Affiliated Office Powerchart Orders Instructions

Accessing the Covenant Health PowerChart

1. Visit 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"

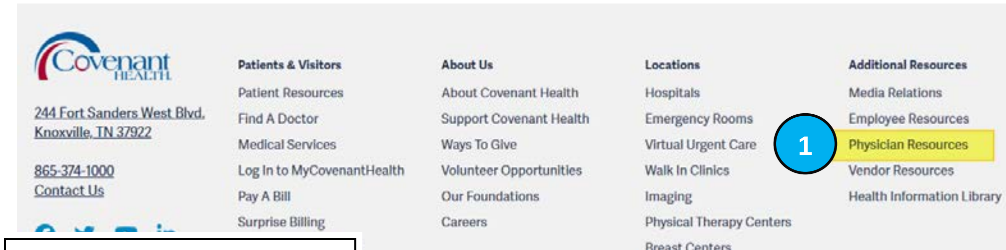
3. Sign in using your Covenant login **appended with @covhlth.com** and enter your Covenant password. Approve the sign-in request using the Microsoft Authenticator app on your smartphone. ***(Initial setup on next page)***

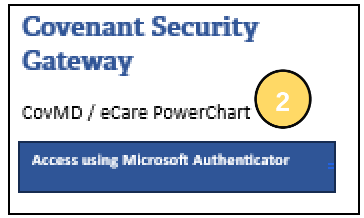
4. Choose the CovMD& eCare icon. *(Note: If the icon is not on your home screen, click APPS and click on the star)*

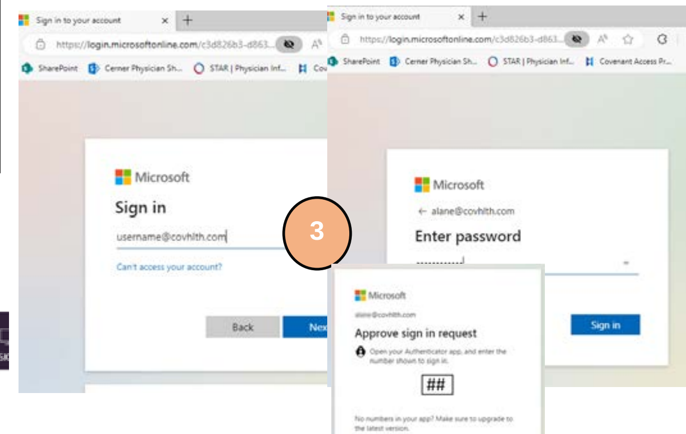
5. Choose eCare Applications PowerChart icon.

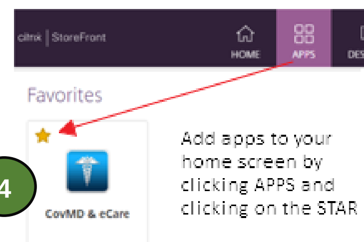
6. Log into Cerner Citrix with your Covenant login **without @covhlth.com** and Covenant password.

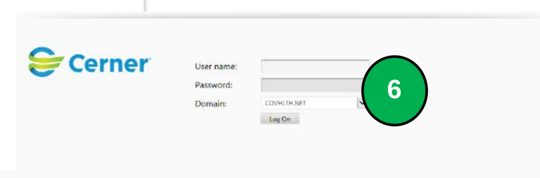
7. Click on PowerChart ("P" icon).

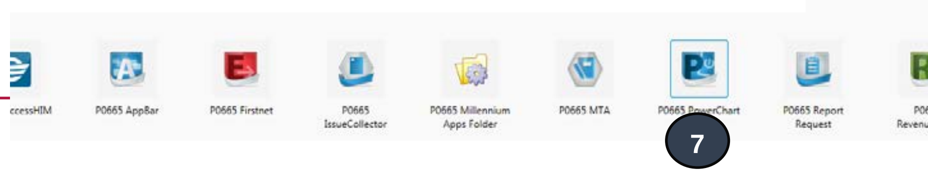












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Microsoft Authenticator (Initial Setup)

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

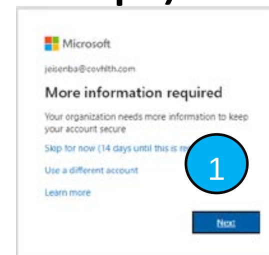
1. Click “Next” on the “More Information Required” screen.

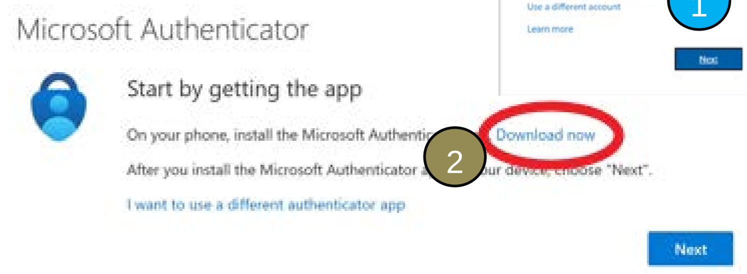
2. Click “Download Now” on the “Start by getting the App” screen. Install the Microsoft Authenticator app on your smartphone by using the QR code provided for your phone type. If prompted, allow notifications.

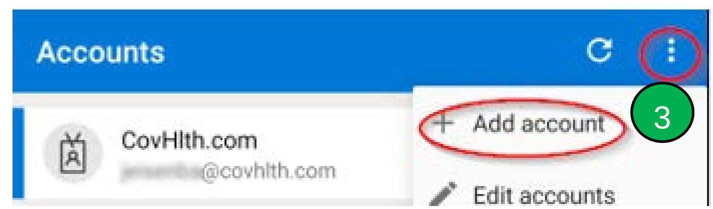
3. <u>ON YOUR PHONE</u>, Open the app, click the three dots in the upper right-hand corner, and choose ‘add account’ and then ‘Work or school account.’ Choose “Scan a QR code”.

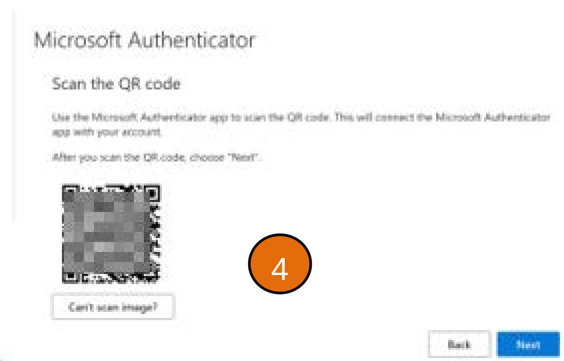
4. <u>ON YOUR COMPUTER</u>, click “Next” to bring up a QR code. Scan the code on your computer monitor using the authenticator app. This account will then be added to your authenticator app. Click “Next”

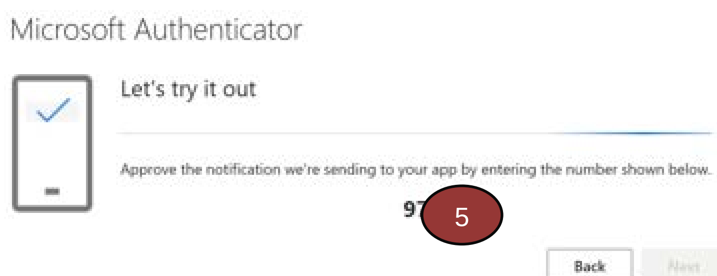
5. The “Lets Try it Out” screen will display a two-digit number. Enter that number on the notification screen displayed on your phone. Click next on the “Approved” screen and click “Done” on the Success screen.











Finding a Patient

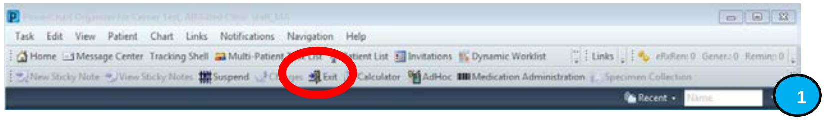
Opening a patient's chart can be accomplished multiple ways: Searching for patient, locating them on a patient list (if applicable), or locating them on ambulatory organizer (if applicable). The last nine opened charts will be available for quick access under the "Recent" dropdown next to the search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

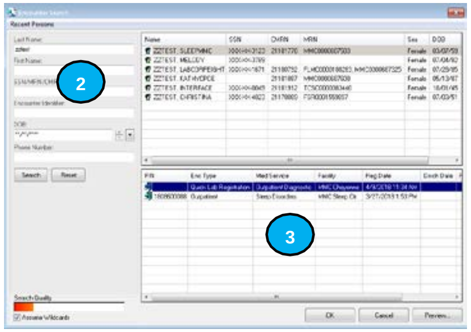
(1) Click the magnifying glass to open the Encounter Search box.

(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.





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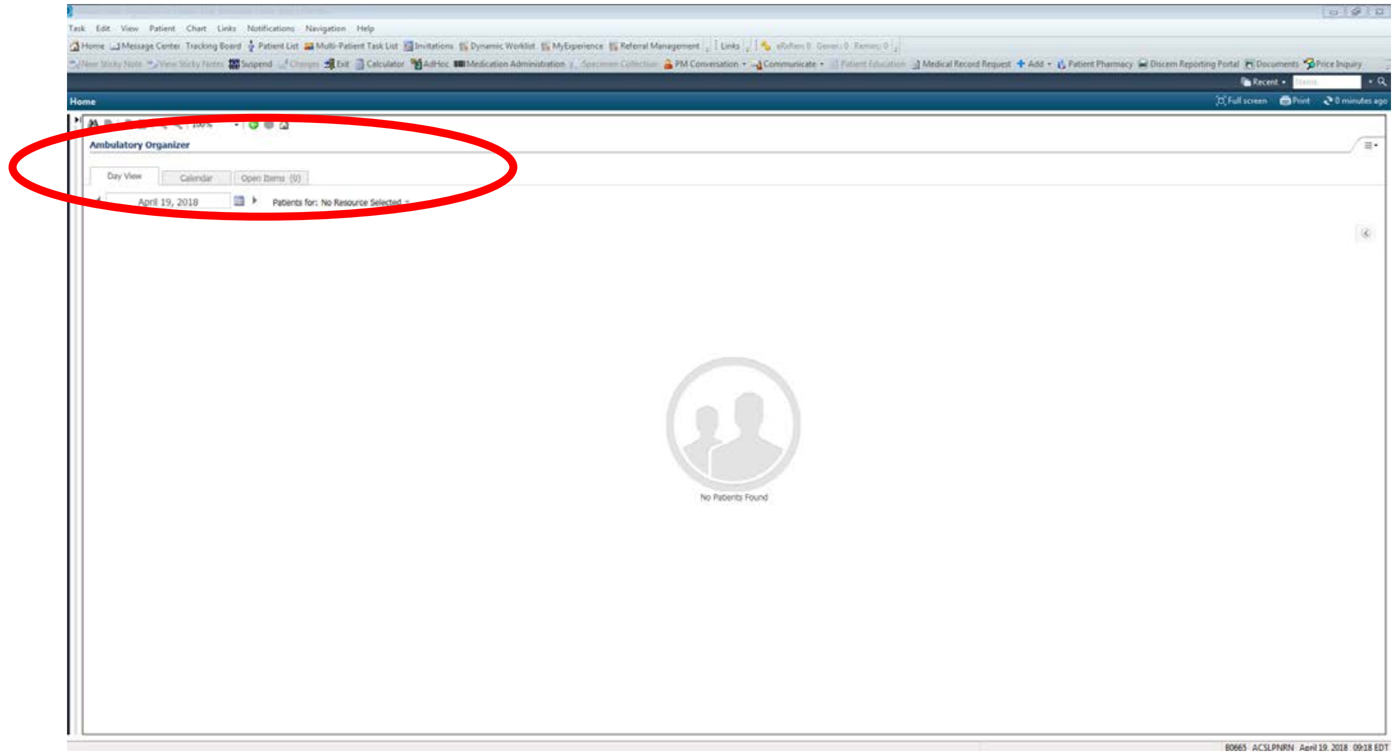
Home Screen

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.



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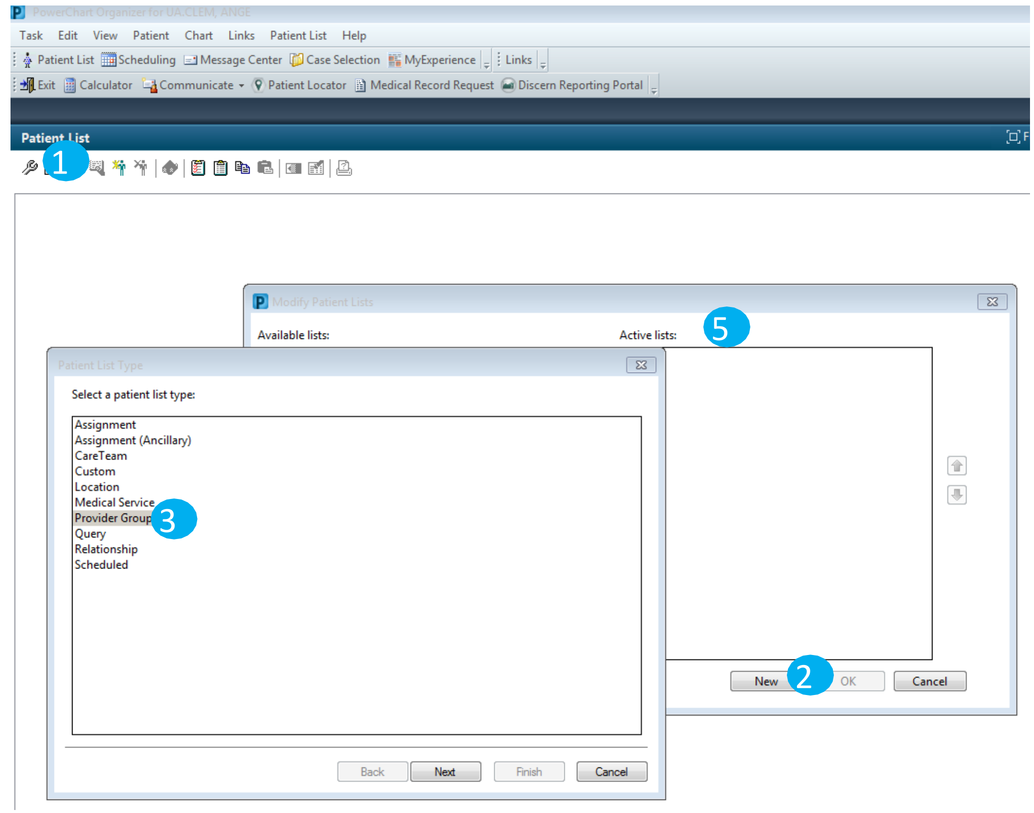
Patient List

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.



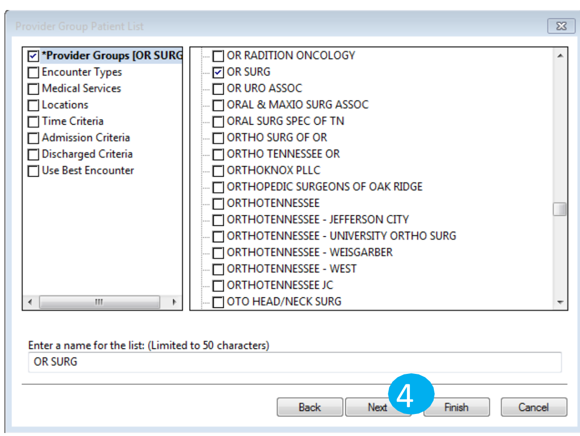


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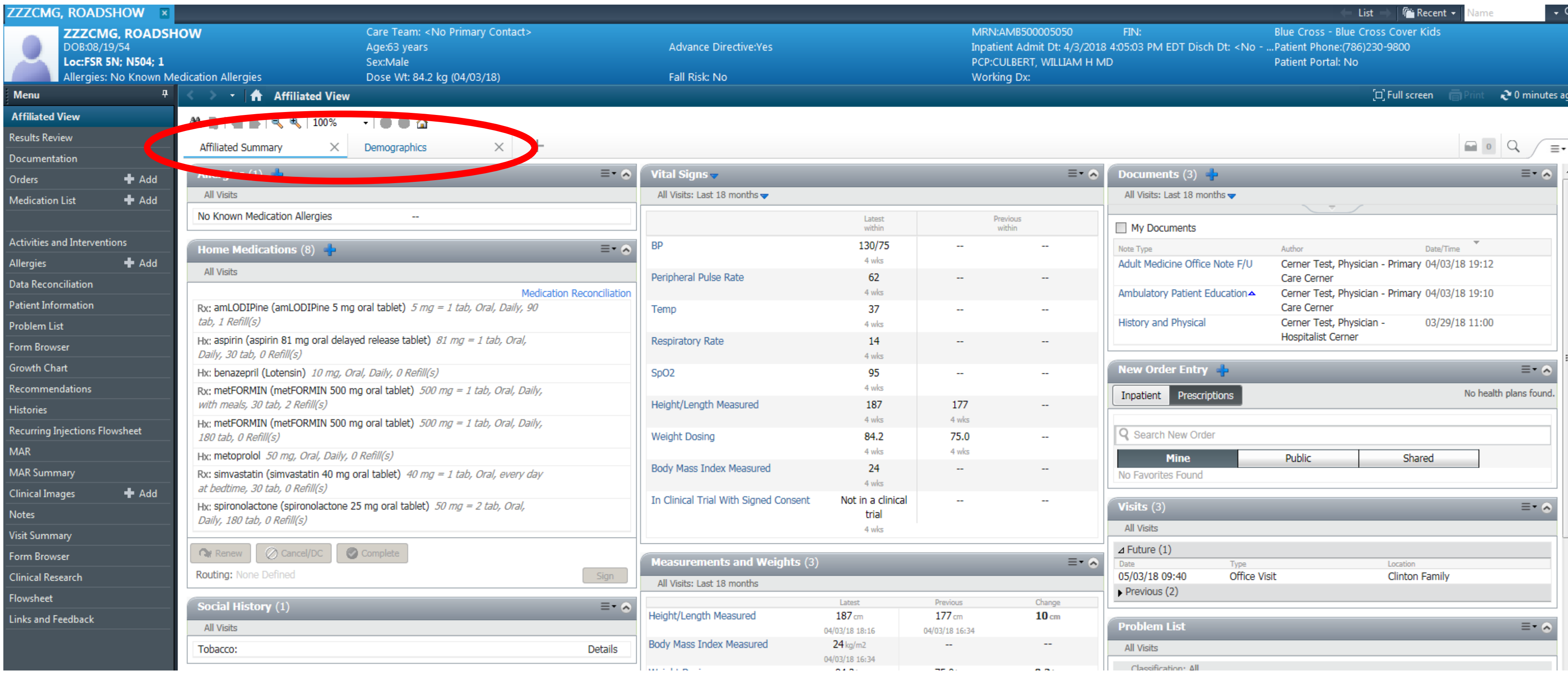
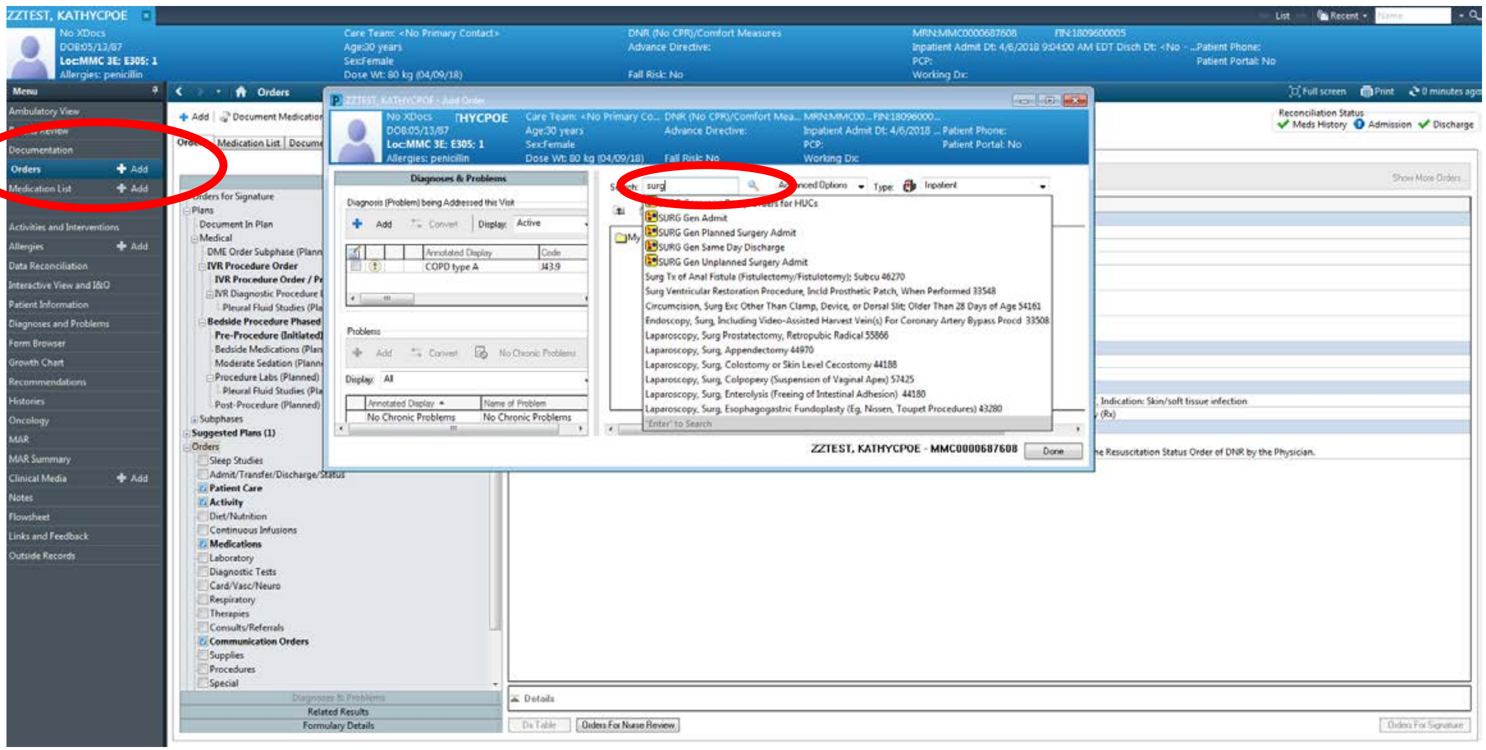
Chart Views

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



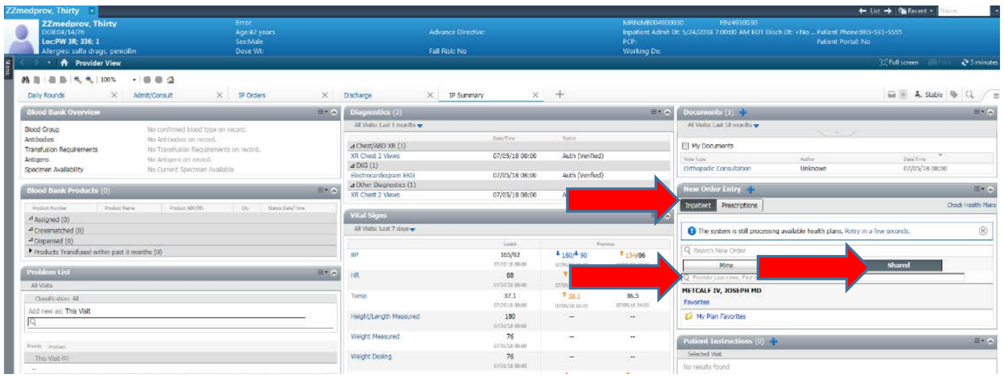
Orders View

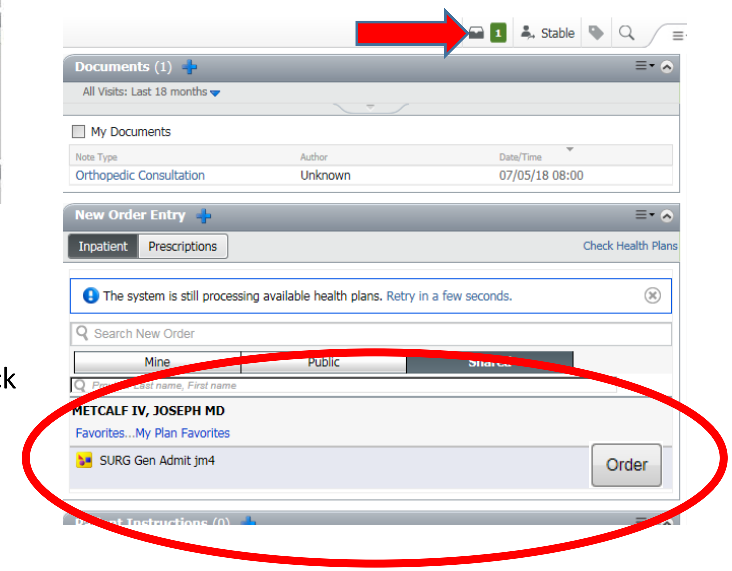
If your provider does not have Favorite PowerPlans, you can search generic powerplans by specialty (Surg, Card, Ortho, OB, etc) then modify those orders accordingly.



Ordering Favorite PowerPlans

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

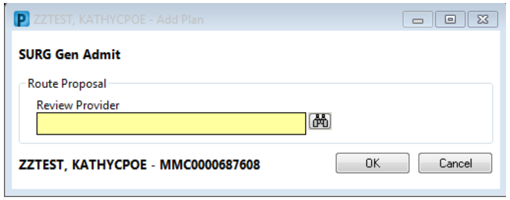


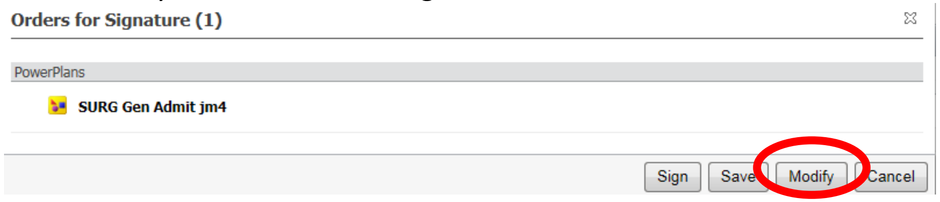


Their name and favorite plans will appear, choose the plan, click Order, then click the “shopping cart” box at top of screen.

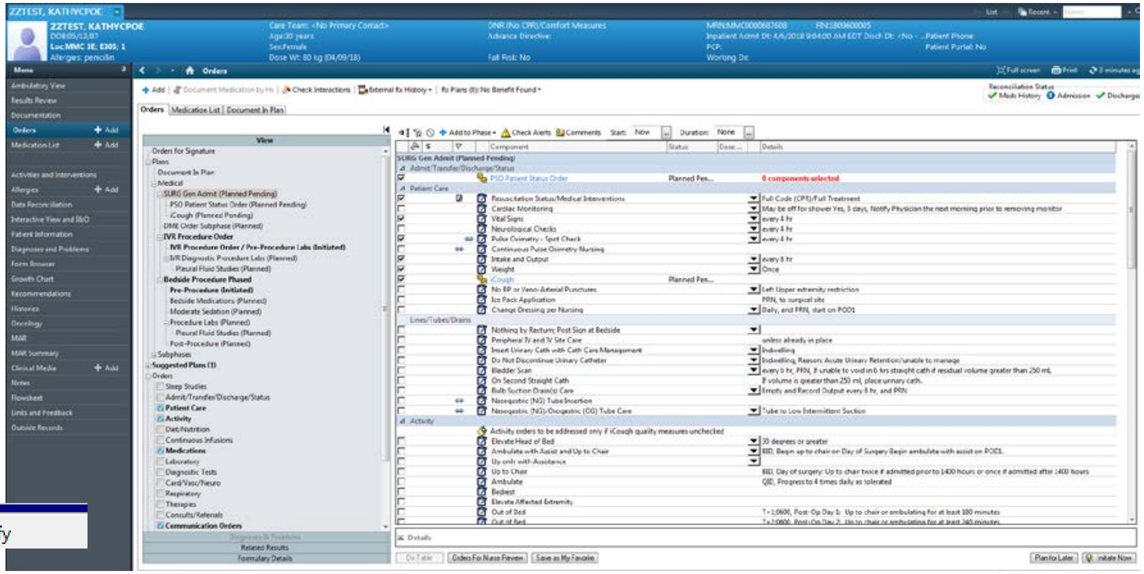
Placing Orders

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



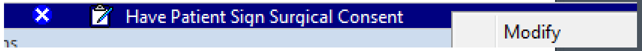


Surgical Orders are multiphased PowerPlans. Address all phases of the PowerPlan, placing checkmarks by those orders to place.



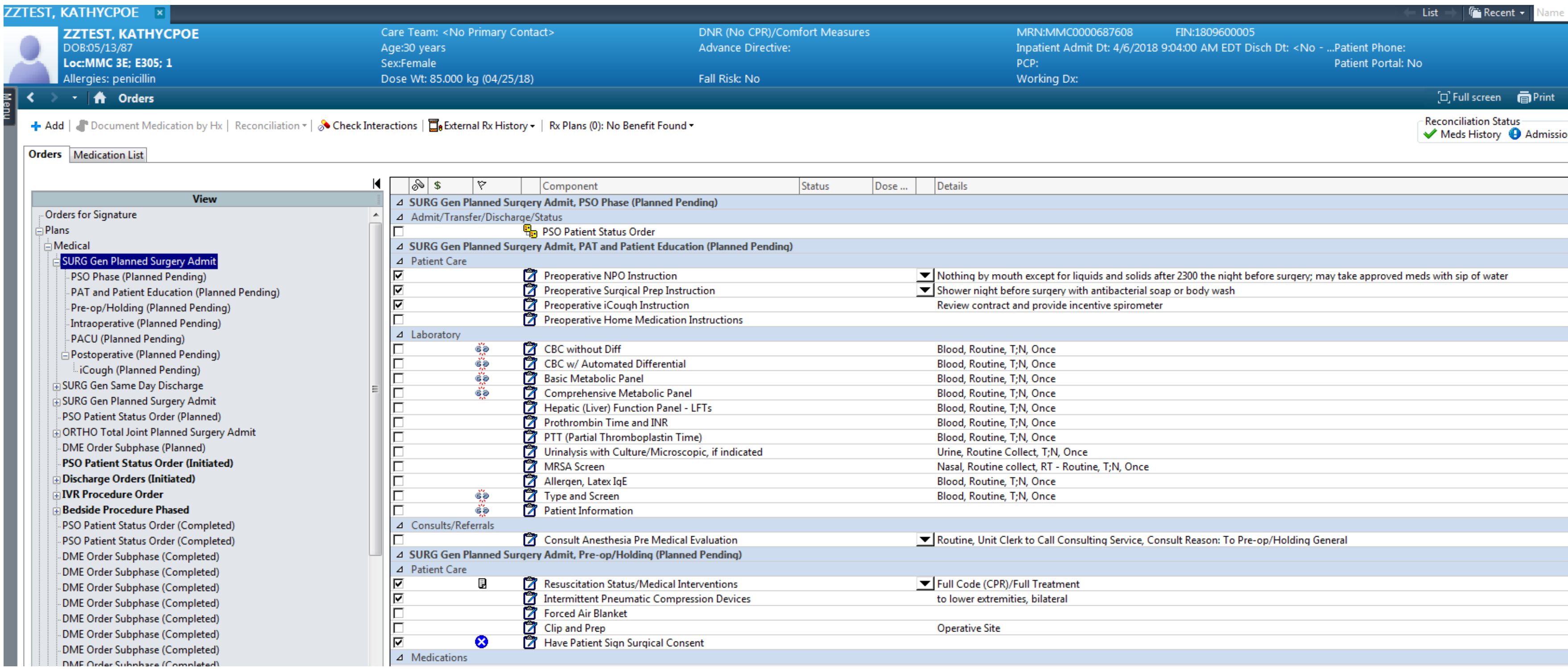
Orders can be added by clicking "Add to Phase" and searching for individual orders.

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



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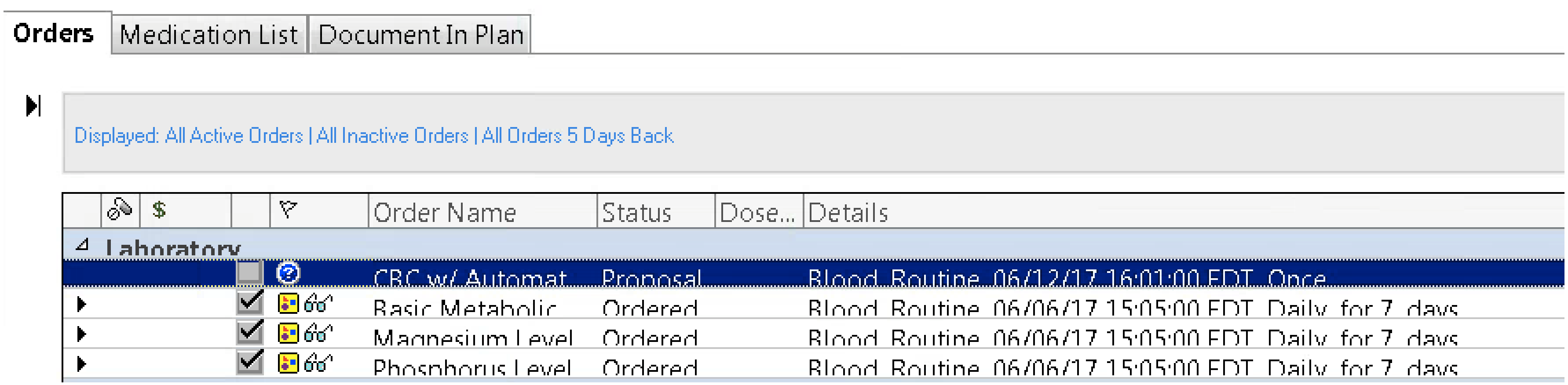
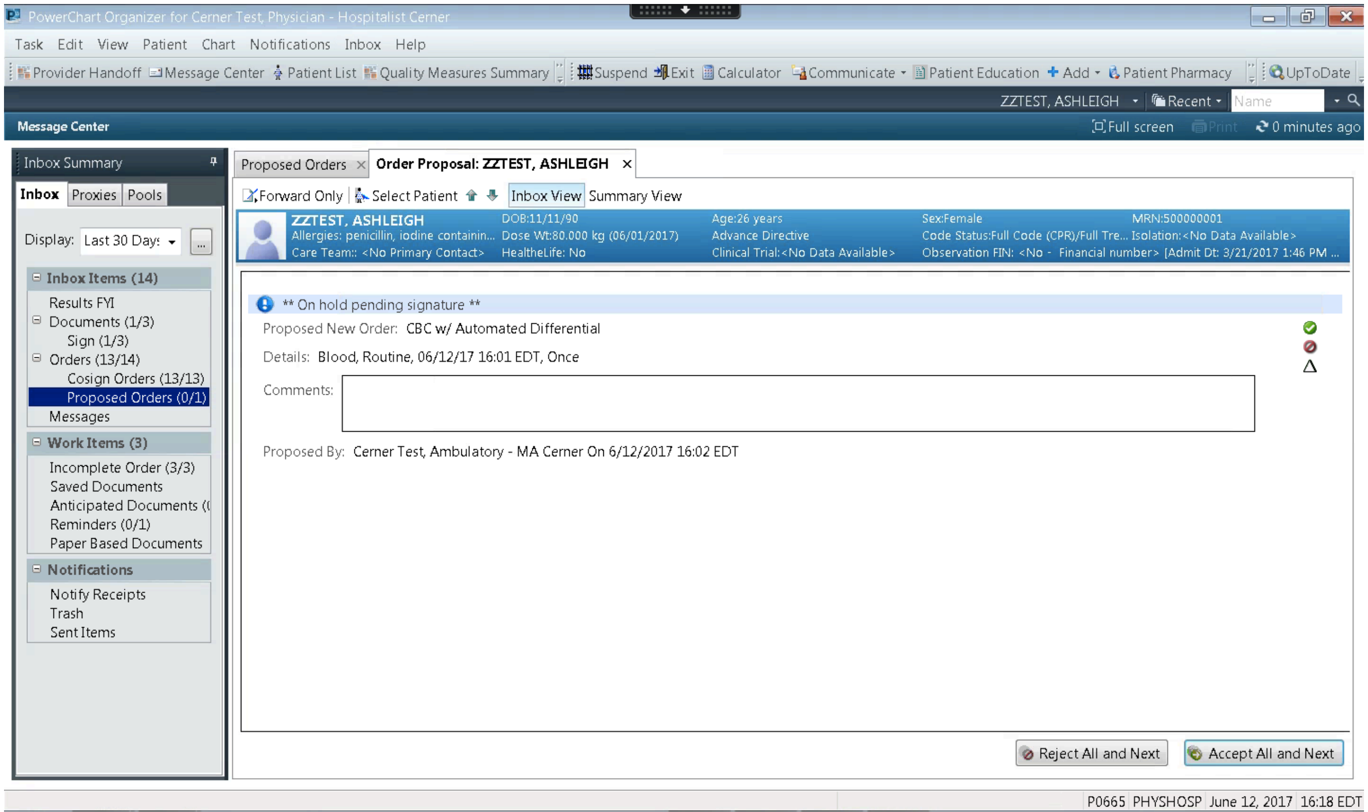
Proposed Orders

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.



Proposed Orders: Provider Workflow



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

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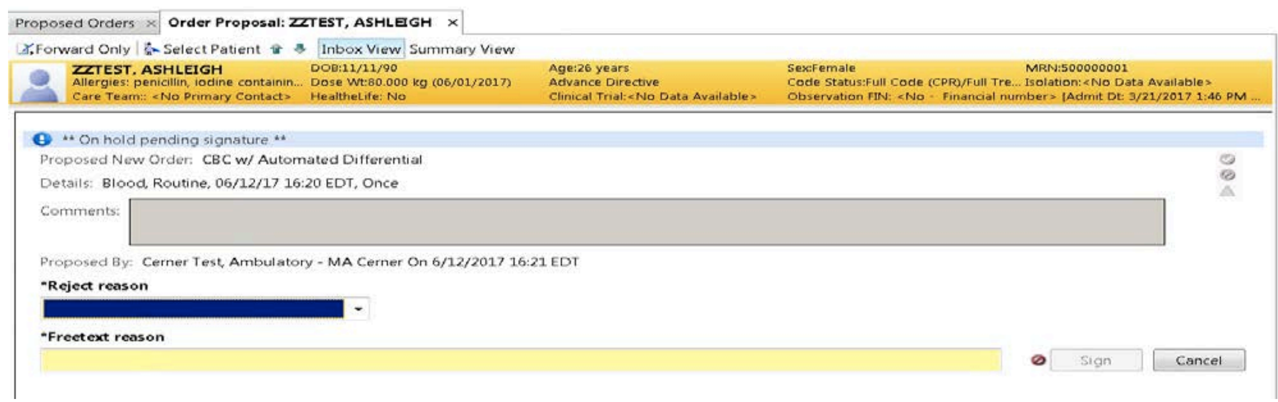
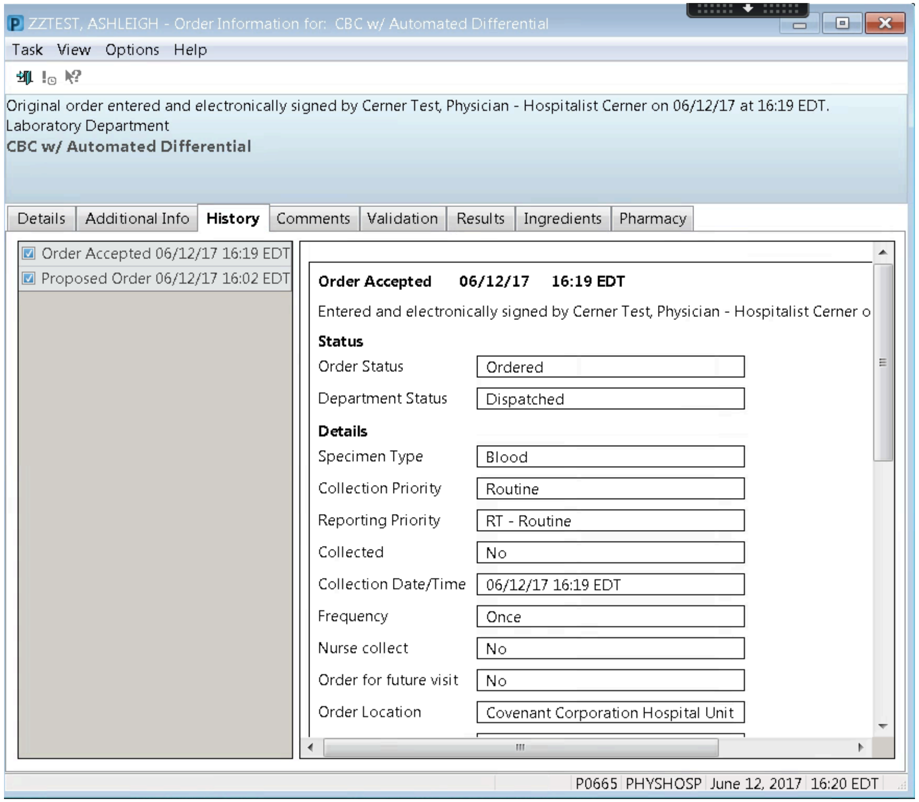
Proposed Orders: Provider Workflow

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

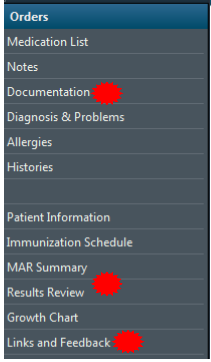


Proposed Orders: Provider Workflow

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



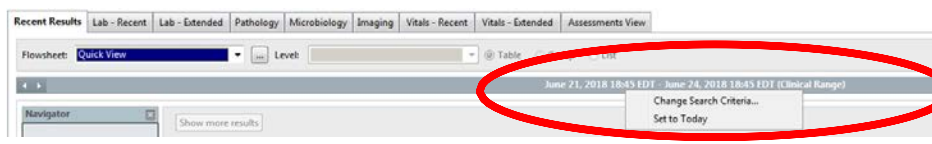
Navigating the Chart



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

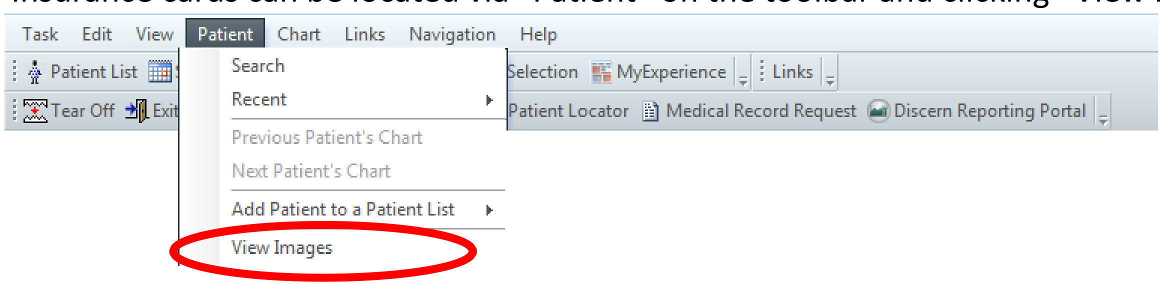
The menu bar on the left side contains components of the chart to view/print.

- 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.*



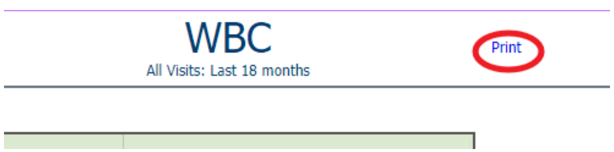
- Links and Feedback contains the link to Sovera as well as the STAR Facesheet link.

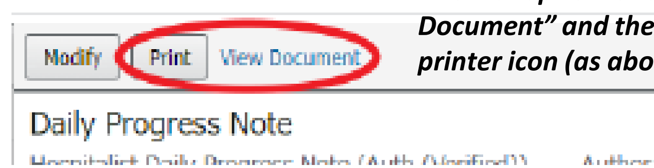
- Insurance cards can be located via "Patient" on the toolbar and clicking "View Images".



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.

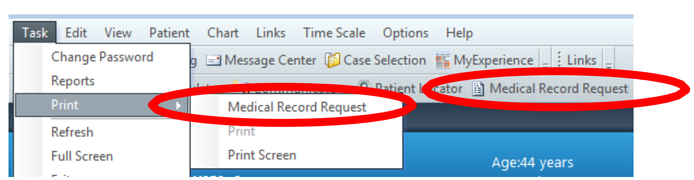




Another option is to click "View Document" and then click the printer icon (as above)

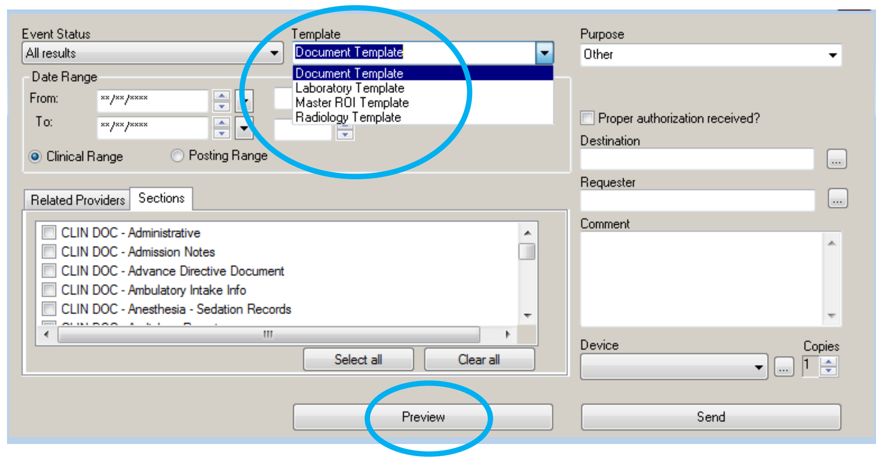
Upon selecting a print option as noted above, a printer selection window or the Medical Record Request window will appear. See Medical Record Request instructions on next page.

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.

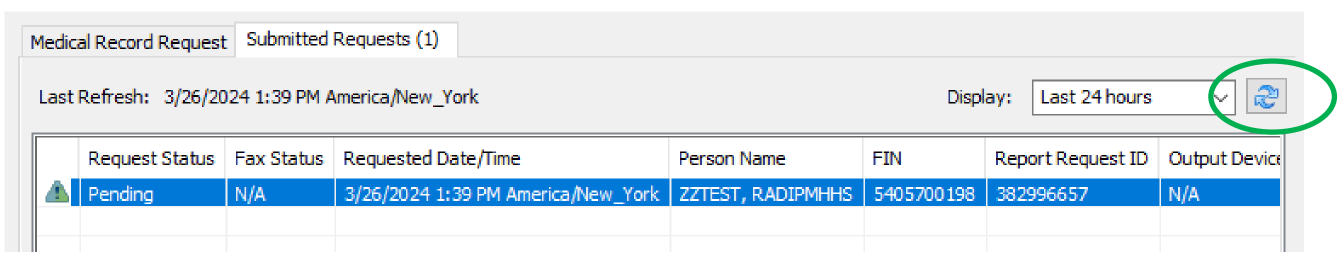


Medical Record Request Printing

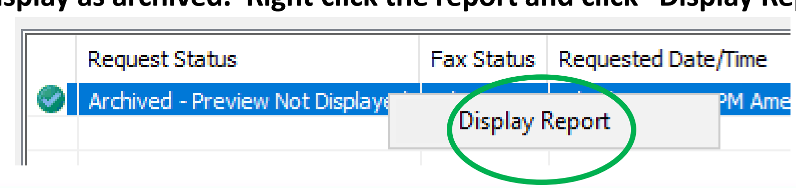
Medical Record Request printing is accomplished by selecting the appropriate template (if not preselected). If desired, selecting a date range and sections to print will also define/narrow the results. Click Preview.



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



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.



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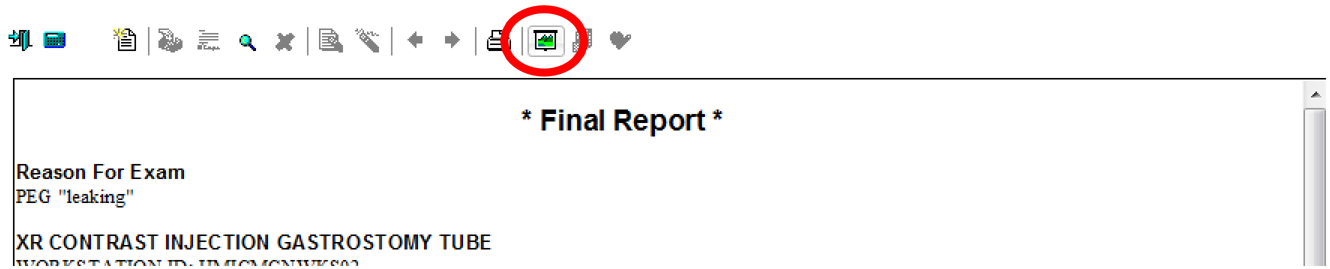
Viewing PACS Images

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".