# Navigating PowerChart with Read Only Access

Read-only users receive e-mail notification of login and password credentials for the Virginia Mason applications to which they have approved access. These credentials should not be shared with anyone. If you have any issues, please contact the Virginia Mason Service Desk at (**206) 583-6402**.
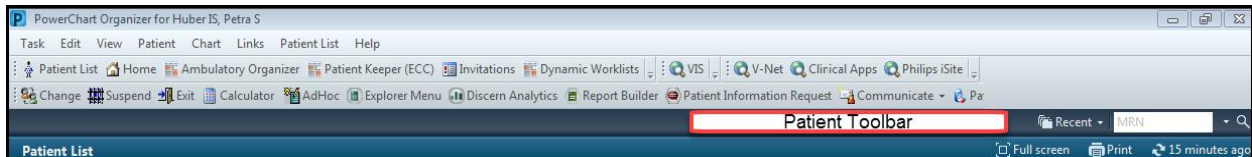
To Log into PowerChart:

1. *Select* the **Cerner PowerChart** icon.
2. Enter your **User Name** and **Password** and *click* **OK**.
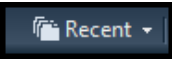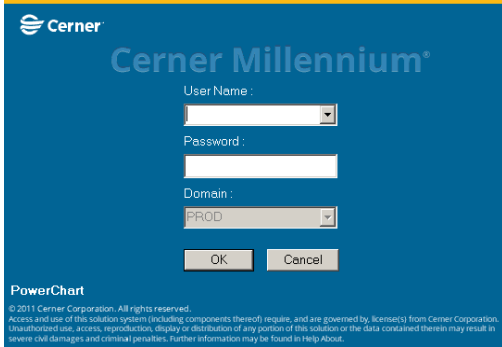

3. At the Cerner Applications window, select OK.
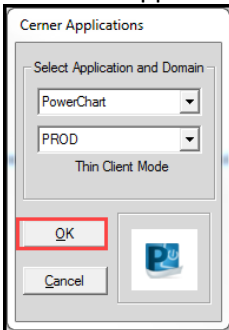
After signing in, you will open to a full-page, blank clinic schedule. Focus on the upper right corner of the screen, the **Patient toolbar**, where your **Patient Search** tools reside.

Patient Toolbar Icon Review:

Quick Patient Search 	Search for a patient by **MRN** or **Name**. *Click* the drop down to change the search filter.
Patient Search	Opens **Patient Search** (Preferred Method).
Recent	Displays the last five patient charts that were accessed.
Refresh	Displays the time elapsed since last refresh.

Finding Your Patient via Patient Search

1. *Click* [search icon] to open **Patient Search**.
2. Search for your patient by **MRN;, or Last Name, First Name, and Birth Date**
3. *Select* a specific Inpatient encounter from the lower window.

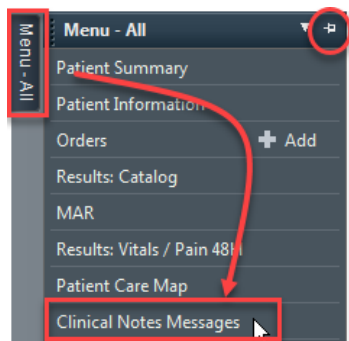## Accessing Your Patient's Chart

1. Once the patient is selected, the chart opens to **Patient Summary**.
2. Note the **MENU** on the left side of the screen; this is your patient's chart.

To Hide the Menu

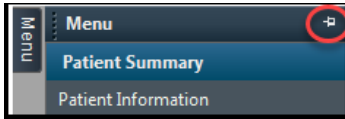1. *Click* the **Push Pin** icon to auto-hide the Menu.

To View/Select from a Hidden Menu

1. Hover the mouse over the **Menu** Tab.
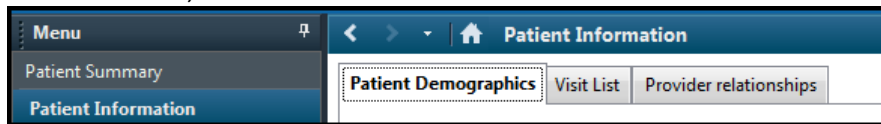2. *Single click* a section of the chart to access.

To Restore a Pinned Menu

1. Hover the mouse over the **Menu** Tab
2. *Click* the **Push Pin** icon.

Chart Navigation

Patient Information:

1. From the Menu, *select* Patient Information

- **Patient Demographics** – displays demographic information for a patient
- **Visit List** – displays a list of Patient Encounters. You can switch to a different encounter by *double clicking* another encounter
- **Provider relationships** – displays a list of who has accessed the patient record
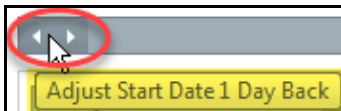
Results

The Results catalog provides access to all available flowsheets for both outpatient and inpatient areas.

1. From the **Menu**, *single click* **Results: Catalog**.
2. *Click* any tab to access that particular **flowsheet**.
3. **COMP 24H** = flowsheet showing all charting and results for the last 24 hours.
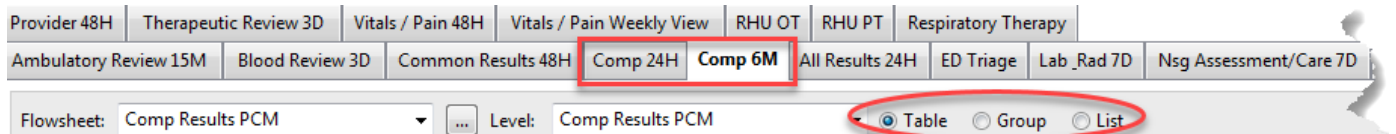4. *Right click* on the gray date range bar to **Change Search Criteria**.
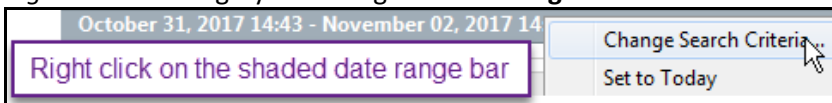
~ or ~

Note: Comp 6M tab for additional results for quick view.

5. **SORTING**: can sort by:
- **Table** - sorts left to right in chronological order
- **Group** - groups tests together and then by date
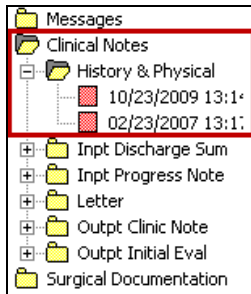- **List** - sorts alphabetically and chronologically

Clinical Notes Messages

1. From the **Menu**, *select* **Clinical Notes Messages**.
2. You can sort By:
   o **TYPE** (folder)
   o **DATE** (most current)
   o **PERFORMED by** (name)
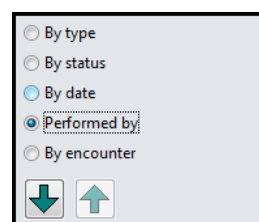
3. *Double click* the **Clinical Notes** folder to view types of notes and then *double click* the specific note (e.g. History and Physical).
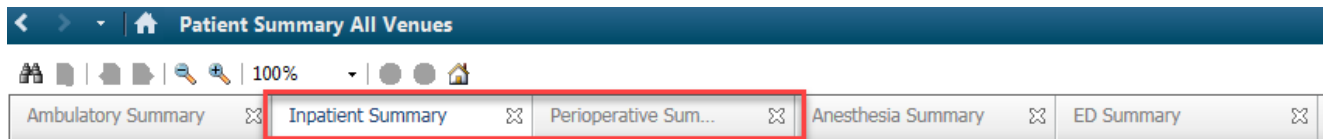

4. Sort by **Date** range.

Patient Summary: Inpatient / Perioperative Summary

The **MPages: Inpatient Summary (**or Perioperative Summary), consolidates clinical information specific to patients in that venue of care.

1. From the **Menu**, *select* **Patient Summary or Patient Summary All Venues**.

2. Select **Inpatient Summary or Perioperative Summary tab**.

Note: **Components** on the Summary page can be interactive part of the chart.

⬛ *Clicking* **Lab Results** will launch the **Lab & Rad 7D flowsheet**.

Note: **Components** on the Summary page can be interactive part of the chart.

⬛ **Documents** component is link to **Clincial Notes Messages tab**
- Displays *up to* the *last 7 days* for all visits of **Clinical Notes Message**
- Quick way to search for most recent History & Physical
- Provides quick access to write a new **Clinical Note**