



# Affiliated Office Powerchart Orders Instructions

# Accessing the Covenant Health PowerChart

- 1 Visit [www.covenanthealth.com](http://www.covenanthealth.com) in your web browser, scroll to the bottom of the page and click on the "Physician Resources" link.
- 2 From the Physician Resources page, locate the box for "Covenant Secure Gateway..." and click the link for "Access using Microsoft Authenticator"
- 3 Sign in using your Covenant login **appended with @covhlth.com** and enter your Covenant password. Approve the sign-in request using the Microsoft Authenticator app on your smartphone. *(Initial setup on next page)*
- 4 Choose the CovMD & eCare icon. *(Note: If the icon is not on your home screen, click APPS and click on the star)*
- 5 Choose eCare Applications PowerChart icon.
- 6 Log into Cerner Citrix with your Covenant login **without @covhlth.com** and Covenant password.
- 7 Click on PowerChart ("P" icon).

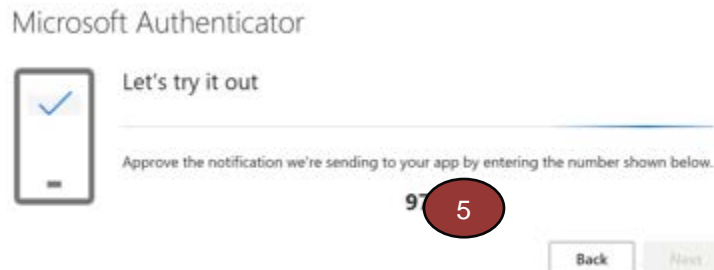
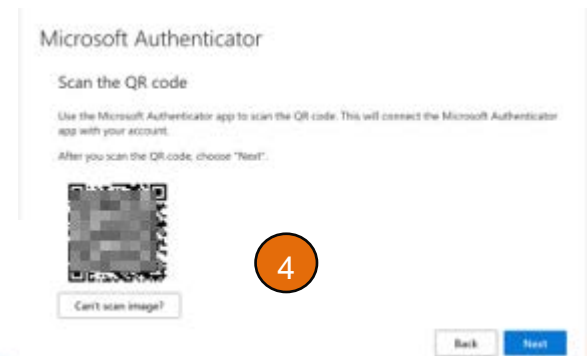
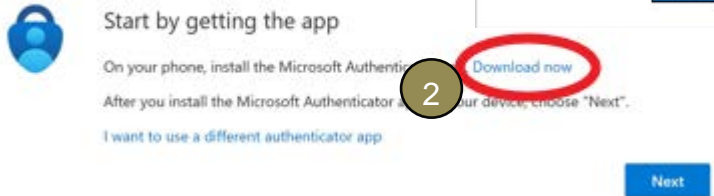
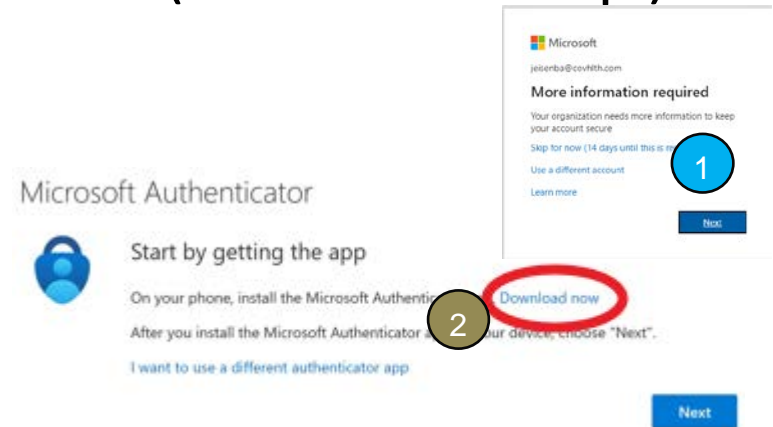
The screenshots illustrate the following steps:

- Step 1:** Website navigation to "Physician Resources".
- Step 2:** "Covenant Security Gateway" with "Access using Microsoft Authenticator" link.
- Step 3:** Microsoft sign-in page with "Approve sign in request" notification.
- Step 4:** Citrix home screen with "CovMD & eCare" icon.
- Step 5:** "eCare Applications PowerChart" icon.
- Step 6:** Cerner login page with "User name", "Password", and "Domain" fields.
- Step 7:** Citrix desktop with "P0665 PowerChart" icon.

# Microsoft Authenticator (Initial Setup)

From Step 3 on previous page, enter your Covenant login **appended with @covhlth.com** and enter your Covenant password. First time access (Initial Setup):

- 1 Click "Next" on the "More Information Required" screen.
- 2 Click "Download Now" on the "Start by getting the App" screen. Install the Microsoft Authenticator app on your smartphone by using the QR code provided for your phone type. If prompted, allow notifications.
- 3 ON YOUR PHONE, Open the app, click the three dots in the upper right-hand corner, and choose 'add account' and then 'Work or school account.' Choose "Scan a QR code".
- 4 ON YOUR COMPUTER, click "Next" to bring up a QR code. Scan the code on your computer monitor using the authenticator app. This account will then be added to your authenticator app. Click "Next"
- 5 The "Lets Try it Out" screen will display a two-digit number. Enter that number on the notification screen displayed on your phone. Click next on the "Approved" screen and click "Done" on the Success screen.

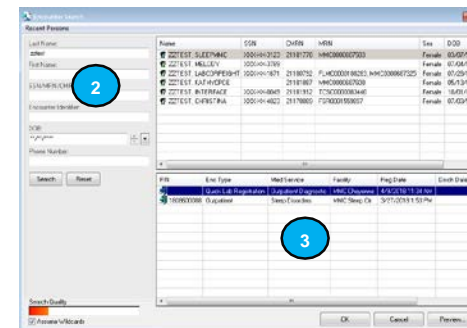
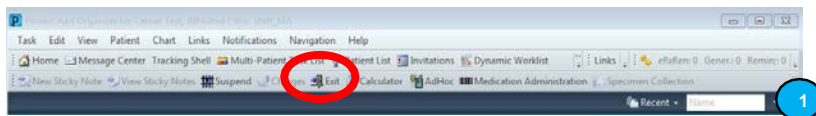


# Finding a Patient

Opening a patient's chart can be accomplished multiple ways: Searching for patient, locating them on a patient list (if applicable), or locating them on ambulatory organizer (if applicable). The last nine opened charts will be available for quick access under the "Recent" dropdown next to the search field. For purposes of this training, we will explain the searching for a patient method as follows:

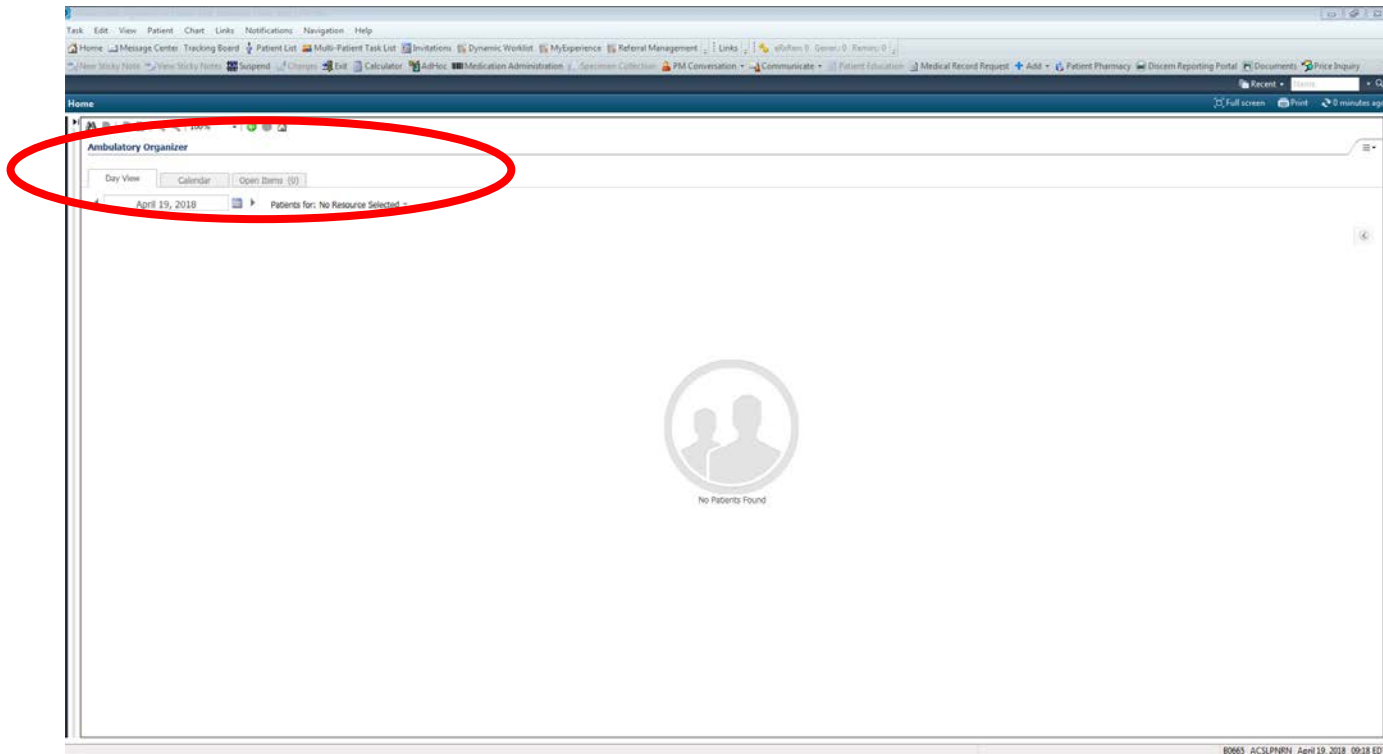
- (1) Click the magnifying glass to open the Encounter Search box.
- (2) Enter the search criteria for the patient on the Encounter Search screen.
- (3) Choose the correct encounter and click OK.

*When exiting PowerChart, please use the Exit Door on the toolbar.*



# Home Screen

Ambulatory Organizer is the Home Page. It displays the surgery schedule for the selected Provider. Use the “Date” and “Patient’s For” selection to manipulate your screen results. Patient’s charts can be opened by double-clicking the patient’s name.

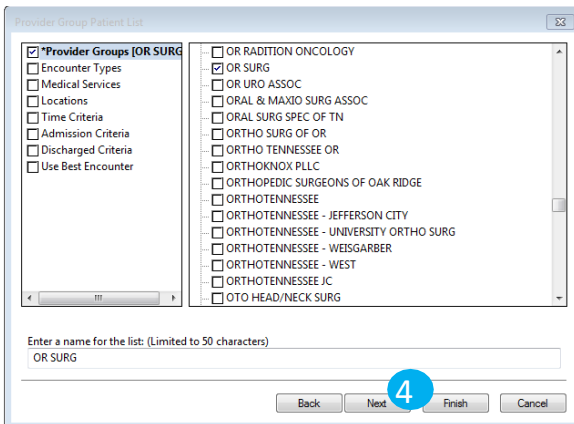
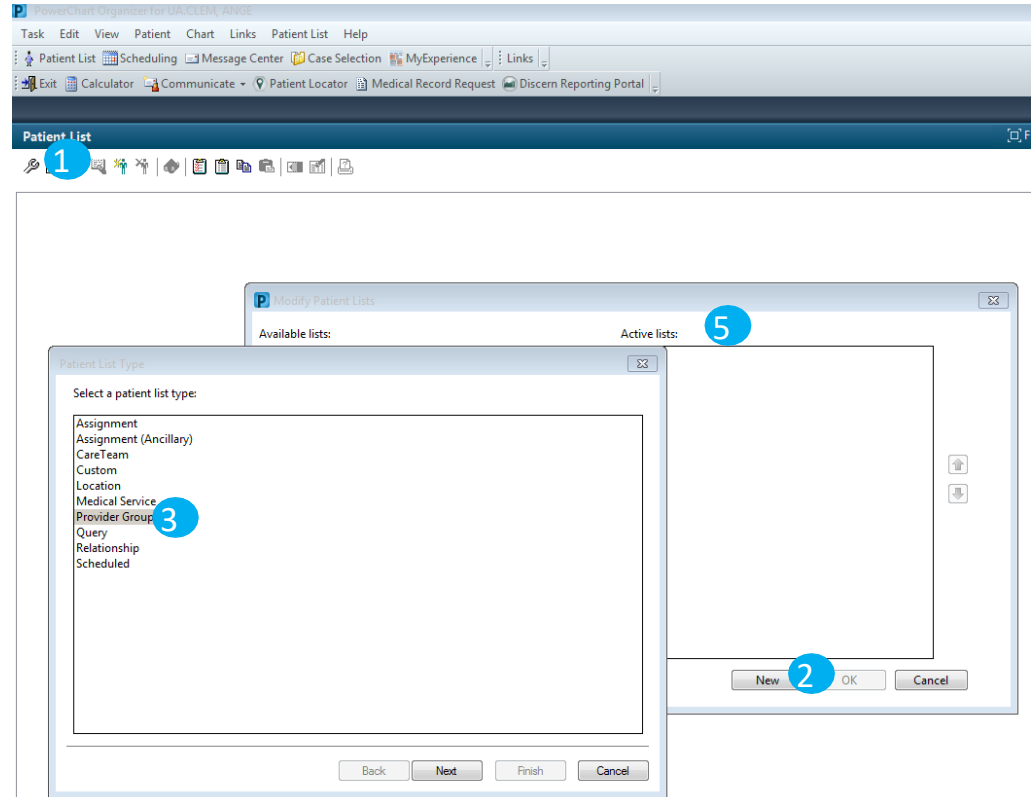


# Patient List

If you have access to Patient List, it will be accessible on your Toolbar.

1. Use the “List Maintenance” icon to create your list.
2. Select “New” to create your list.
3. Select “Provider Group” as your type of list. Click Next.
4. Choose your Provider Group and click Finish.
5. Move your Group from the Available List to the Active List and click OK.

Patient’s charts can be opened by double-clicking the patient’s name.



# Chart Views

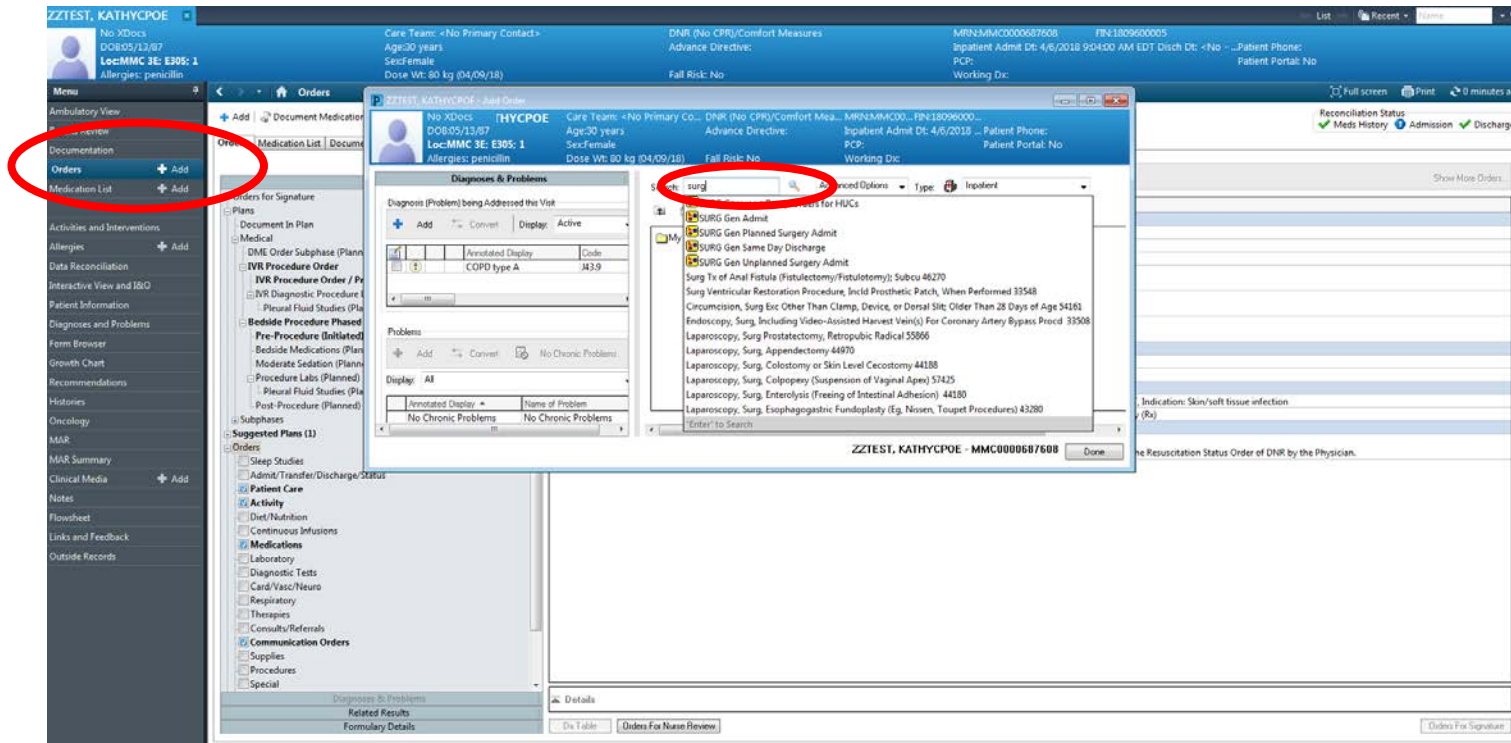
Affiliated Summary and Demographics are the views for the chart and for patient information.

The screenshot displays a medical chart for a patient at ZZZCMG, ROADSHOW. The patient's information includes DOB: 08/19/54, Age: 63 years, Sex: Male, and Dose Wt: 84.2 kg (04/03/18). The chart is currently in the 'Affiliated View' mode. A red circle highlights the 'Affiliated Summary' and 'Demographics' tabs in the top navigation bar. The main content area is divided into several sections:

- Home Medications (8):** Lists various medications such as amLODIPine, aspirin, metFORMIN, benazepril, metoprolol, simvastatin, and spironolactone with their respective dosages and frequencies.
- Vital Signs:** A table showing the latest and previous values for BP, Peripheral Pulse Rate, Temp, Respiratory Rate, SpO2, Height/Length Measured, Weight Dosing, and Body Mass Index Measured.
- Measurements and Weights (3):** A table showing the latest and previous values for Height/Length Measured and Body Mass Index Measured.
- Social History (1):** A section for recording social history, currently showing 'Tobacco:'. Details are available for each entry.
- Documents (3):** A list of documents including 'Adult Medicine Office Note F/U', 'Ambulatory Patient Education', and 'History and Physical'.
- New Order Entry:** A section for entering new orders, currently showing 'No health plans found'.
- Visits (3):** A list of visits, including a future visit on 05/03/18 at 09:40.
- Problem List:** A section for listing medical problems.

# Orders View

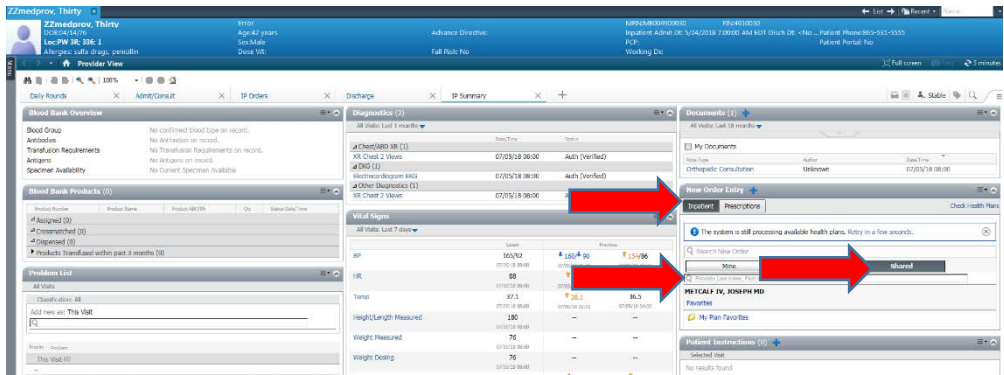
If your provider does not have Favorite PowerPlans, you can search generic powerplans by specialty (Surg, Card, Ortho, OB, etc) then modify those orders accordingly.



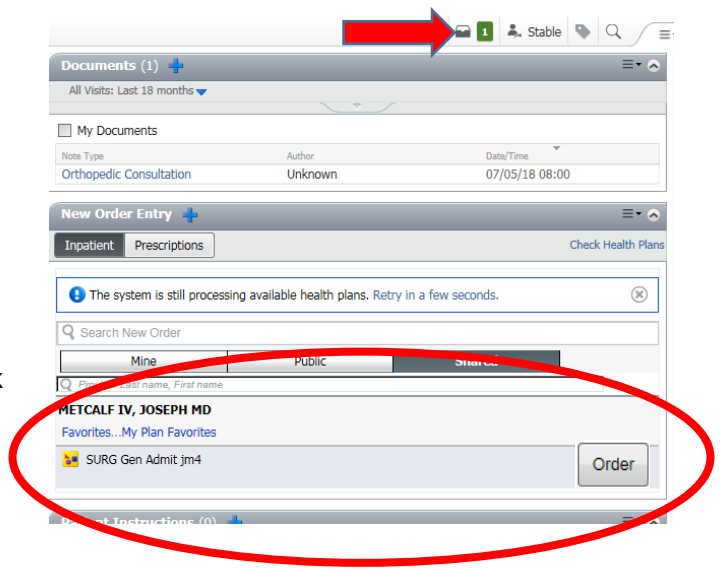


# Ordering Favorite PowerPlans

In the New Order Entry component, select “Inpatient” and “Shared” then search for your provider in the searchbox under Shared.

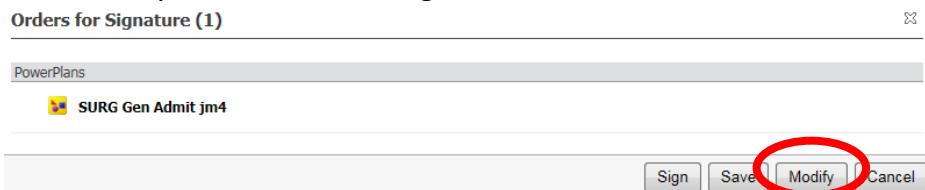
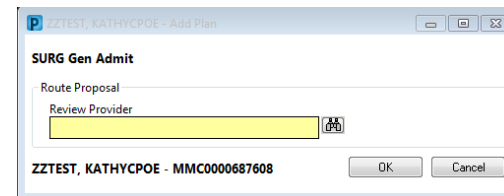


Their name and favorite plans will appear, choose the plan, click Order, then click the “shopping cart” box at top of screen.




# Placing Orders

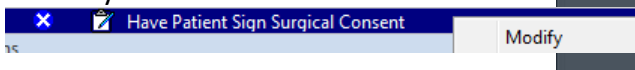
Select the provider for which the proposed orders will route to their Message Center.  
 Select Modify in the Orders for Signature screen.



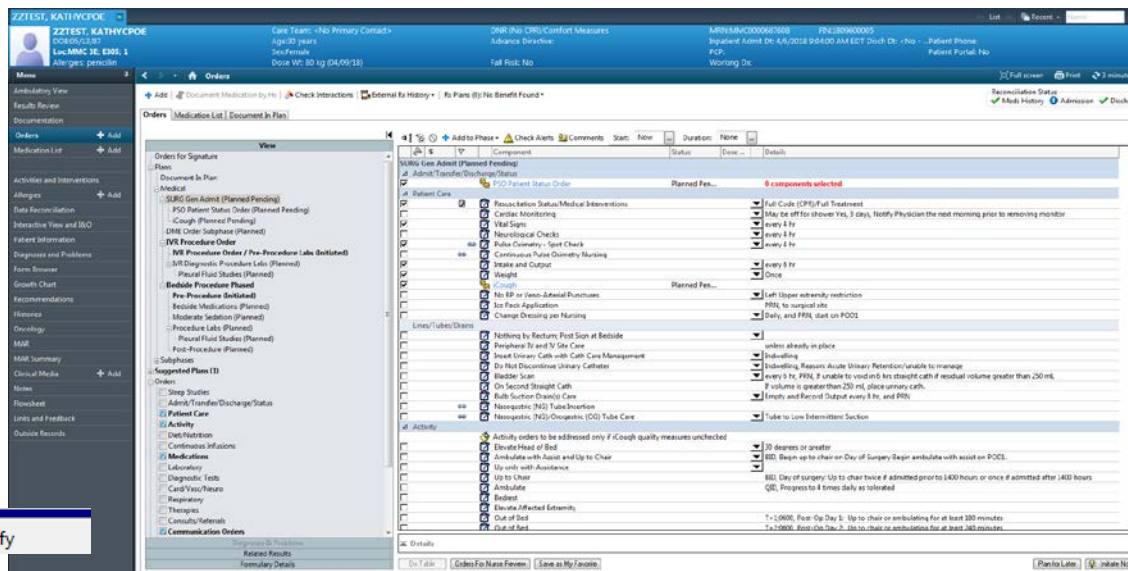
Surgical Orders are multiphased PowerPlans. Address all phases of the PowerPlan, placing checkmarks by those orders to place.

Orders can be added by clicking “Add to Phase” and searching for individual orders.

Any order with a  will need to be modified to answer additional information. Right click the order to modify.



Click “Orders for Signature”, then “Sign”



# Multi-Phase PowerPlan

ZZTEST, KATHYCPOE

ZZTEST, KATHYCPOE  
 DOB: 05/13/87  
 Loc: MMC 3E; E305; 1  
 Allergies: penicillin

Care Team: <No Primary Contact>  
 Age: 30 years  
 Sex: Female  
 Dose Wt: 85.000 kg (04/25/18)

DNR (No CPR)/Comfort Measures  
 Advance Directive:  
 Fall Risk: No

MRN: MMC0000687608  
 FIN: 1809600005  
 Inpatient Admit Dt: 4/6/2018 9:04:00 AM EDT Disch Dt: <No - ...Patient Phone:  
 PCP:  
 Working Dx:

Reconciliation Status: ✔ Meds History + Admission

Orders Medication List

Component	Status	Dose ...	Details
<input checked="" type="checkbox"/> SURG Gen Planned Surgery Admit, PSO Phase (Planned Pending) <input checked="" type="checkbox"/> Admit/Transfer/Discharge/Status			
<input checked="" type="checkbox"/> PSO Patient Status Order <input checked="" type="checkbox"/> SURG Gen Planned Surgery Admit, PAT and Patient Education (Planned Pending) <input checked="" type="checkbox"/> Patient Care			
<input checked="" type="checkbox"/> Preoperative NPO Instruction <input checked="" type="checkbox"/> Preoperative Surgical Prep Instruction <input checked="" type="checkbox"/> Preoperative iCough Instruction <input checked="" type="checkbox"/> Preoperative Home Medication Instructions			Nothing by mouth except for liquids and solids after 2300 the night before surgery; may take approved meds with sip of water Shower night before surgery with antibacterial soap or body wash Review contract and provide incentive spirometer
<input checked="" type="checkbox"/> Laboratory			
<input checked="" type="checkbox"/> CBC without Diff <input checked="" type="checkbox"/> CBC w/ Automated Differential <input checked="" type="checkbox"/> Basic Metabolic Panel <input checked="" type="checkbox"/> Comprehensive Metabolic Panel <input checked="" type="checkbox"/> Hepatic (Liver) Function Panel - LFTs <input checked="" type="checkbox"/> Prothrombin Time and INR <input checked="" type="checkbox"/> PTT (Partial Thromboplastin Time) <input checked="" type="checkbox"/> Urinalysis with Culture/Microscopic, if indicated <input checked="" type="checkbox"/> MRSA Screen <input checked="" type="checkbox"/> Allergen, Latex IgE <input checked="" type="checkbox"/> Type and Screen <input checked="" type="checkbox"/> Patient Information			Blood, Routine, T,N, Once Blood, Routine, T,N, Once Blood, Routine, T,N, Once Blood, Routine, T,N, Once Blood, Routine, T,N, Once Blood, Routine, T,N, Once Blood, Routine, T,N, Once Urine, Routine Collect, T,N, Once Nasal, Routine collect, RT - Routine, T,N, Once Blood, Routine, T,N, Once Blood, Routine, T,N, Once
<input checked="" type="checkbox"/> Consults/Referrals			
<input checked="" type="checkbox"/> Consult Anesthesia Pre Medical Evaluation <input checked="" type="checkbox"/> SURG Gen Planned Surgery Admit, Pre-op/Holding (Planned Pending)			Routine, Unit Clerk to Call Consulting Service, Consult Reason: To Pre-op/Holding General
<input checked="" type="checkbox"/> Patient Care			
<input checked="" type="checkbox"/> Resuscitation Status/Medical Interventions <input checked="" type="checkbox"/> Intermittent Pneumatic Compression Devices <input checked="" type="checkbox"/> Forced Air Blanket <input checked="" type="checkbox"/> Clip and Prep <input checked="" type="checkbox"/> Have Patient Sign Surgical Consent			Full Code (CPR)/Full Treatment to lower extremities, bilateral Operative Site
<input checked="" type="checkbox"/> Medications			

# Proposed Orders

Once signed, the order displays on the order profile with a blue circle and white question mark, denoting proposal status. The order is not visible to any other users until accepted.

**Orders** Medication List Document In Plan

▶ Displayed: [All Active Orders](#) | [All Inactive Orders](#) | [All Orders 5 Days Back](#)

	\$		Order Name	Status	Dose...	Details
Laboratory						
			CBC w/ Automat	Proposal		Blood Routine 06/12/17 16:01:00 EDT Once
▶		<input checked="" type="checkbox"/>	Basic Metabolic	Ordered		Blood Routine 06/06/17 15:05:00 EDT Daily for 7 days
▶		<input checked="" type="checkbox"/>	Magnesium Level	Ordered		Blood Routine 06/06/17 15:05:00 EDT Daily for 7 days
▶		<input checked="" type="checkbox"/>	Phosphorus Level	Ordered		Blood Routine 06/06/17 15:05:00 EDT Daily for 7 days

# Proposed Orders: Provider Workflow

The screenshot displays the PowerChart Organizer interface for a provider. The main window shows a patient record for ZZTEST, ASHLEIGH, with a proposed order for a CBC w/ Automated Differential. The order is currently on hold, pending a signature. The interface includes a navigation pane on the left with categories like Inboxes, Work Items, and Notifications. The main content area shows the order details, including the patient's name, DOB, age, sex, and MRN. The order details include the order type, details, and a comments field. At the bottom, there are buttons for 'Reject All and Next' and 'Accept All and Next'.

PowerChart Organizer for Cerner Test, Physician - Hospitalist Cerner

Task Edit View Patient Chart Notifications Inbox Help

Provider Handoff Message Center Patient List Quality Measures Summary Suspend Exit Calculator Communicate Patient Education Add Patient Pharmacy UpToDate

ZZTEST, ASHLEIGH Recent Name

Full screen Print 0 minutes ago

Inbox Summary

Proposed Orders Order Proposal: ZZTEST, ASHLEIGH

Forward Only Select Patient Inboxes View Summary View

ZZTEST, ASHLEIGH DOB: 11/11/90 Age: 26 years Sex: Female MRN: 500000001  
Allergies: penicillin, iodine contain... Dose Wt: 80.000 kg (06/01/2017) Advance Directive Code Status: Full Code (CPR)/Full Tre... Isolation: <No Data Available>  
Care Team: <No Primary Contact> HealthLife: No Clinical Trial: <No Data Available> Observation FIN: <No - Financial number> [Admit Dt: 3/21/2017 1:46 PM ...]

\*\* On hold pending signature \*\*

Proposed New Order: CBC w/ Automated Differential

Details: Blood, Routine, 06/12/17 16:01 EDT, Once

Comments:

Proposed By: Cerner Test, Ambulatory - MA Cerner On 6/12/2017 16:02 EDT

Reject All and Next Accept All and Next

P0665 PHYSHOSP June 12, 2017 16:18 EDT

The provider receives proposed orders in the proposed orders folder within message center

# Proposed Orders: Provider Workflow

Provider can choose to accept (green check), reject (red do not sign), or accept with modifications (gray triangle) to change the details of the order

The image displays two screenshots of a medical software interface for reviewing a proposed order. Both screenshots show the patient information header for ZZTEST, ASHLEIGH, including DOB (11/11/90), Age (26 years), Sex (Female), and MRN (500000001). The order details are: Proposed New Order: CBC w/ Automated Differential, Details: Blood, Routine, 06/12/17 16:01 EDT, Once. The proposed order is from Cerner Test, Ambulatory - MA Cerner on 6/12/2017 16:02 EDT.

**Top Screenshot (Accept):** The interface shows a green checkmark icon on the right side of the order details. Below the details is a text input field for comments. At the bottom right, there are two buttons: "Sign" (with a green checkmark) and "Cancel".

**Bottom Screenshot (Reject):** The interface shows a red "do not sign" icon on the right side of the order details. Below the details is a text input field for comments. At the bottom left, there is a dropdown menu labeled "\*Reject reason" and a text input field labeled "\*Freetext reason". At the bottom right, there are two buttons: "Sign" (with a red "do not sign" icon) and "Cancel".

# Proposed Orders: Provider Workflow

Once accepted or modified, the order becomes active and is seen by all users on the order profile.

The screenshot shows a web application window titled "ZZTEST, ASHLEIGH - Order Information for: CBC w/ Automated Differential". The window has a menu bar with "Task", "View", "Options", and "Help". Below the menu bar, there is a status bar indicating the order was entered and electronically signed by Cerner Test, Physician - Hospitalist Cerner on 06/12/17 at 16:19 EDT. The Laboratory Department is "CBC w/ Automated Differential".

The main content area has several tabs: "Details", "Additional Info", "History", "Comments", "Validation", "Results", "Ingredients", and "Pharmacy". The "History" tab is selected, showing a list of order events:

- Order Accepted 06/12/17 16:19 EDT
- Proposed Order 06/12/17 16:02 EDT

The "Order Accepted 06/12/17 16:19 EDT" event is expanded, showing the following details:

**Order Accepted 06/12/17 16:19 EDT**  
Entered and electronically signed by Cerner Test, Physician - Hospitalist Cerner o

**Status**

- Order Status:
- Department Status:

**Details**

- Specimen Type:
- Collection Priority:
- Reporting Priority:
- Collected:
- Collection Date/Time:
- Frequency:
- Nurse collect:
- Order for future visit:
- Order Location:

The status bar at the bottom of the window reads "P0665 PHYSHOSP June 12, 2017 16:20 EDT".

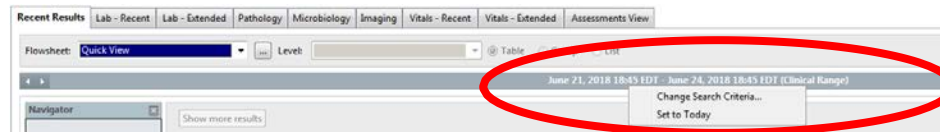
# Navigating the Chart



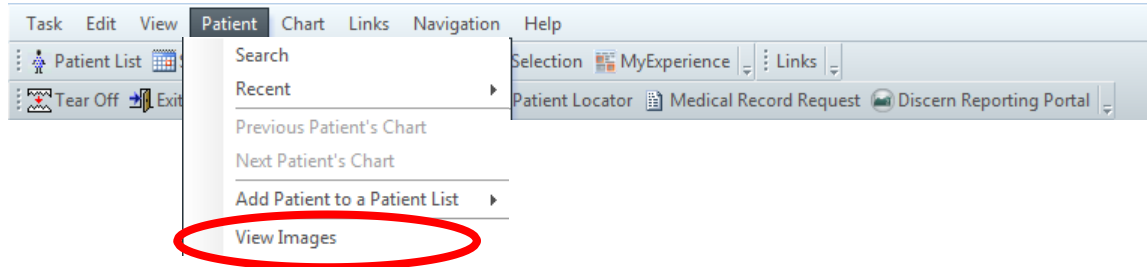
Patient's Blue Banner Bar displays the Chosen Patient Information.

The menu bar on the left side contains components of the chart to view/print.

- Notes, Documentation and Results Review contain components of the chart that can be viewed/printed. *Where applicable, the gray bar can right-clicked to allow for refining search criteria as well as choosing radio buttons of table, group or list.*



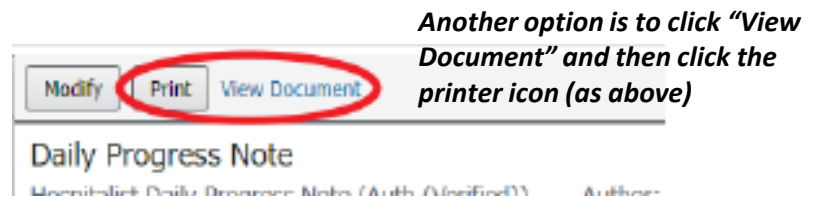
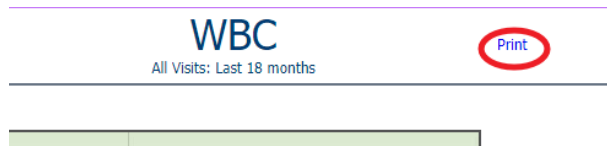
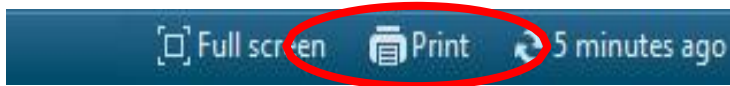
- Links and Feedback contains the link to Sovera as well as the STAR Facesheet link.
- Insurance cards can be located via "Patient" on the toolbar and clicking "View Images".





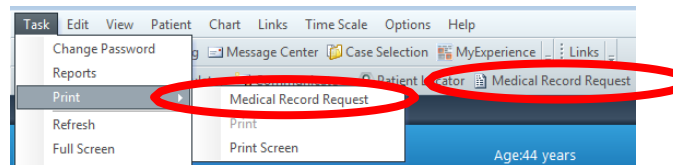
# Printing

Printing can be accomplished by selecting the result or document in the chart, and then clicking the “Print” icon on the Patient Blue Banner Bar or within an open document as in the following screenshots. If the “Print” icon is not available, right clicking (or double-clicking) the result or document of choice may provide some print options.



Upon selecting a print option as noted above, a printer selection window or the Medical Record Request window will appear. See Medical Record Request instructions on next page.

Another option for printing is via the “Medical Record Request” on the toolbar and choosing your template, date range, and sections to print. See Medical Record Request instructions on next page.



# Medical Record Request Printing

Medical Record Request printing is accomplished by selecting the appropriate template (if not preselected). If desired, selecting a date range and sections to print will also define/narrow the results. Click Preview.

The screenshot shows a web-based form for creating a medical record request. Key elements include:

- Event Status:** A dropdown menu set to 'All results'.
- Date Range:** Fields for 'From' and 'To' dates, both currently empty.
- Template:** A dropdown menu with a blue circle around it, showing a list of templates: 'Document Template' (selected), 'Laboratory Template', 'Master ROI Template', and 'Radiology Template'.
- Purpose:** A dropdown menu set to 'Other'.
- Related Providers / Sections:** A list of sections with checkboxes, including 'CLIN DOC - Administrative', 'CLIN DOC - Admission Notes', 'CLIN DOC - Advance Directive Document', 'CLIN DOC - Ambulatory Intake Info', and 'CLIN DOC - Anesthesia - Sedation Records'.
- Buttons:** 'Select all', 'Clear all', 'Preview' (circled in blue), and 'Send'.

The request will display in the report queue as “Pending”. Click the refresh button.

The screenshot shows a table titled 'Submitted Requests (1)'. The table has the following columns: Request Status, Fax Status, Requested Date/Time, Person Name, FIN, Report Request ID, and Output Device. A single row is visible with the status 'Pending'. A refresh button (circular arrow icon) is circled in green in the top right corner of the table area.

Request Status	Fax Status	Requested Date/Time	Person Name	FIN	Report Request ID	Output Device
Pending	N/A	3/26/2024 1:39 PM America/New_York	ZZTEST, RADIPMHHS	5405700198	382996657	N/A

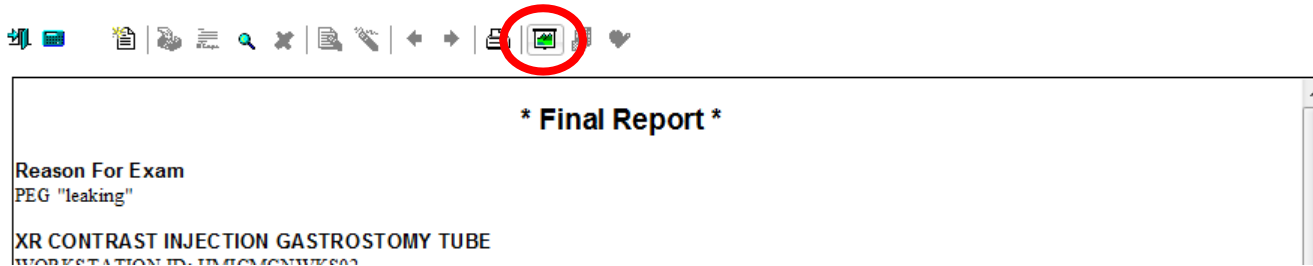
AFTER clicking the Refresh button, the request will display as archived. Right click the report and click “Display Report”. The report will generate a PDF which can be printed.

The screenshot shows the same table as before, but the 'Request Status' is now 'Archived - Preview Not Displayed'. A right-click context menu is open over the row, and the 'Display Report' option is circled in green.

Request Status	Fax Status	Requested Date/Time
Archived - Preview Not Displayed		3/26/2024 1:39 PM Ame

# Viewing PACS Images

Radiology reports can be opened by double-clicking the report in the Results Review window. To View PACS images, click the “projector screen” icon on the Radiology Report.



Radiology reports can also be opened by clicking Links and Feedback and Change Healthcare PACS “View Studies”.

