

PowerChart glossary

Care Delivery

Quick reference guide

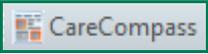
The Taskbar

Task Edit View Patient Chart Notifications Navigation Help

PowerChart Toolbar

CareCompass Message Centre Patient List Multi-Patient Task List Path Queensland Tear Off Attach

Change Exit Calculator AdHoc Specimen Collection Endorse Results [20] Conversation Launcher

Icon	Description
	CareCompass is an interdisciplinary, summary workflow solution that helps clinicians collaborate to provide patient care. It helps nurses organize, prioritize, and access tasks and documentation.
	Use this button to return to the Message Centre from any other PowerChart window. Any patient medical records open will be minimised and appear as tabs along the Patient toolbar .
	Use this button to return to the Patient List window from any other PowerChart window. Any patient medical records open will be minimised and appear as tabs along the Patient toolbar .
	Use to launch the Pathology Queensland Online Test List .
	Use this button to log out of PowerChart. If a patient medical record is open when Change is selected it will remain open and be displayed for the next user that logs in. This button is not recommended for use. Instead, use the Exit button.
	Use this button to close any patient medical records and log out of PowerChart.
	Use this button to open the Ad Hoc charting window. This window is used to launch the Adult and Paediatric risk assessment forms.

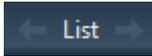


	Use this button when collecting ordered specimens. This will mark orders as completed in the system.
	This button is only available when viewing a patient's medical record. Indicates the number of results requiring endorsement for the specific patient's medical record being viewed. Clicking on the Endorse Results button will open a new window containing the patient's results requiring endorsement.

Banner Bar

The **Patient Banner Bar** contains patient demographic and encounter specific information.



Icon	Description
	Use the Recent drop down list to view and open the last five patient medical records accessed.
	Use the quick search text box to perform a search based on the patient URN number, or use the drop down to change the field to search by patient name .
	Use the magnifying glass to open the Patient search window to perform a search with multiple search criteria.
	

Profile Page Icons



Icon	Description
	Navigates backward or forward between profile pages that have been viewed within the patient's medical record.
	Provides a drop down to navigate to different profile pages.
	Returns to the default profile page viewed upon opening a patient medical record. This is determined by the security permissions applied to the Novell user identification .
	Displays the Patient Menu heading selected and that is currently displayed in the profile page section of the window.



 Full screen	Used to expand the view of the window.
 Print	Used to print the profile page being viewed.
 2 minutes ago	Used to refresh the profile page being viewed. Clicking Refresh will reload the profile page viewed to include any new information added to PowerChart by any user since the last refresh. Refer to the appropriate section for further guidance on the Refresh button.

Patient List Icons

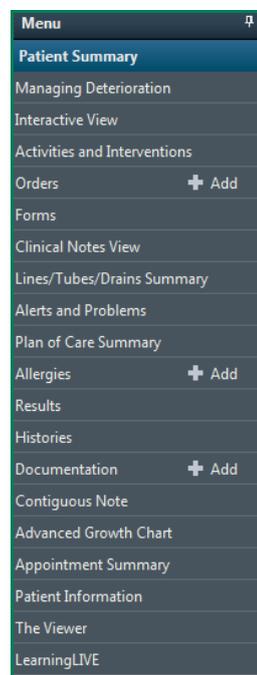
Icon	Description
	List maintenance - opens the Modify Patient List window to create new patient lists and manage those displayed on the Patient list window.
	Properties - opens the Customize patient list properties window to edit/modify the patient list currently displayed.
	Execute List -
	Modify parameters -
	Add patient - opens the Patient Search window to search for and add a patient to the displayed patient list. It is only possible to add a patient to a Relationship or Custom patient list.
	Inactivate relationship - will inactivate the selected patient's established relationship with the clinician. The patient will be removed from the Relationship patient list.
	Select all patients - will select all the patients currently displayed on a patient list. A copy and paste function can then be performed.
	Clear all selections - will deselect all the patients currently displayed on a patient list where Select all patients has been used.
	Copy - copies the selected patient details displayed on the Patient List window.
	Paste - pastes the copied patient details displayed on the Patient List window.



	Hide selected rows
	Customise
	Print another users list...

Patient Menu

The **Patient Menu** is used to navigate through the various sections of the selected patient's medical record. When a heading is selected from the **Patient Menu**, the relevant profile page will be displayed. The PowerChart menu options will also change depending on which heading is selected.



Summary Page Icons

Icon	Description
	Find - opens the Find window to search for a word, number or phrase etc. Search matches will be highlighted in yellow on the Summary page .
	Zoom out - click on this icon to expand the size of the text on the screen.
	Zoom in - click on this icon to shrink the size of the text on the screen.



	Magnify/De-magnify - click on this icon to adjust the magnification applied to the window.
	Home - click on this icon to return to the first window displayed upon opening a patient's medical record and is based on the security permissions applied to the Novell user identification .
	Orders for Signature - click on this icon to sign orders placed for your patient through the New Order Entry section on the Summary page. The icon will indicate the number of orders awaiting signature, or appear grey when no orders require signature.
	Preferences - click on this icon to customise the Summary page .
	Add - click on the Add icon to add a new item appropriate to the section heading it is selected from. For example, clicking on the Add icon on the Allergies heading will open the Add Allergy window.
	Customise view - click on this icon to view a dropdown list of available options to customise the section of the Summary page .
	Expand/Collapse - click on the arrow to display or hide the information within the section.
	Comment - indicates that a comment has been entered in relation to a diagnosis, problem or alert. Moving the mouse over the icon will display a pop up textbox with the comment.
	No Chronic Problems - displayed only when the patient has no active or inactive problems added to their patient medical record. Clicking on this button will add a No Chronic Problems row to the Problems profile page and be displayed on the Summary page . The No Chronic Problem row is cancelled when an active or inactive problem is added to the patient's medical record.
	Modify icon - displayed when moving the mouse over a specific row. Clicking on this icon will open the selected alert, problem or diagnosis and allow you to modify the details.
	Expand/Collapse section icons - clicking on this icon will expand or collapse the selected section.
	Close icon - The window will close and the Summary page will be displayed.
	Refresh Button - The Refresh button reflects the amount of time that has elapsed since the profile page currently being viewed was last refreshed. Clicking Refresh reloads the profile page currently being viewed to include any new information that has been added to



	PowerChart by any user or other system since the last refresh. Information will only be included however if it falls within the clinical date range applied to the profile page.
	Blue down arrow - A menu will be displayed.

Results Page Icons

Icon	Description
	Graph - use this icon to display result/s in a graph.
	Seeker - opens a new window displaying coloured lines according to the results legend.
	Sign - used to endorse results directly from the Results profile page. Only the ordering clinician can endorse the results from the Results profile page.

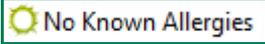
Orders Page Icons

Icon	Description
	PowerPlan - Indicates a plan has been ordered for the patient.
	Physician co-sign - Indicates that this order has yet to be co-signed by the ordering physician.
	Active and inactive orders - A check mark indicates the order is currently active. Orders in a final status, such as Completed or Discontinued, do not display check marks because they are no longer active.
	Expand and collapse details pane - Up arrow reveals order details for the item selected. Down arrow collapses the pane.
	Order details not complete - Indicates that additional fields need to be completed on the order.
	Initiate - Select to initiate a plan.
	Favourites - Folders view.



	Check Interactions
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Allergy Page Icons

Icon	Description
	Mark All as Reviewed - clinically acknowledges and records that the patient's allergies have been reviewed. This only applies to allergies currently displayed on the Allergies profile page, based on the Display filter applied. The time stamp in the Reviewed column will be updated to the date and time the Mark all as Reviewed button was selected.
	Add - opens the Add Allergy/Adverse Effect window to add a new allergy and allergy details.
	Modify - opens the Modify Allergy/Adverse Effect window to modify the selected allergy details.
	No Known Allergies - opens the No Known Allergies (NKA) window to add any relevant details in the comments field. Click this button if the patient confirms they have no known allergies.
	Reverse Allergy Check - clicking this button will check the patient's allergies against their current medications to determine if a reaction may result from prescribed medications.
	Coded Reaction : Means data with this symbol links with other programs to trigger a response. A coded allergen will trigger a response if medication is ordered and the patient is allergic to it.

Documentation Page Icons

Icon	Description
	Add - opens a New Note tab to add a new document to the patient's medical record.
	Sign - the Sign icon is only available when viewing a personally saved document. Clicking Sign will sign the saved document and the document heading will update to Final Report .
	Forward - opens the Forward Only document window to select the relevant clinician/s to send the document to for signature or review.



 Modify	Modify - opens the selected document to make the necessary modifications. If the document has been signed the modification will become an addendum.
	Copy from an existing note - copies text from a finalised document into your opened document.
	View Document History - opens the Document History window to display dates and times of initial documentation and/or any modifications. Use the View Document History window to view previous versions of modified documents. Refer to the appropriate section for further guidance.
	View Image - reloads the selected document in the Preview pane .
 In Error	In Error - marks the selected document as in error so that it is no longer considered part of the patient's medical record. Only the original author of the document or a Health Information Manager with the appropriate security permissions may mark documents as In Error .
 Preview	Preview - will collapse/expand the Preview pane .
 Previous Note	Previous Note - displays the previous document from the Document list in the Preview pane .
 Next Note	Next Note - displays the next document from the Document list in the Preview pane .
	Full Screen Mode - opens selected documents in full screen mode.
	Save - saves the document without signing. The document heading will be Preliminary Report until signed and can be viewed by other clinicians.
	Sign/Submit - signs the document and add to the patient's medical record as a Final Report .
	Manage Auto Text - opens the Manage Auto Text window to create and manage individual user created auto text.
 << Previous	Previous page - displays the previous page of documents within the document list.
 Next >>	Next page - displays the next page of documents within the document list.

Clinical Notes View Page Icons



Icon	Description
	Add - opens an Add Document window to add a new document to the patient's medical record. This is designed for medical transcriptionist to enter documentation which is then signed by the appropriate clinician. Structured templates and dynamic documentation is not available through this window.
	Sign - the Sign icon is only available when viewing one of your own saved documents. Clicking Sign will sign the saved document and the document heading will update to Final Report .
	In Error - marks the selected document as in error so that it is no longer considered part of the patient's medical record. Only the original author of the document or a Health Information Manager with the appropriate security permissions may mark documents as In Error .
	Modify - opens the selected document to make the necessary modifications. If the document has been signed the modification will be added as an addendum to the final report.
	Clear - clears information from the form so the user can start over.
	Print - prints the selected document. Refer to site specific processes for printing from PowerChart.
	View Image - reloads the selected document in the Preview pane .
	Forward - opens the Forward Only document window to select the relevant clinician/s to send the document to for signature or review.
	History - opens the Document History window which displays dates and times of initial documentation and/or any modifications. Use the Document History window to view previous versions of modified documents. Refer to the appropriate section for further guidance.

Interactive View Page Icons

Icon	Description
	Collapse Navigator - use this icon to collapse and expand the Navigator.
	Split window - use this icon to split the IView flowsheet into two windows so that charted results from two different bands can be displayed.



	Show empty columns/rows - use this icon to show/hide columns/rows that do not contain a charted result.
	Review Results - the order requires review.
	Sign - sign results that have been charted but not yet signed.
	Cancel - cancels any unsigned results charted on the iView flowsheet.
	Associate Device - transfers data into iView from monitoring devices and equipment.
	Launch fundal height graph - opens graph view of fundal height measurements entered into iView
	Launch labour graph - opens graph view of labour data entered into iView.
	Auto calculated field - indicates that the field will be automatically calculated when results are charted in the dependant fields. Moving the mouse over the icon will display a text box listing the dependant fields. The entire section must be activated and all of the dependant fields completed before a result will be automatically calculated. Auto calculated fields will be greyed out.
Blue text	Reference material - indicates that the field contains reference material that provides additional information to assist with decision support. Clicking on the blue text will open the reference material specific to that field in a new window.
	Conditional field trigger - indicates that the field is a conditional field. Additional fields may be displayed on the iView flowsheet as a result of what is charted within this field.
	Conditional field - indicates that the field is displayed as a result of what was charted in a field with a conditional field trigger . Conditional fields will only be displayed if the appropriate result is charted within a field containing a conditional field trigger .
	Collapse/Expand section - use this icon to collapse or expand sections displayed within the iView flowsheet .
	Flag - indicates that the charted result has been flagged.
	Comment - icon located in the top right corner of a cell which indicates that the charted result has had a comment added. Moving the mouse over the icon will display a text box with the comment and



	comment details.
	Modified - indicates that the charted result has been modified after it was signed.
	Dynamic group - clicking this icon will open the Dynamic Group window. Use this window to determine additional fields to be inserted on the IView flowsheet relevant to the section displayed. Refer to the appropriate section for further guidance on adding dynamic groups to the IView flowsheet .
	Insert date/time - clicking this icon will active a new column and display the date/time fields.
	Customise view - clicking this icon will open the Customise window to set individual user preferences.

Other Icons

	Patient Care Activity		Immediate priority
	Assessment Activity		Filter Collections
	Medication Activity		Rotate Left
	Other Activity		Rotate Right
	Help		Inpatient Orders
	Rapid respose Criterion Present		View Excluded Components
	Clinical Review Criterion Present		Choose a Date
	Alert Suspended		Chevron
	Change task Documentation Time		Non-Critical New Information
	No items Found		Critical New Information



	Outcomes		Critical Results
	Folders		High Risk Alert
	No Quality Measures Met		Completed Task
	At least One Quality Measure Met		Not Collected
	All Quality Measures Met		Isolation

