



1. Click on Power chart
2. Click on the patient's name you will be seeing from your schedule for today
3. The patient's chart will open
4. To start documenting, click on the "+" on the documentation tab (Page 56 Guide)
5. To choose the Note Type: Type in OP Well Visit or OP Sick Visit or OP Prenatal Visit.
  - a. If you have trouble finding that specific note type, right click in the "Note Type" box and select "All" notes types.
  - b. Then it should be able to be found.
  - c. Type a title if you want.
6. Go to Encounter Pathway and type in the complaint, i.e. cough, well woman exam.
  - a. Hit 'starts with' or 'contains from' the drop down box to focus or broaden your search.
  - b. Hit binoculars or enter to search.
  - c. Select the note you want. Highlight it and click OK.
7. Note type opens and Auto populate box appears.
  - a. Select items you want to appear in the note – Prescription Meds, Allergies, Vitals
  - b. Hit OK at bottom –
8. Powernote opens up.
  - a. You can hit "Show Structure" to open up lots of selections in each section (like Chief Complaint, HPI ROS etc.)
  - b. You can either Free text or select from the options for each section.
  - c. To move to different sections of the note quickly remember you can click in the gray box on the left side.
  - d. Do – HPI, ROS, EXAM, Review/Management and pull in results
  - e. Impression/Plan –
    - i. Select diagnosis**
      1. Pick other diagnosis and add additional information if needed
    - ii. Hit Powerorders** – to order labs, referrals, follow up appts, x-rays, prescriptions, orders,
      1. When ordering a prescription, select "YKHC Pharmacy" from the dropdown menu in the order detail box in the upper right hand corner (routing)
      2. While in the order window you can do Med reconciliation (Top of the order page)
        - a. Select "discharge" from the drop down menu to the right of Med Reconciliation
        - b. Review meds
        - c. Hit reconcile and sign.
    - iii. Hit Patient Instructions**
      1. Go to Patient Education, type in the name of the education that you want. (Pick "all" tab if you can't find it.)
      2. Doubleclick on the Education you chose so that it ends up on the scratch pad below
      3. Then go to the top and select the next tab called "FOLLOW UP"
      4. Select "Organization/clinic search" and then doubleclick the Quick Pick of your choice (most likely YKHC, village clinic or SRC)
        - a. It needs to appear on the scratch pad below. Then go to when
        - b. At the top of the next column select when you want the patient to be seen by choosing a time range from the drop-downs.
        - c. Can type in comment for the patient (e.g. "Come back if not improving in 3 days")
        - d. REMEMBER: This will not trigger the schedulers to make this appointment for the patient. You must choose "Follow Up" as an order in the order window.
        - e. Hit OK and both Patient Ed and Follow Up for patient are done
    - iv. Plan** – You can free text this in the Plan box by selecting "Other" and/or you can select the plan items that are offered by RAVEN for the diagnosis chosen. Another way to do this would be to click the "Dx/Order Association" and the diagnoses and orders pull together and go into your document. You can free text your plan in this section, as well.
    - v. Hit Sign your Note or Sign and Submit** – if you are completely done and not waiting for labs, etc.
    - vi. Discharge Summary:**

Once you have done the above, go to the top ruler and choose Discharge Summary.

This will show you the parts of the YK Discharge Summary that you have completed. The areas that you need to complete are yellow. You have done several of those already in Diagnosis, Prescriptions, Patient Education, Follow Up, Med Reconciliation.

You can ignore the Nurse Discharge unless the patient refuses their Visit Summary. In that case you will need to click on the triangle and select the AMB last option. Then click refused/declined.
    - vii. Visit Summary** – You or your assistant can click this. Hit publish and then print. Select your printer, print it out and hand the Visit Summary to the patient.