




Create Custom Patient Lists

1. Click **List Maintenance** on the Patient List toolbar
2. Click **New** in Modify Patient Lists dialog box
3. Click **appropriate type** in Patient List Type box
NOTE: Custom is the only option that allows you to add the patients of your choice. All other options have specific patients already assigned.
4. Select **Custom** and click **Next**
5. Type **a name** for your Custom List at the bottom
NOTE: To customize your list, there are options available for viewing the type of patient for your list. Ex: Discharge Criteria selects only patients that have not been discharged
6. Click **Finish** and notice your new list is located in the Available Lists column
7. To activate your list, click the **list** on the Available Lists column
8. Click **right arrow**  and notice the list now displays in the Active Lists column
9. Click **OK**

Add a Patient to an Existing Custom List

1. Click **patient list tab** for the list to which you want to add a patient
2. Click **Add Patient**  on the toolbar
3. Search for and find **patient** (see Find a Patient by Name section)
4. Click **desired patient's name** once to highlight
5. Verify **correct encounter** is selected
6. Click **OK**

Find a Patient by Name

1. Click **Search for a Specific Patient**  to open the search window
2. Type **lastname,firstname** at Name: text box
3. Press **Enter** or click **Search**
4. Click **desired patient name**
5. Verify **correct encounter** is selected
6. Click **OK**

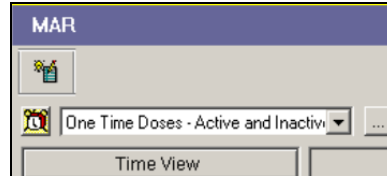
Access the Patient MAR Summary

1. Open a patients' chart in PowerChart
2. Click the **MAR Summary** tab from menu
NOTE: To keep the **Menu** open, click the pushpin icon; click again to collapse_

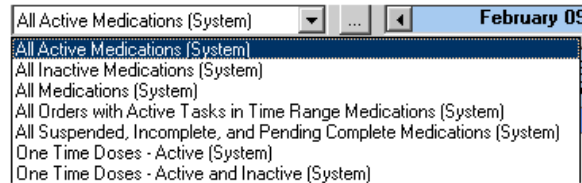
Change the Medication View

From the patients MAR Summary:

1. Click the **drop down list arrow**
NOTE: The default view lists **One Time Doses – Active and Inactive Medication**



2. Click **All Active Medications (System)**




Change the Mar Date Range

From the patient's MAR Summary:

1. Right-click **light blue Date Range bar** and select **appropriate date range** from the menu
NOTE: If a date frame is selected that contains more than 500 results, a message displays to change the time interval

OR

Use  to increase or decrease the date range as desired

View Order Info

From the patient's MAR Summary:

1. Right-click **desired medication**
2. Click **Order Info...**
3. Click **desired tab** to review the Additional Info, Details, Comments, History, Results
4. Click **X** to close

Access Mar Summary Views

- **Time View** – Displays medications that are to be given at a specific time (Default view)
 - *Scheduled* – to be given at a specific time
 - *Unscheduled* – to be given regardless of condition, yet may not have a specific time (e.g., vaccines given at discharge or Rhogam)
 - *PRN* – to be given as needed
 - *Continuous Infusion* – medications given continuously**NOTE:** Hovering over a medication or task will give more information
- **Therapeutic Class View** – Displays medications sorted by their therapeutic class

From the patients MAR Summary:

1. Click **Show Views** 
2. Click **appropriate view**


Access the Patient iView/I&O

1. Open a patients' chart in PowerChart
2. Click the **iView/I&O** tab from menu
NOTE: To keep the **Menu** open, click the pushpin icon; click again to collapse

Change the iView Date Range


1. Right-click **light blue Date Range bar** and select **appropriate date range** from the menu
NOTE: If a date frame is selected that contains more than 500 results, a message displays to change the time interval

OR

Use  to increase or decrease the date range as desired

Customize Section

All sections can be customized for the clinician to find information pertinent to his/her own preferences and needs

1. Click 
2. On the **Customize tab**, click the check-boxes of the fields to be added from the **On View** column
3. Click **OK**
NOTE: Values with checkmarks are already set to display