

| SLIDE NUMBER | HEAR | DO |
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| PowerChart Navigation | | |
| 7 | We are now in PowerChart and the default display is the CareCompass. This is where you will organize your workflow for your patients for the day. We will discuss CareCompass in more detail later in this module. Next, click the Patient List button on the toolbar. | Click Patient List Toolbar |
| 8 | <p>The Patient List is our location list. The list is defaulted to the unit where you are signed in. However, you can add additional patient lists, for example, ER Holding, or PACU Tab, so that you can see patients in different locations that you will be receiving in your unit for continued care.</p> <p>As a note, the Patient List is View only. You cannot add or delete patients from this list. To go back to CareCompass, click the CareCompass button from the Toolbar.</p> | Click CareCompass button |
| 9 | Next, we will go through some external links that are built in PowerChart. You will be using these links throughout your day. To access these external links, click the dropdown arrow next to Baptist Employee Intranet button. | Click the dropdown arrow next to Baptist Employee Intranet button. |
| 10 | The Drug Info for HealthCare Providers is used to search for IV compatibility drugs and drug information. | |

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| 11 | You also have access to the Baptist Health Policies and Bridge which is used for blood administration. | |
| 12 | To print flu vaccine information, you will use the Inactivated Influenza Vaccine external link. | |
| 13 | For procedures that you unfamiliar with or if you need to refresh your knowledge on a particular procedure, use the Lippincott Procedures link. | |

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| <p>Next, hover over the highlighted buttons on the toolbar to find out what they mean. After review, please click Continue to proceed with the lesson.</p> | |
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| 15 | <p>As a note, some icons may not display right away in the toolbar. Depending on your view or the resolution of the screen, some icons may not fit in the toolbar. To view these icons, simply click the dropdown arrow at the end of the toolbar. I will click this now to view all the icons.</p> | |
| 16 | <p>In PowerChart, there are different ways to search for your patient. Recent search, Quick Search, and Advance Search.</p> <p>The Recent Search allows you to access the last 9 charts that you recently opened.</p> <p>The Quick Search allows you to enter the patient's name in the text box.</p> <p>While the Advance Search is used to search for a patient using multiple information. I will click the magnifying glass icon to view this search.</p> | |
| 17 | <p>The Patient Search window is displayed. On the left pane, this is where you will enter all the information needed to search for the patient. The Upper-right pane displays all patient search results, while the lower pane displays all the encounters. I will now click Cancel to go back to CareCompass.</p> | |

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| 18 | It is important to note that PowerChart does not automatically refresh the screen. To refresh and view the most current, most updated information in the patient's chart, click the refresh button. | Click Refresh button |
| 19 | CareCompass Navigation | |
| 20 | In this part of the module, we will go through the basic navigation inside CareCompass. | |
| 21 | As we have stated earlier in the lesson, CareCompass is the default view once you log into PowerChart. The patients in your Carecompass will automatically display based on the assignment given by your charge nurse. | |
| 22 | Before you start your day, you need to establish your relationship. To do this, click the Establish Relationships button. | Click Establish Relationships button |
| 23 | The Establish Relationships window is displayed. To select a relationship, expand the Relationship list. | Click dropdown next to Relationship box |
| 24 | Select Nurse | Click Nurse |
| 25 | Click Establish | Click Establish |

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| 26 | <p>Now that we have established the Relationship, additional patient-related information is now available for us.</p> <p>I will go through each of the columns and explain what it means.</p> <p>The first column, Location, is where the patient's room number is displayed. Notice that there is also a Biohazard icon next to it. This icon indicates that this patient has isolation precautions in place. This also tells us what kind of isolation precaution is needed for this patient. Hover over the icon to discover additional information. When done, click Continue</p> | <p>Hover over biohazard precaution Click Continue</p> |
| 27 | <p>Next is the Patient column. This column allows you to quickly review the patient's age, gender, Code status, allergies, and diet. Also, as a note, the patient name is a hyperlink to their chart. You can access the chart by simply clicking the patient's name in this column.</p> | |
| 28 | <p>Notice that there is a red triange next to the patient's name. This indicates that this patient is a high risk for seizure precautions. Hover over this icon to review more details about the risk.</p> | <p>Hover over red triangle Click Continue</p> |

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| 29 | <p>The red box around the patient box is an indication that there are new results or orders for this patient. The starburst icon to the right is in direct connection with the starburst icon on the upper-right of the screen. This lets us know how many new results and orders we have for the patient. Also, note that this box is red because there is either a result that is critical or we have a STAT order for the patient. If none of these are present, the box will be orange instead of red. Next, hover over the highlighted boxes to reveal additional information.</p> | <p>Hover over red box, starburst icons Click Continue</p> |
| 30 | <p>To easily access the items you need to review for the patient, click the orange box.</p> | <p>Click Red box</p> |
| 31 | <p>The items for Review window is displayed. The left pane displays all new results, while the right pane displays all the new orders for this patient. After you have reviewed all new results and orders, click Mark as Reviewed.</p> | <p>Click Mark as Reviewed</p> |
| 32 | <p>The next column is the visit column. This column displays the reason for admission and the number of days the patient has been in the facility.</p> <p>Next is the Care Team column. This displays the Attending and consulting Physicians.</p> | |
| 33 | <p>The Activities column is generated from the patient care tasks or medication orders from your patient chart. To view all activities, click the number of activities.</p> | <p>Click number of activities</p> |

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| <p>The list of activities is now displayed. In PowerChart, there are more than one place to document information. It is important to document your patient care tasks here in order for the documentation to be marked as complete and be removed from the list after you sign. Please note that does not apply to the medication tasks. Medication administration must be documented from the Medication Administration Wizard.</p> | |
| <p>Next is the Quality measures box. In the live environment, to pull up any quality measures that you need to meet for the patient, simply click the blue circle icon.</p> | |
| <p>The last column is the Plan of Care box. In Baptist, we have two types of Plan of Care. The Interdisciplinary Plan of Care which is a Nursing Plan of Care, and the Medical PowerPlans which is a group of orders the physicians places whether in an active or planned state. In this column, you will see the Medical PowerPlans. When clicked, it will take you directly to the Orders section of the Patient's chart.</p> | |
| <p>Lastly, we have the Activity Timeline Bar graph at the bottom of the window. This graph takes all the scheduled activities from the chart and arranges by time. This is very useful in finding out what time you will be the busiest and when there is not a lot of activities for the patient. Also, when you click any of the boxes, the specific activities will populate for you.</p> | |

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Patient's Chart Navigation

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| 37 | In this module, we will provide a basic overview of the patient's chart. | |
| 38 | To access the patient's chart, click on the patient's name. | Click patient's name |
| 39 | The Banner Bar or the Demographic bar, located at the top of the chart, displays information regarding the patient's current visit. Some of the information in this bar are already provided in CareCompass. The additional information provided here are the patient's admission date and time, height, weight, and dosing weight, Fall risk, MRN and Account number. | |
| 40 | For the Height, weight, and dosing weight, these are all entered upon admission. The weight will change based on the patient's daily weight while in the facility. | |
| 41 | A Medical Record Number or MRN is like a Baptist Social Security Number. The very first time that a patient comes in the facility, they will receive a medical record number and it stays the same, no matter how many times they visit. What changes in each visit is their account number or financial number. This changes everytime they visit the facility. | |
| 42 | On the left is a Menu that allows us to navigate through the different sections of the patient's chart. To hide this menu, simply click the push pin icon. | |

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| 43 | To access the menu back, simply click the Menu tab and to pin the menu back, click the push pin icon once again | |
| 44 | Majority of your documentation will happen in the Iview/I&O section. The next is Orders. I will click this now. | |
| 45 | The Orders section of the chart allows us to view all inpatient orders and PowerPlans. The left pane displays all the Order categories and the right pane displays all the Orders. | |
| 46 | Next, click Nursing Communication Summary from the menu | click Nursing Communication Summary |
| 47 | The Nursing Communication Summary page is created to help with Shift Handoff. Since this is a Summary, majority of the information in the patient's chart can be found here. The first tab is the Situation\Background tab. This is where we will find a summary of the patient's background, documents, Psychosocial factors, medications, consolidated problems, and allergies. I will now proceed to the next tab, Assessment. | |
| 48 | In Assessment Tab, we are able to see all the recent assessments done on the patient including labs, assessments and vital signs. It allows Nurse Superwoman to look at all the recent documentation on the patient at a glance. | |
| 49 | Nurses Recommendation Tabs any nursing plans of care, quality measures for the patients and a place to document who you gave report to. | |

SEE

BackPocket Knowledge: CareCompass is the default view and this is where you will organize your workflow for your patients for the day.

Callout Patient List Toolbar

BackPocket Knowledge:

The Patient List is our Location list. It is defaulted to the unit where you are signed in, but you can also view patients from different locations.

The Patient List is View only. You cannot add or delete patients from this list.

Callout CareCompass

Callout dropdown arrow next to Baptist Employee Intranet button.

Highlight Drug Info for HealthCare Providers
***Slide advances automatically

Highlight Baptist Health Policies

Highlight Bridge

***slide advances automatically

Highlight Inactivated Influenza Vaccine

***slide advances automatically

Highlight Lippincott Procedures

Click out of the external link list

***slide advances automatically

Exit button: Always use this button when you want to close PowerChart. Always remember to "Exit through the Door". We do not use the X button on the upper-right corner of the window because this does not completely shut down the system application.

Calculator button: This button opens up the Online Clinical Calculator. The Calculator is also a conversion tool that includes formulas that convert inches to centimeters, IV fluid rate, CC's per hour, etc.

AdHoc button: AdHoc is our filing cabinet of uplink forms. You will need to be in a patient's chart to open this, or you will be prompted to search for a patient when you click on this button outside of the patient's chart.

Medication Administration button: This is used when administering medications to the patient. This is where you will scan the wristband the medication barcodes.

Specimen Collection button: This is used when you are collecting a specimen from the patient and printing specimen labels.

PM Conversation button: This allows us to add a consulting doctor to a patient's chart, transfer the patient to a different location, or discharge the patient from the Baptist facility.

Depart button: This is where you complete your discharge assessment and print your patient's discharge information when

Click dropdown to view all icons.

Highlight Recent Search
Highlight Quick Search
Click magnifying glass icon

Highlight Left Pane
Highlight upper-right pane
Highlight lower-left pane

Callout refresh button

***slide automatically advances

Callout Establish Relationships button

Callout dropdown

Callout Nurse

Callout Establish

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| Highlight location column |
| Highlight additional information under patient's name ***slide automatically advances |
| Highlight patient column |

Highlight red box, starburst icons

Highlight red box

Callout Mark as Reviewed.

***slide automatically advances

highlight activities column and number of activities

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| ***slide automatically advances |
| ***slide automatically advances |
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| Mouse click on box, second layer, the activities will show. |



Callout patient's name

***slide automatically advances

***slide automatically advances

Highlight MRN, Highlight Account Number

Click push pin icon

Click push pin icon

Click Orders

***slide automatically advances

Callout Nursing Communication Summary

Click Assessment

Click Recommendation tab

Click transport Ticket tab

