the system will search as you type) and select as appropraite. Or click `+` to view recent recepient

Please change the Subject to "Clinic Letter for Typing" or similar

To create the letter just click into the blank space below the Subject. You can either type or use voice recognition `🎤`. The voice recognition is very good and has been desinged for the medical environment recognising medical tewrms and medications very easily. The voice recognition includes some navigation terms – see FAQ

When you have finish click `Send` or cancel `Cancel` and save as a draft

Getting Prepared

User must have their own **Apple** IPhone or iPad

IPhone must have a minimum of IOS 12. NB Android access is not currently available

User must hold a licence to use PCT. One licence per user for one device only (IPhone OR IPad)

User needs to be set with User Name & Password this is managed by IT (we will till you who to contact separately)

User needs to download 2 Apps PowerChart & Message Centr, Which can be downloaded via the App store

 (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

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*

Full Guide Available on the Intranet

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