



ieMR Advanced

## Pharmacy Care Organiser (PCO)

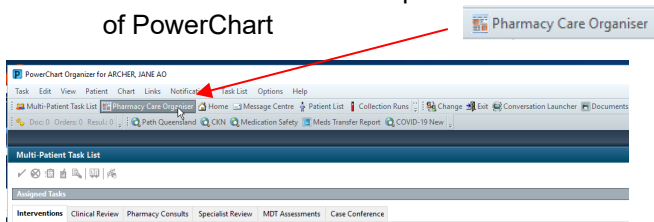
### Quick Reference Guide

#### Accessing PCO

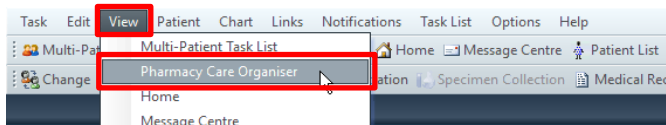
PCO is only available to Pharmacists, Pharmacist Interns, and Pharmacy Technicians.

There are two ways you can launch the PCO:

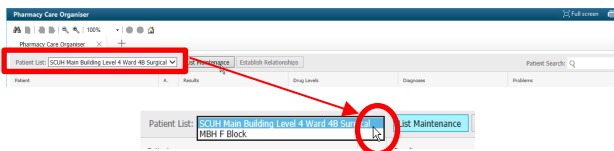
1. From the toolbar at the top of PowerChart



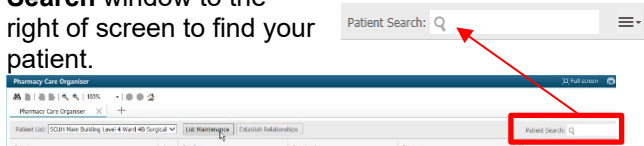
2. From **View** in the menu bar



Upon launching PCO, you will be able to see your available lists in the drop-down menu on the left of screen:



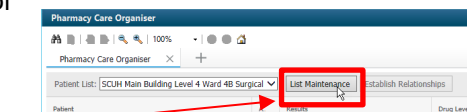
Once a list is selected, you can also use the **Patient Search** window to the right of screen to find your patient.



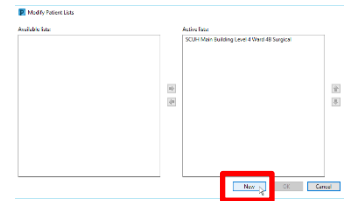
#### Creating Patient Lists

At the top of the PCO page is the List Maintenance icon. The functionality of lists in PCO is the same as other areas of PowerChart.

1. Click on this icon

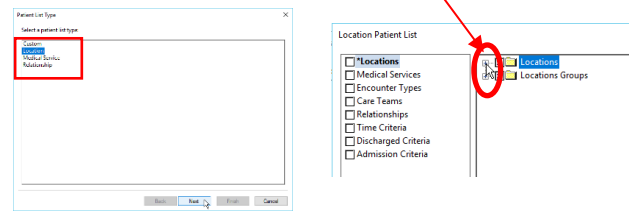


2. The **Modify Patient List** window will appear. Either select the list you wish to use, or click **New**.

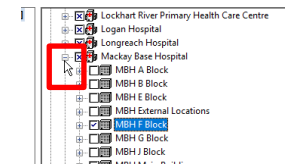


3. Select the type of list you wish to create e.g. **Custom** or **Location**.

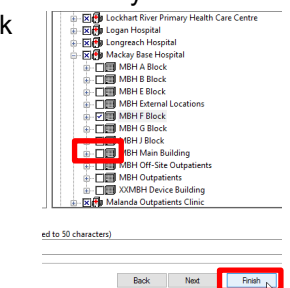
4. For a **Location List** click Location then click **Next**. Then select the **+** beside **Location**



5. Find your hospital in the list. To narrow down your search, click on the **+** next to your hospital. This will allow you to choose from wards within your facility.



6. When you find the ward location that you wish to add to your list, place a tick in the box, then click **Finish**.



7. Now your list will appear in the window on the left of screen. Simply click this once to highlight, select the Blue Arrow to move it to your Available lists box, click on the list you wish to use and Press OK

