CERNER POWERCHART
NURSING DOCUMENTATION
VIEW ONLY FOR PHYSICIANS AND ANCILLARY STAFF
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Nursing Documentation Overview

Advantages of Using Documentation Management
The Cerner® Documentation Management application provides clinical staff with the ability to record patient information with increased ease and organization. For example:

- You will not run out of forms as you might with paper copies.
- Forms are automatically attached to the patient’s chart and do not get lost.
- Nursing Documentation is immediately available and may be accessed from any computer within MCGHI.
- Ancillary staff will have the ability to view the information recorded in nursing documentation in an efficient method.

Accessing Cerner PowerChart
There are 2 logon steps to PowerChart. The first logon is to Citrix. Citrix provides access to the application in a secure network. The second logon is to Cerner Millennium PowerChart.

To Access Citrix:
1. Citrix icon on the desktop – double left click on the Citrix icon, Citrix Portal icon, or from the MCGHI home page.
2. Enter your Citrix user name and password. (Passwords should be at least 6 characters)
3. Click on the Log In button to open the Cerner PowerChart access window.

To access PowerChart or PowerChart Office:
1. Select the PowerChart or PowerChart Office icon.
2. Enter your user name on the Cerner Millennium window
3. Enter your password. It must be at least 6 characters and can be the same as Citrix.
4. Click on the OK button. PowerChart or Power Chart Office will open to your default Organizer view based on your role/position. (Physician, Therapist, Social Worker, etc.)
Flowsheet Views

All authorized users may view nursing documentation in PowerChart or in PowerChart Office in the following tabs on the patient chart:

1. Clinical Flowsheets
2. Precautions
3. Intake and Output
4. Vital Signs
5. Clinical Notes

The nursing documentation most commonly reviewed by other clinicians is available in a flowsheet format. The flowsheet format presents documented results in reverse chronological order for comparison over time. All nursing documentation is available from the Clinical Notes tab except for Intake and Output.

PowerChart View

PowerChart Office View
Flowsheet Format

The flowsheet window beneath the blue Search Criteria Bar displays 2 panes. The “Navigator” pane on the left displays the sections with charted data. You may left click on a section to bring it to the top of the right pane to view the data. The pane on the right displays the charted data. Refer to “Fall Risk” below.

Customizing the Results Being Displayed

The Search Criteria window offers you several options to customize the results being displayed.

1. Right click in the Search Criteria bar to open a drop down box to change criteria.
2. Select “Change Search Criteria” to open the options to customize window.
(3) Select the option to customize your view.

**Clinical Range** – displays results with an occurrence time within a specified time range

**Posting Range** - displays results that have posting times within the specified time range

**Result Count** – Allows you to select the specific number of latest entries to the patient’s chart to be displayed from 1 to 1,000

**Admission Date to Current Date** – View all results posted for the selected patient from admission date to current date

**New Results** - View only the results not yet bookmarked as viewed
Graphing Results

You may graph numeric values. A gray box in the label precedes the numeric information. You may check the gray box and then the Graph icon on the tool bar to automatically graph selected numeric information over time.

Also, you may combine graphs by clicking the Combine button at the bottom of the window. The information will view in the flowsheet graph box.
**Flowsheet Navigator Sections**

The Navigator lists, in alphabetical order, only flowsheet sections with documented data.

You may left click on the desired section in the Navigator to bring it to the top of the flowsheet window. Refer to the “Fall Risk section below. After a left click on “Fall Risk”, this section is brought to the top of the Monitoring Records view.

<table>
<thead>
<tr>
<th>Navigator</th>
<th>Monitoring Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Withdrawal</td>
<td></td>
</tr>
<tr>
<td>Braden Risk</td>
<td></td>
</tr>
<tr>
<td>Death Note</td>
<td></td>
</tr>
<tr>
<td>Fall Risk</td>
<td></td>
</tr>
<tr>
<td>Hispanic Protocol</td>
<td></td>
</tr>
<tr>
<td>Neurological Status</td>
<td></td>
</tr>
<tr>
<td>Neurovascular</td>
<td></td>
</tr>
<tr>
<td>Newborn Nutrition</td>
<td></td>
</tr>
<tr>
<td>NIH Stroke</td>
<td></td>
</tr>
<tr>
<td>Daily Activities</td>
<td></td>
</tr>
<tr>
<td>Post Catheterization</td>
<td></td>
</tr>
<tr>
<td>Restraints</td>
<td></td>
</tr>
<tr>
<td>Vital Signs</td>
<td></td>
</tr>
</tbody>
</table>

**Viewing Results**

You may view the information in the results cell via the **Table, Group or List** view. The radial buttons for this choice are located above the blue search criteria bar. The “Table” view is the default view. Refer to the pictures below.

**Table View Display of Results**
Group View Display of Results

List View Display of Results

If you do not see the most current data, click the “As Of” button on the toolbar to refresh to the current state.

Note: The Scroll Bar located at the bottom of the window moves the result information in the cells from the left to the right.
Critical Results

Results are posted in different colors as indicated below:
Red results posted are critical.
Blue results are not yet reviewed and considered new to your viewing.
Black results have been bookmarked.

Results with Comments or Change

Some results may display with a * or (c) in front of the data. The asterisk * signifies a comment and the (c) signifies a change to the original documented result.

(1) Right-click in the cell to open the “View Comments” or “View Details” window.
(2) Select “View Comments” window.

(3) Select “View Details” option to view more detailed result information. The results may be outside of normal, changes or entered “in error”.

Nursing Flowsheets

Clinical Flowsheets

Clinical Flowsheets Viewing – organized in 3 levels:
(1) Clinical Flowsheet (2) Physical Assessments (3) Monitoring Records
1. **Clinical Flowsheets Level** - displays on the Navigator all monitoring record and physical assessment flowsheets that have documented data for that patient. All flowsheets are view only.

2. **Physical Assessments Level** – displays physical assessment flowsheets by system, such as respiratory or cardiovascular that has charted data.
3. **Monitoring Records Level** - displays monitoring record flowsheets, such as Alcohol Withdrawal and Restraints that have charted data.

**Vital Signs Flowsheet**

You may view documented Vital Signs from this tab. This information is displayed in a flowsheet view to compare information over time.
Precautions Flowsheet

Precautions contain the following flowsheets data:

1. **Code Status** – Full Code, DNR, Chemical Code, and Other

2. **Pregnancy Status** – N/A, Patient Denies, Possible Unconfirmed, Confirmed Positive, Hysterectomy, Postmenopausal, Premenarchal, or Recently Delivered

3. **Diabetic Status** – Diabetic or Non-Diabetic

4. **Isolation Precautions** – Standard, Contact, Droplet, Airborne, Neutropenic, and Other

5. **Safety Precautions** – Alcohol Withdrawal, Fall Precautions, Latex, No Blood Pressure/Sticks, Left Arm, No Blood Pressure/Sticks Right Arm, Restraints, Seizure Precautions, Thrombocytopenic, and Other

6. **Fall Risk Category** – Low, Moderate, or High

7. **Sensory Limitation** – Hearing, Speech, Vision, and Other

8. **Ambulatory Status** – Independent, One Person Assistance, Two Person Assistance, Stand By Assistance, Non-Ambulatory and Other.

9. **Primary Language** – English, Spanish, Chinese, etc.

10. **Implanted Devices** – Yes or No

11. **Downtime Documentation** – If yes, paper documentation which occurred during an electronic downtime will be found in the patient’s chart and will be scanned into the electronic medical record upon the patient’s discharge.
Intake and Output Flowsheet

Intake and Output (I&O) displays a record of a patient’s fluid intake and output for a specified time period.

The Search Criteria is set by Clinical Range.

The window is divided into three sections: Navigator, Flowsheet, and a Graph.

(1) **Navigator** - works the same way as the Flowsheet navigator. If there is more than a full vertical screen of data, selecting a section brings that section’s data to the top. A checked section indicates the data is visibly displayed in the flowsheet, and an unchecked section indicates the data from that section is hidden in the flowsheet only, but may contain documented data. To view the hidden data, check the section and scroll to find the data (you may need to change the search criteria to a different time range to view the data).
(2) **Flowsheet** – main section of the I&O tab. This section is set up like a spreadsheet and displays details as well as totals. The total data is displayed every 8 hours, every 24 hours, and by clinical range.

The yellow column displays the current time period. The intersection of the 24-hour intake total and the 24-hour output total represents the fluid balance for those 24 hours. The bottom row is a **balance** row representing the Output subtracted from the Input for each column for that time period.

The I&O time scale defaults to every 4 hours.

**To change the timescale** to view data every 1, 2, 4, or 8 hours – left click on the Timescale icon on the toolbar.

If you want to change the default from 4 hours to a personal preference, go to graph properties to make the change the default timescale as displayed below the graph information.
(3) **Graph** – you may choose to graph results to view trending. The graph is located at the bottom of the window which is separated by a scroll bar from the flowsheet data.

Right click anywhere in the graph display area to open a drop down box and select “Graph Properties”.

The Intake and Output Properties window opens.

Select the “Graph” tab. You will see the Type and Dimension selections.

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**Clinical Notes**

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The Clinical Notes tab contains the completed nursing documentation. **This is the only place to view a Focus Note or a 24 Hour Progress Note.**

If you do not find specific information in a nursing flowsheet tab, refer to the Clinical Notes tab. You will find documentation with the name of the person who recorded it. You may search for information by five categories depending on specific criteria. The selections are listed on the left pane known as the Document Tree. The example above displays the Admission Physical Assessment form and the document tree sorted “By type”. The example below shows the documents sorted “By Date”. To view the document, left click on the colored square. **Refer to the next page for the color legend.**

To view the documents status **Color Legend**, left click on “Index” from the Menu Bar and select, “Color Legend”. The Status Colors box opens. Not all colors may display in the patient document tree.
Information Security and Confidentiality

When dealing with computerized health care records, specific confidentiality and security, issues must be followed to protect the patient. Also, there are increasing HIPAA and JCAHO regulations that dictate how these records are handled.

Refer to the MCGHI Information Services Policies and Procedures located on the MCGHI web page. http://www.hi.mcg.edu/aboutus/policies.htm

- When selecting a password, do not choose anything obvious, such as your birth date, social security number, or spouse and children’s names.
- Do not tell anyone your password.
- Your system will require you to change your password at regular intervals.
- When you open a chart you will be asked to identify your relationship to the patient, for example primary RN, consulting physician, and so on.
- The system keeps an audit trail, or record, of who enters each chart and when. It records who reads the chart and who recorded each piece of information in the chart.
- Do not leave the computer while still signed on.
- Do not access any charts that do not apply to your current job and caseload. This would be considered a HIPPA violation.

Terms to Know

Click – To tap on a mouse button, pressing it down and then immediately releasing it. The phrase to click on means to select (a screen object) by moving the mouse pointer to the objects position and clicking the left mouse button.

COW – Computer On Wheels

Cursor – The flashing marker that tells you where you are on the screen

Default – Preset information in the system that automatically appears

Double click – Clicking a mouse button twice in rapid succession. The second click must immediately follow the first; otherwise the program will interpret them as two separate clicks rather than one double-click.

Dithered – Icon or menu item that is gray in color, which indicates that it is not available for use or select.

Encounter – A single patient visit or episode of care. The following are examples of encounters: Patient registered as an inpatient or Patient registered as an outpatient

Left click – To click the left mouse button. When instructions call for a screen object to be “clicked” a left-click is inferred.
Maximize – Located on the menu bar or title bar of the active window. It is used to maximize the window so that it takes up the entire desktop.

Menu – Displays a list of commands. Some of the commands have images next to them so you can quickly associate the command with the image. Menus are located on the menu bar at the top of the PowerChart Office window.

Minimize – Located on the menu bar or title bar of the active window. It is used to minimize the window so that it appears only on the Windows taskbar.

Mouse – A device used to move the cursor around on the screen

Navigator – A panel on the left side of a window that contains categories for which you want subcategories displayed. For example, selecting Assessment in the Navigator causes many types of assessments (admission, discharge, Braden, pediatric, and so on) to be displayed on the right side of the window. You then can select the assessment you want.

PC – A personal computer that is also referred to as a “Desktop”.

Right click – To click the right mouse button. A right-click opens a drop-down menu with a list of options.

Scrollbar – Located on the right and bottom of some screens and is used to adjust the view on screen.

Shortcut Menu – Available when you right-click text, objects, or other items.

Title Bar – Located at the top of each window and is used to identify the name of the window.

Toolbar – A toolbar can contain buttons or icons with images (the same images you see next to corresponding menu commands), menus, or a combination of both. A left click performs the function of the icon. If you put your cursor on the icon and “hover” over the symbol, it will display the name of the icon.