Mark Results As Reviewed

1. Open **patient's chart**
2. Click **Lab**/**Rad tab**
3. Once results are all viewed, click **Bookmark** on the toolbar

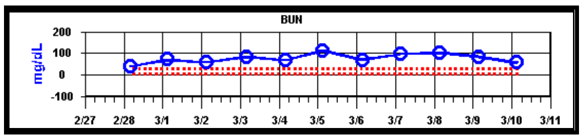
NOTE: Results will turn color from blue to black and critical results display in red

Select Results and Graph

1. Open **patient's chart**
2. Click **Lab**/**Rad tab**
3. Click **check box** next to the result to be graphed

NOTE: Only results with check boxes can be graphed

4. Click **graph** on the toolbar to display graph



NOTES:

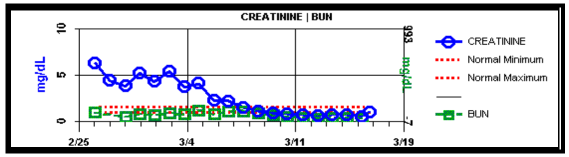
- Date and time of each result will be shown
- To print, click **Print**

5. Click **Close**

Combine Two Graphs

1. Open **patient's chart**
2. Click **Lab**/**Rad tab**
3. Click **check box** next to the results to be graphed

4. Click **Graph** on the toolbar to display the graphs
5. Click **Combine**



NOTES:

- Date and time of each result will be shown
- To print, click **Print**

6. Click **Close**

Split Two Graphs

1. Click **Split**
2. Click **Close**

WELLSPAN HEALTH

Millennium PowerChart Basics Pocket Guide©

Created by IT Education – Jan 2001
Updated – December 2007

Log On to PowerChart

From MyWellSpan (INET)

1. Click **drop-down arrow** in Applications list box
2. Select **PowerChart**
3. Type ***your Citrix username***
4. Press **Tab**
5. Type ***your Citrix password***
6. Click **Log In**
7. Click **Mill PowerChart** Mill Power Chart in the Applications window

NOTE: If Millennium Login prompt displays:

1. Type ***your Millennium username*** (EX: jsmith01)
2. Press **Tab**
3. Type ***your Millennium password***
   NOTE: Each letter in your password will display as an * for security
4. Press **Enter** or click **OK**

Exit PowerChart and Citrix

1. Click **Exit** Exit on the toolbar
2. Click **Yes** in Exit Application window
3. Click **Log Off** in Citrix Applications window

Get Support

Please call the Help Desk at extension 5555, or if off-site, call 851-5555 or 1-800-682-9657

Commonly Used Toolbar Buttons

Search for Specific Patient — Print

Open Recent Chart — Exit

List Maintenance (Patient List)

Previous/Next Patient's Chart (from Patient List)

Refresh

Find a Patient By Name

1. Click **Search for Specific Patient**
2. Type ***lastname,firstname*** in Name: text box
3. Click **Search**
4. Click **desired patient name**
5. Preview if necessary
   - Click **Preview** to view demographics
   - Click **Close**
6. Verify **correct encounter** is selected
7. Click **OK**

Find a Patient By MRN

1. Click **Search for Specific Patient**
2. Type ***MRN*** in MRN: text box
3. Click **Search**
4. Click **desired patient name**
5. Verify **correct encounter** is selected
6. Click **OK**

Find a Patient By Location

1. Click **Search for Specific Patient**
2. Select **desired location** from the Location drop-down list box
3. Click **Search**
4. Click **desired patient name**
5. Verify **correct encounter** is selected
6. Click **OK**

Close Patient Chart

1. Click **Close** to close patient chart

NOTE: When all patient charts are closed, the organizer displays

Patient Care Tab

Patient Care tab is used to view clinical data (VS, Pain Scores, Ht, Wt, etc.) by clicking that category on the navigator

Lab/Rad Tab

Lab/Rad tab is used to:

- View Lab/Rad Results
- Graph results
- Print single results or all results with ranges
- Bookmark results (mark them as reviewed)

48 Hour Flowsheet Tab

The 48 Hour Flowsheet lists all results for the last 48 hours including Lab/Rad and Patient Care

Update Results

1. Open tab
2. Click **Refresh** on the toolbar

NOTE: This does not mark the results as reviewed, but updates the results

Change Lab/Rad Tab View

1. Click **desired view** to change results organization
   - The **Table** option organizes results by columns of dates with the results in chronological order
   - The **Group** option organizes results by groups of tests
   - The **List** view allows you to see all results in a list by result date

View Result Detail

1. Open **patient's chart**
2. Click **Lab/Rad tab**
3. Double-click **desired result**
4. The Result Details dialogue box displays:
   - Result History (modifications will show here)
   - Results (reference ranges, etc.)
   - Action List (who ordered it, etc.)
   - Comments tab is only seen if there is a comment attached to that result (changes, corrections or notes)
5. Click **Close**

View Image

1. Double-click **desired result**; the report will display
2. Click **View Image** from the toolbar; the image(s) will display

   NOTES:
   - If View Image toolbar button is grayed, there is no image available to view
   - Double-click **image** to enlarge view; right-click **image** to mark measurements and use other tools in the PACS system
3. Click **Close** to close image
4. Click **Close** to close viewer

Change Results View Range

1. Open **patient's chart**
2. Click **Lab/Rad, Patient Care** or **48 Hour Flowsheet tab**
3. Right-click **Date Results Information Bar**
4. Select **Change Search Criteria…**
   - Notice the options for Result Lookup; use these options to specify the results that are displayed
   - Notice the date range boxes; use these boxes to change your date range to specify the results that are displayed
   - If you choose the Result Count view, you must type the number of results you want to view
5. Click **OK**