

EMR CUSTOMIZATIONS

Power Chart and First Net

SCHEDULE

— Right click anywhere on the schedule → 'Preferences' → 'Day View'

Schedule - Preferences

Generic Day View Check In Check Out

Columns:

Available columns:

- Location
- PT: Time
- Order(s) Diagnosis
- Patient Seen
- Wait Time (min)
- Patient Seen Icon

Visible columns:

- Status
- Appointment Type
- Template
- Name
- Duration
- Description

☒ Expand to fill screen

Time	St	Appointment Type	Temp Name	Duration	Description	PT: Lo
1200						

Time interval:

30

OK Cancel

Schedule - Preferences

Generic Day View Check In Check Out

Columns:

Available columns:

- Location
- PT: Time
- Order(s) Diagnosis
- Patient Seen
- Wait Time (min)
- Patient Seen Icon

Visible columns:

- Template
- Name
- Duration
- Description
- PT: Location
- Comments

☒ Expand to fill screen

Time	St	Appointment Type	Temp Name	Duration	Description	PT: Lo
1200						

Time interval:

30

OK Cancel

EMR CUSTOMIZATIONS

Power Chart and First Net

MESSAGE CENTER

- 'Inbox' from the uppermost toolbar → 'Manage Configuration'
- Select columns and reorder as below

Configuration Behavior Prefs Manage

Time Range
30.00

Summary View

Priority Items

- Reminders
- Messages
 - Renewal Requests
 - General Messages
- Inbox Items
 - Documents**
 - Letters to Print
 - Sign
 - Review
- Orders
 - Proposed Orders

Column

Description
Description-Subject
Due Date
Patient Information
Result Status
Update Date

Add ->

< - Remove

Patient Name
From
Location
Assigned
Author
Create Date
Status
Subject
Type
Notification Comment

Ascending Descending

Configuration Behavior Prefs Manag

Time Range
30.00

Summary View

Priority Items

- Reminders
- Messages
 - Renewal Requests
 - General Messages
- Inbox Items
 - Documents
 - Letters to Print
 - Sign
 - Review
 - Orders**
 - Proposed Orders
 - Daily Review Orders

Column

Assigned
Due Date
Notification Comment
Order Comment
To
Update Date

Add ->

< - Remove

Patient Name
Order/Plan Name
Originator Name
Create Date
Order Action
Type
Status
Details
Stop Date
From
Stop Type

Ascending Descending

Patient Name

EMR CUSTOMIZATIONS

Power Chart and First Net

MESSAGE CENTER

— Select columns and reorder as below

Configuration Behavior Prefs Ma

Time Range
30.00

Summary View

Priority Items

- Reminders
- Messages
- Renewal Requests
- General Messages

Inbox Items

- Documents
- Letters to Print
- Sign
- Review
- Orders
- Proposed Orders
- Daily Review Orders
- Renewal Orders
- Orders to Approve
- Messages
- Renewal Requests

Column

Provider
To
Type

Add ->

< - Remove

Patient Name
From
Create Date
Assigned
Due Date
Priority
Status
Subject
Update Date

Ascending Descending

Priority

Configuration Behavior Prefs Ma

Time Range
30.00

Summary View

Priority Items

- Reminders
- Messages
- Renewal Requests
- General Messages

Inbox Items

- Documents
- Letters to Print
- Sign
- Review
- Orders
- Proposed Orders
- Daily Review Orders
- Renewal Orders
- Orders to Approve
- Messages
- Renewal Requests
- Results
- Other

Column

Details
Encounter Type
Originator Name
Outstanding Orders
To
Type

Add ->

< - Remove

Patient Name
Abnormal
Subject
Result Type
Assigned
Create Date
Result Status
Update Date
Notification Comment
From
Status

Ascending Descending

Create Date

EMR CUSTOMIZATIONS

Power Chart and First Net

MESSAGE CENTER

— Select columns and reorder as below

ConfigurationBehavior PrefsManag

Time Range
30.00

Summary View

Priority Items

- Reminders
- Messages
 - Renewal Requests
 - General Messages

Inbox Items

- Documents
 - Letters to Print
 - Sign
 - Review
- Orders
 - Proposed Orders
 - Daily Review Orders
 - Renewal Orders
 - Orders to Approve
- Messages
 - Renewal Requests
 - General Messages
- Results
 - Other
 - Normal
 - Critical
 - Abnormal
 - Results FYI**

Column

Assigned
Details
Encounter Type
Subscription

Add ->
< - Remove

Patient Name
Abnormal
Subject
Create Date
Result Status
Status
Result Type
Update Date

Revised 2020-09-18

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Power Chart and First Net

MESSAGE CENTER

— While in the 'Manage Configuration' box (same as above) click 'Manage Proxy' tab. Select 'Add'. In the 'New Given Proxy' window select type the last name of clinical supervisor in the 'User' field. Select 'End Date' as 2028, 'Grant All', then 'Accept & Next'.

Setup for Richard ANP, Susan

Configuration | Behavior Prefs | Manage Pools | **Manage Proxy** | FYI Result Subscriptions

Given

Proxies Given by Me

User	Begin Date	End Date
Roll, Elizabeth J	6/9/2017 10:25:00 AM AKDT	7/9/2027 10:25:00 AM AKDT
Hodges MD, Ellen K	6/23/2017 10:13:00 AM AKDT	7/23/2027 10:13:00 AM AKDT

Proxies Taken from Me

New	User	Begin Date	End Date
-----	------	------------	----------

Details Add Remove

New Given Proxy

User: Hodges MD, Ellen K

Additional Users:

Begin Date: 08/23/2018 1639

End Date: 09/23/2028 1639

Available Items

- Inbox Items
 - Messages
 - General Messages
 - Renewal Requests
 - Orders
 - Orders to Approve
 - Renewal Orders
 - Proposed Orders
 - Daily Review Orders
 - Results
 - Abnormal
 - Critical
 - Normal
 - Other
 - Documents
 - Review
 - Sign
 - Letters to Print
 - Results FYI
 - Abnormal
 - Critical
 - Normal
 - Other
 - Work Items
 - Reminders

Granted Items

- Messages
- General Messages
- Renewal Requests
- Orders
- Orders to Approve
- Renewal Orders
- Proposed Orders
- Daily Review Orders
- Results
- Abnormal
- Critical
- Normal
- Other
- Documents
- Review
- Sign
- Letters to Print
- Results FYI
- Abnormal
- Critical
- Normal
- Other
- Reminders
- Documents to Dictate
- Paper Based Documents
- Saved Documents
- Notify Receipts

Grant All ->> Grant -> <- Revoke <-<- Revoke All

Accept & Next Cancel

OK Cancel

Power Chart and First Net

— To set up your 'Personal Address Book', click the down arrow next to 'Communicate' and select 'Message'. Select the binoculars beside the 'To' field.

— Select 'Personnel' or 'Pool' and search for a name or role. Right click on the name in the left box and select 'Add to Personal Address Book'.

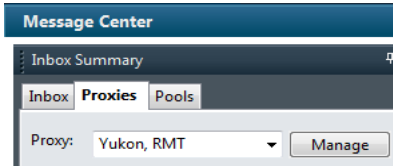
The screenshot shows the 'Address Book' application window. The 'Internal' tab is active. In the search section, the text 'kusko' is entered in the search bar, which is highlighted with a red rectangle. Below the search bar, the 'Personnel' radio button is selected, also highlighted with a red rectangle. To the right, the 'Show names from' dropdown menu is set to 'Global Address Book'. Below the search bar, the text 'Right click to add/remove a name in the personal address book' is displayed. In the list of names, 'Kusko Clinic Case Manager' is highlighted in blue, and a context menu is open with the 'Add to Personal Address Book' option highlighted by a red rectangle. To the right of the list, there are 'Add' and 'Remove' buttons. Further right, the 'Send to' dropdown is set to 'Global Address Book'. At the bottom left, there is a 'More' button. At the bottom right, there are 'OK' and 'Cancel' buttons.

EMR CUSTOMIZATIONS

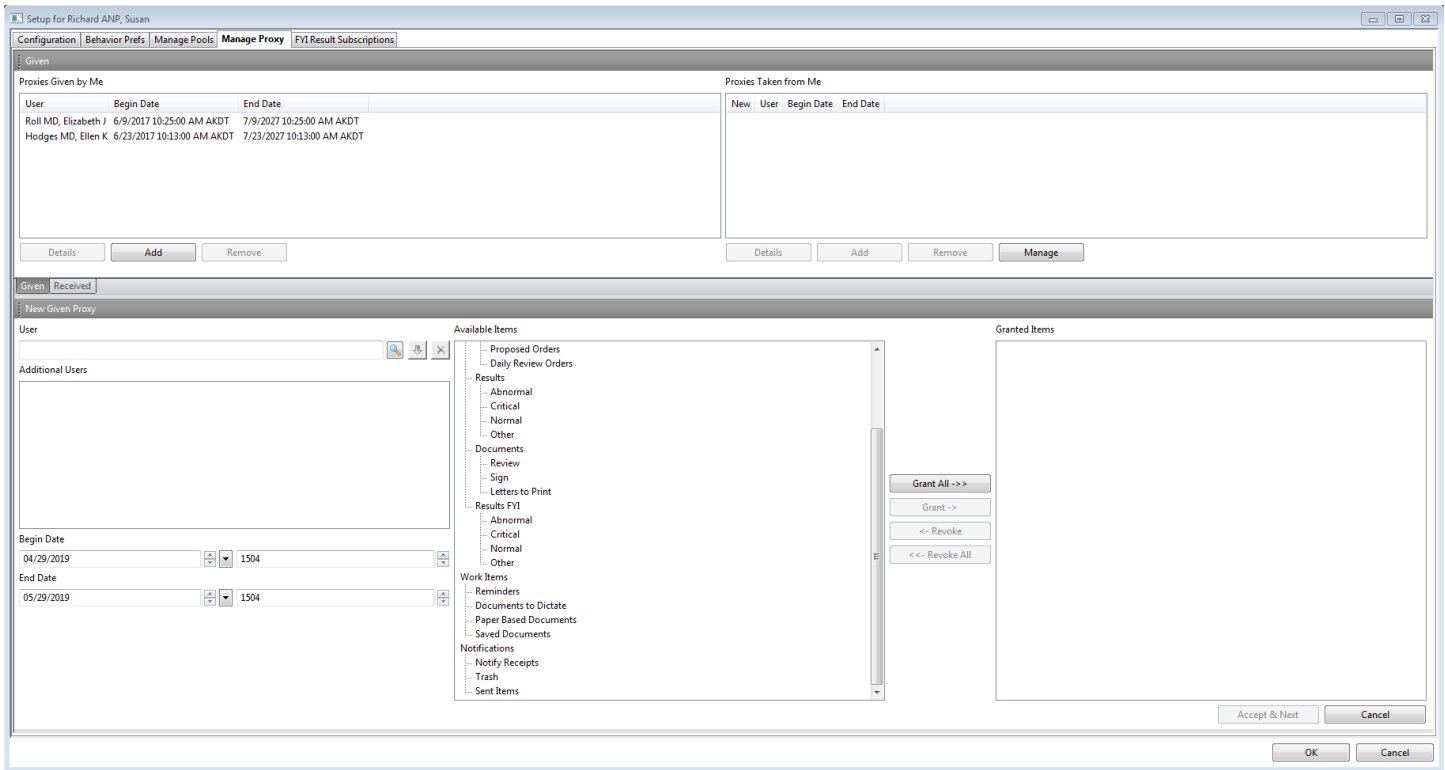
Power Chart and First Net

MESSAGE CENTER

- To set up Proxies (allow other providers to see and manage your Inbox), go to the Proxies tab and select 'Manage'.



- Then select 'Add'.



- In the 'User' field search for the person that you want to give proxy to.
- Change the 'Begin Date' & 'End Date' fields to indicate the time interval that you would like to grant the proxy.
- In the 'Available Items' window select items and move them to the 'Granted Items' window or 'Grant All' to move all items to the 'Granted Items' window.
- All providers should have their clinical supervisor proxied into their Inbox in perpetuity (i.e., set end date at least 20 years out and 'Grant All').
- Select 'OK' and you should see a pop-up that says your settings were saved.

EMR CUSTOMIZATIONS

Power Chart and First Net

DIAGNOSIS

— Right click on column headings → 'Properties'

The 'Diagnosis Properties' dialog box is shown. It has a title bar with a close button (X). Inside, there are two main sections: 'Available columns:' on the left and 'Show columns in this order:' on the right. The 'Available columns:' list includes: Certainty, Classification, Clinical Dx, Clinical Service, Confirmation, Freetext, ICD-10-CM Clinical Dx, ICD-10-CM Code, Last Reviewed, Laterality, Probability, Procedure, Procedure Diagnosis Link, and Qualifier. Between the two lists are 'Add ->' and '<- Remove' buttons. The 'Show columns in this order:' list includes: Priority, Comment, Diagnosis Assistant Specificit, Condition Name, Code, Annotated Display, Date, Responsible Provider, and Dx Type. To the right of this list are 'Move Up' and 'Move Down' buttons. At the bottom right are 'OK' and 'Cancel' buttons.

PROBLEMS

— Right click on column headings → 'Properties'

The 'Problem Properties' dialog box is shown. It has a title bar with a close button (X). Inside, there are two main sections: 'Available columns:' on the left and 'Show columns in this order:' on the right. The 'Available columns:' list includes: Age at Onset, Age at Resolved, Cancel Reason, Certainty, Classification, Confirmation, Contributor System, Course, Family Awareness, Freetext, Last Reviewed, Last Updated By, Laterality, and Life Cycle Date. Between the two lists are 'Add ->' and '<- Remove' buttons. The 'Show columns in this order:' list includes: Comments, Condition Name, Code, Annotated Display, Responsible Provider, and Last Updated. To the right of this list are 'Move Up' and 'Move Down' buttons. At the bottom right are 'OK' and 'Cancel' buttons.

EMR CUSTOMIZATIONS

Power Chart and First Net

ORDERS

— Right click on column headings → 'Customize View'

Customize View

Select the columns you want to see

Available columns

- Last Updated By
- Last Updated
- Stop
- Source
- Last Dose Date/Time
- Compliance Status
- Information Source
- Compliance Comments
- Interactions
- Order Name/Details

Add ->

<- Remove

*Selected columns

- Type
- Quick Discontinue
- Notifications
- Start
- Order Name
- Status
- Details
- Order Comment
- Ordering Physician

Select how you want to group & sort orders

Group orders by: Clinical Category

Then by: (None)

*Sort orders by: Status

☒ Ascending ☐ Descending

OK Cancel

MEDICATIONS

— Right click on column headings → 'Customize View'

Customize View

Select the columns you want to see

Available columns

- Last Updated By
- Last Updated
- Stop
- Source
- Last Dose Date/Time
- Information Source
- Compliance Comments
- Interactions
- Order Comment
- Order Name/Details

Add ->

<- Remove

*Selected columns

- Type
- Quick Discontinue
- Notifications
- Start
- Order Name
- Status
- Details
- Compliance Status
- Ordering Physician

Select how you want to group & sort orders

Group orders by: Clinical Category

Then by: (None)

*Sort orders by: Start

☐ Ascending ☒ Descending

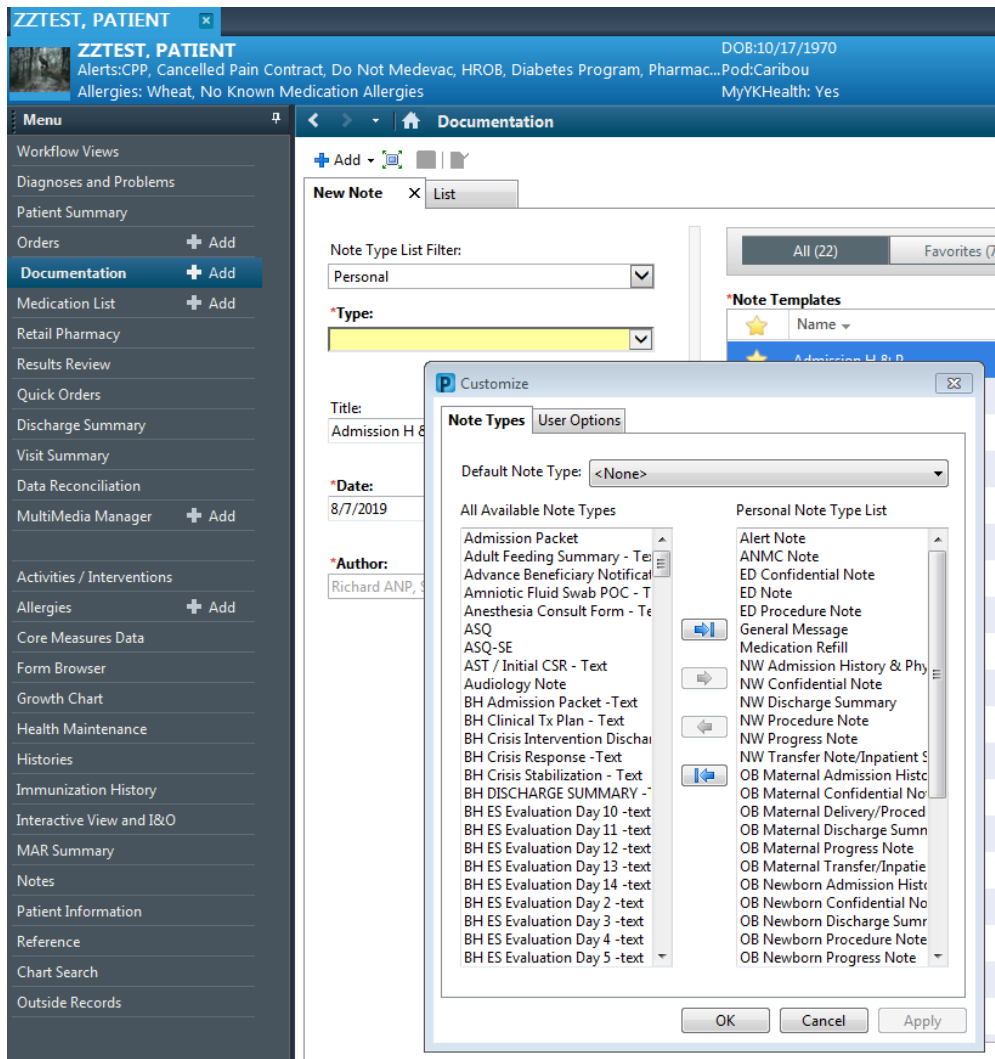
OK Cancel

EMR CUSTOMIZATIONS

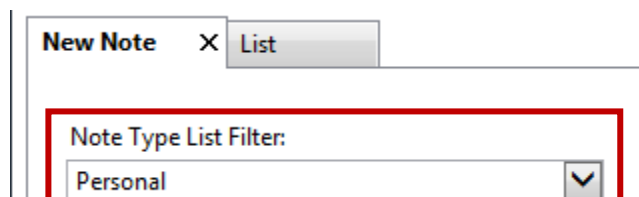
Power Chart and First Net

DOCUMENTATION

— 'Documentation' → 'Add' → 'View' in upper most toolbar → 'Customize'



- Default Note Type should be: 'None', unless . . .
- ONLY ED providers should select 'Default Note Type' as 'ED Note'
- Select each Note Type you will use and move them from left window and to the right window
Choice of Note Type will depend on each providers' role
- Once you have selected your Note Types, set the Note Type List Filter to 'Personal'



EMR CUSTOMIZATIONS

Power Chart and First Net

Customize

Note Types User Options

Default Note Type: <None>

All Available Note Types

- Admission Packet
- Adult Feeding Summary - Text
- Advance Beneficiary Notification
- Amniotic Fluid Swab POC - Text
- Anesthesia Consult Form - Text
- ASQ
- ASQ-SE
- AST / Initial CSR - Text
- Audiology Note
- BH Admission Packet - Text
- BH Clinical Tx Plan - Text
- BH Crisis Intervention Discharge
- BH Crisis Response - Text
- BH Crisis Stabilization - Text
- BH DISCHARGE SUMMARY - Text
- BH ES Evaluation Day 10 -text
- BH ES Evaluation Day 11 -text
- BH ES Evaluation Day 12 -text
- BH ES Evaluation Day 13 -text
- BH ES Evaluation Day 14 -text
- BH ES Evaluation Day 2 -text
- BH ES Evaluation Day 3 -text
- BH ES Evaluation Day 4 -text
- BH ES Evaluation Day 5 -text

Personal Note Type List

- Alert Note
- ANMC Note
- ED Confidential Note
- ED Note
- ED Procedure Note
- General Message
- Medication Refill
- NW Admission History & Physical
- NW Confidential Note
- NW Discharge Summary
- NW Procedure Note
- NW Progress Note
- NW Transfer Note/Inpatient Summary
- OB Maternal Admission History
- OB Maternal Confidential Note
- OB Maternal Delivery/Procedure
- OB Maternal Discharge Summary
- OB Maternal Progress Note
- OB Maternal Transfer/Inpatient
- OB Newborn Admission History
- OB Newborn Confidential Note
- OB Newborn Discharge Summary
- OB Newborn Procedure Note
- OB Newborn Progress Note

OK Cancel Apply

Customize

Note Types User Options

Default Note Type: <None>

All Available Note Types

- Admission Packet
- Adult Feeding Summary - Text
- Advance Beneficiary Notification
- Amniotic Fluid Swab POC - Text
- Anesthesia Consult Form - Text
- ASQ
- ASQ-SE
- AST / Initial CSR - Text
- Audiology Note
- BH Admission Packet - Text
- BH Clinical Tx Plan - Text
- BH Crisis Intervention Discharge
- BH Crisis Response - Text
- BH Crisis Stabilization - Text
- BH DISCHARGE SUMMARY - Text
- BH ES Evaluation Day 10 -text
- BH ES Evaluation Day 11 -text
- BH ES Evaluation Day 12 -text
- BH ES Evaluation Day 13 -text
- BH ES Evaluation Day 14 -text
- BH ES Evaluation Day 2 -text
- BH ES Evaluation Day 3 -text
- BH ES Evaluation Day 4 -text
- BH ES Evaluation Day 5 -text

Personal Note Type List

- OB Maternal Progress Note
- OB Maternal Transfer/Inpatient
- OB Newborn Admission History
- OB Newborn Confidential Note
- OB Newborn Discharge Summary
- OB Newborn Procedure Note
- OB Newborn Progress Note
- OB Newborn Transfer/Inpatient
- OP OB/GYN Confidential Note
- OP Obstetrics/Gynecology Note
- OP Ped Confidential Visit Note
- OP Ped Sick Visit Note
- OP Ped Well Visit Note
- OP Preoperative History & Physical
- OP Primary Care Confidential Note
- OP Primary Care Prenatal Visit
- OP Primary Care Sick Visit Note
- OP Primary Care Well Visit Note
- OP Procedure Note
- Patient Contact/Call Log Form
- Patient Letter
- Phone Message/Call
- Provider Letter
- Transfer/DC Summary


OK Cancel Apply

EMR CUSTOMIZATIONS

Power Chart and First Net

FAMILY HISTORY

— 'Histories' → 'Family' → 'Add' → Set up 'QuickList' with search function

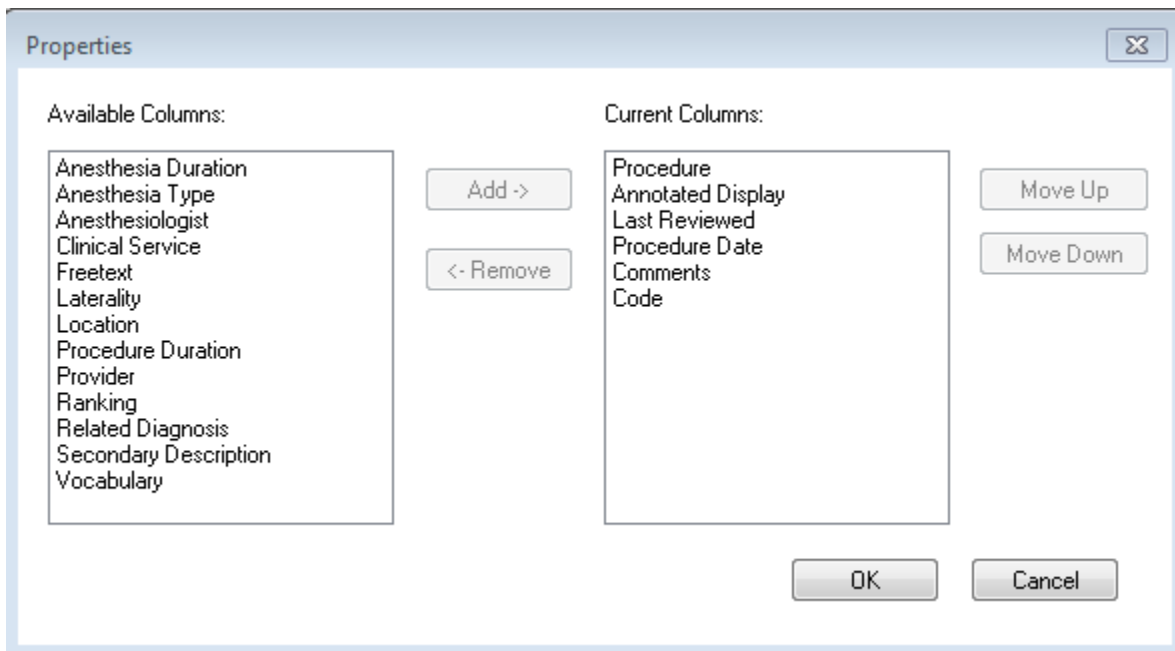
	Relationship	Father	Mother	Sister	Brother
Name					
Health Status					
 QuickList					
Breast cancer	—				
Cancer	—				
Colon polyp.	—				
Colorectal cancer	—				
Depression.	—				
Diabetes mellitus	—				
Heart disease	—				
Hypertension	—				
Lung cancer.	—				
Myocardial infarction	—				
Stroke	—				

EMR CUSTOMIZATIONS

Power Chart and First Net

PROCEDURES

— Right click on column headings → 'Properties'

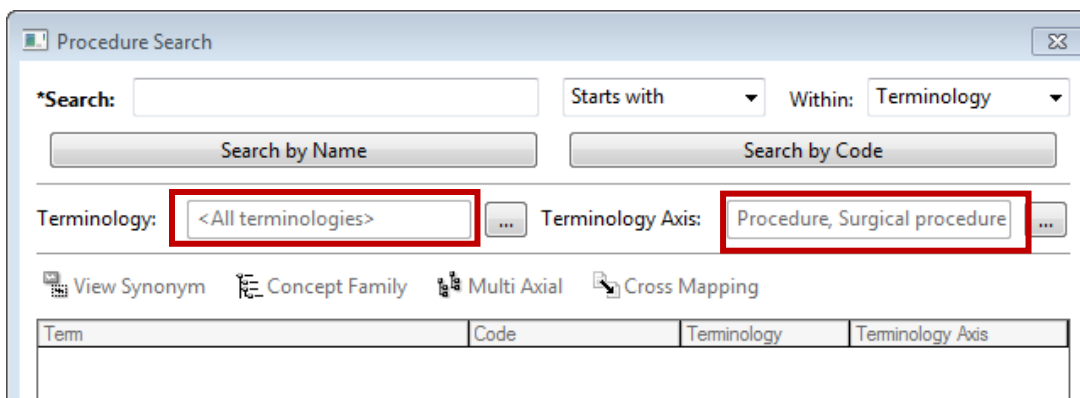


The 'Properties' dialog box is used to manage the columns displayed in the Power Chart and First Net. It features two main sections: 'Available Columns' on the left and 'Current Columns' on the right. The 'Available Columns' list includes: Anesthesia Duration, Anesthesia Type, Anesthesiologist, Clinical Service, Freetext, Laterality, Location, Procedure Duration, Provider, Ranking, Related Diagnosis, Secondary Description, and Vocabulary. The 'Current Columns' list includes: Procedure, Annotated Display, Last Reviewed, Procedure Date, Comments, and Code. Between the two lists are 'Add ->' and '<- Remove' buttons. To the right of the 'Current Columns' list are 'Move Up' and 'Move Down' buttons. At the bottom right are 'OK' and 'Cancel' buttons.

— 'Procedures' → 'Add' → choose the Binoculars →

— 'Terminology' → check 'All terminologies'

— 'Terminology Axis' → check 'Procedure' & 'Surgical procedures'



The 'Procedure Search' dialog box is used to search for specific procedures. It includes a search bar with a '*Search:' label, a 'Starts with' dropdown menu, and a 'Within:' dropdown menu set to 'Terminology'. Below the search bar are 'Search by Name' and 'Search by Code' buttons. The 'Terminology' section has a dropdown menu set to '<All terminologies>' and a 'Terminology Axis' section with a dropdown menu set to 'Procedure, Surgical procedure'. At the bottom, there are icons for 'View Synonym', 'Concept Family', 'Multi Axial', and 'Cross Mapping'. A table at the bottom displays search results with columns for 'Term', 'Code', 'Terminology', and 'Terminology Axis'.

Term	Code	Terminology	Terminology Axis
------	------	-------------	------------------

EMR CUSTOMIZATIONS

Power Chart and First Net

RESULTS REVIEW

- To change 'look-back filters' for just the patient/encounter you are in . . .
- Select the tab that you want to change
- Right click the 'Grey Bar' → 'Change Search Criteria' → 'Clinical Range' → Change Dates

The screenshot shows the 'Recent Results' tab in the EMR interface. A 'Search Criteria' dialog box is open, allowing users to filter results. The 'Clinical range' option is selected under 'Result Lookup'. The date range is set from 08/19/2013 to 08/19/2023, with a time of 1605 AKDT. The number of results is set to 100, and the year result limit is 3. The number of hours previous to the admit date is 0. The dialog box has 'OK' and 'Cancel' buttons.

- To change your default 'Look-backs' for every patient, every encounter . . .
- Select the tab in Results Review that you want to change
- In the upper most toolbar select 'Options' → 'Properties' → 'Defaults' → 'Clinical Range'
- Setting Look-backs this way will change your defaults permanently.
- You must do this for each tab that you want to change.
- You will not see the change(s) until you have logged out and logged back into PowerChart/FirstNet

The screenshot shows the 'Options' menu in the EMR interface. The 'Properties...' option is highlighted, indicating the next step in the customization process.

The screenshot shows the 'Flowsheet Properties' dialog box, specifically the 'Defaults' tab. The 'Default Retrieval Type' is set to 'Clinical range'. The 'Default Range Offsets' are set to Forward 4 Units and Back 6. The 'Default Result Count' is set to Results 100 and Years 3. The 'Number of Hours Previous to the Admit Date' is 0. The 'Filter by selected encounter' checkbox is unchecked. The 'Adjustment Increments' are set to 48 Hours or 50 Results. The dialog box has 'Save', 'OK', and 'Cancel' buttons.

EMR CUSTOMIZATIONS

Power Chart and First Net

INTERACTIVE VIEW and I & O

- While viewing INTERACTIVE VIEW and I&O tab
- Select 'View' from the upper most menus → 'Layout' → 'Navigator Bands'
- In the left window find 'OB Labor' and 'OB Triage' and move into the right hand window.
- The new Bands will be visible only after exiting PowerChart (or Firstnet) and reopening.

