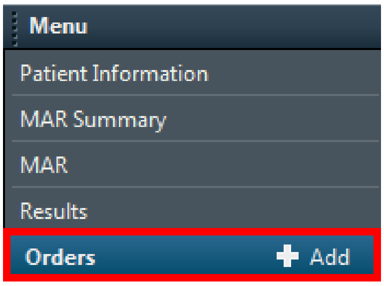
PowerChart – customising orders tab

Care Delivery

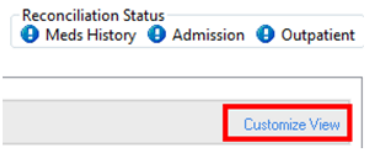
Quick reference guide

Customising Orders View

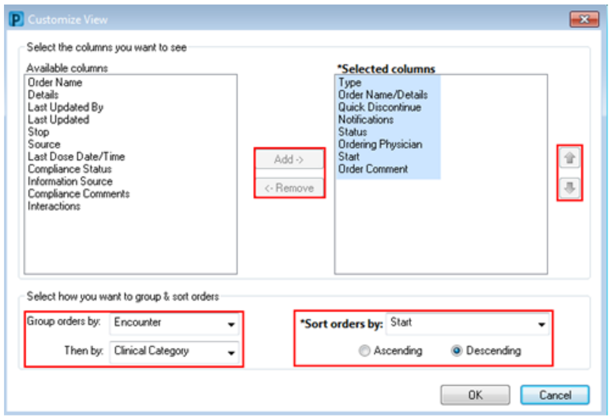
1. Open the patient's chart.
2. Click Orders from Menu.



3. Click Customise View on the right side of the screen.



4. A pop up window will appear: Change your setting as per the information below and Click OK.



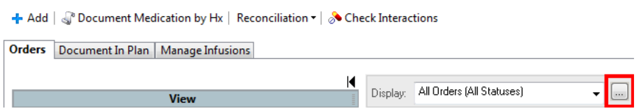
- The Columns display can be updated by selecting the column heading from either Available Columns or Selected Columns and use the Add/Remove key to move them across.
- The order in which the Selected Columns appear in can also be updated. After selecting the appropriate column, use the up/down arrow to manoeuvre the position.

  Note, the column at the top of the list will be displayed on the left hand side, while the column at the bottom of the list will be displayed on the right hand side.
- The way in which Orders are grouped can also be adjusted. Use the Group orders by function to select a major grouping, and the Then by function to choose a subheading.
- It is Recommended for Clinicians to customise their Orders page as shown in the screenshot above.

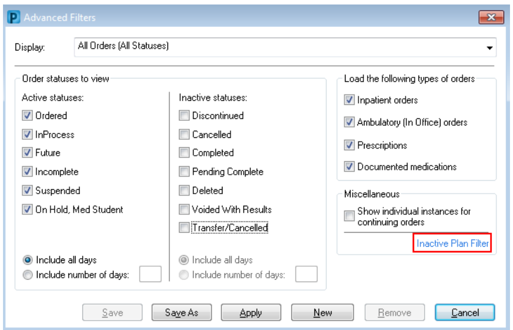
5. Click Ok.

Viewing Discontinued PowerPlans

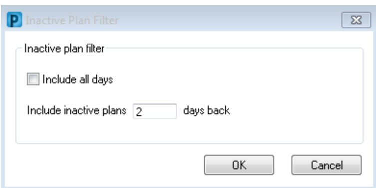
1. Click on the Ellipsis Button next to the display drop-down.

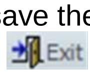


2. A pop up window will appear:
   - The Order Status to View can be updated to reflect various order statuses (both Active and Inactive).
   - The Order Types can also be updated as required.
   - Any Powerplans in a Discontinued status can be viewed by changing the inactive plan filter.
3. Click Inactive Plan Filter. A new pop-up window will appear.



4. Select a clinically appropriate number of days to look back at discontinued Powerplans.



5. Click Ok.
6. Click the Apply button to apply these changes.
7. To save these preferences, use the Exit icon  on the Toolbar.