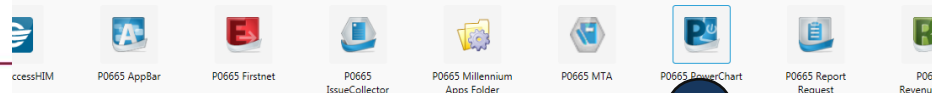
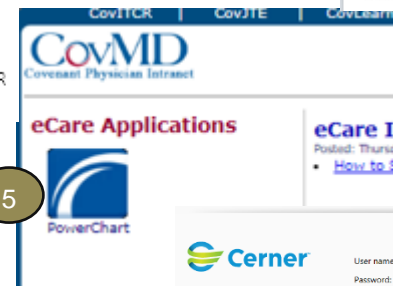
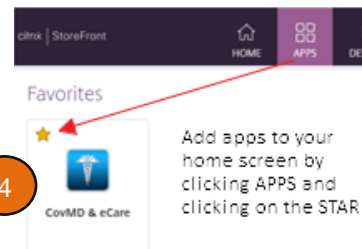
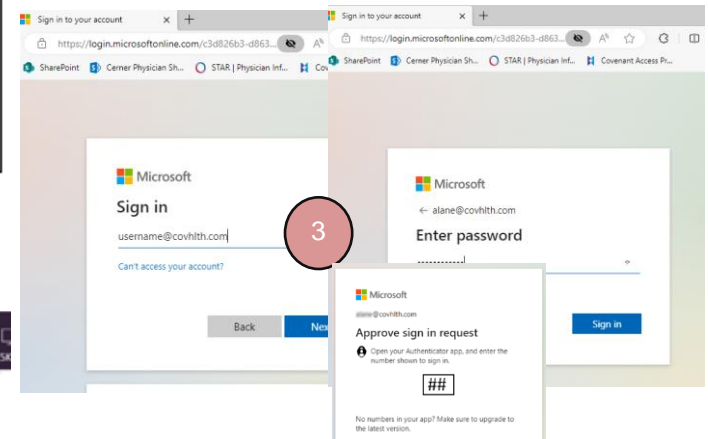




Affiliated Office PowerChart View/Print Instructions

Accessing the Covenant Health PowerChart

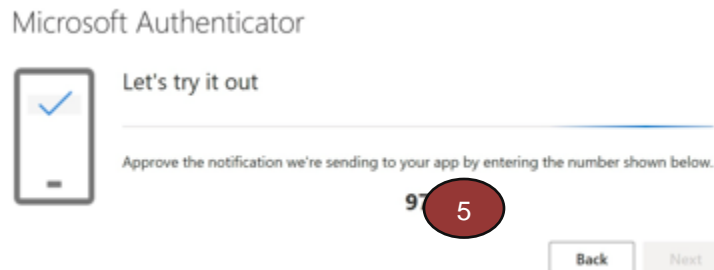
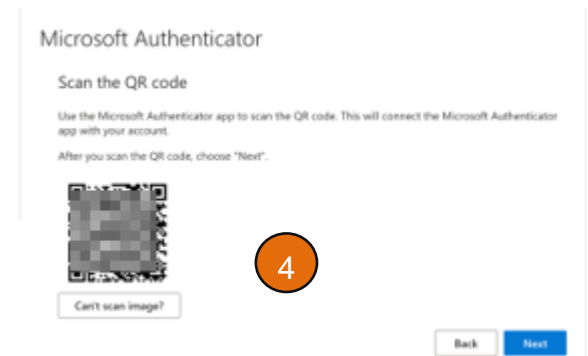
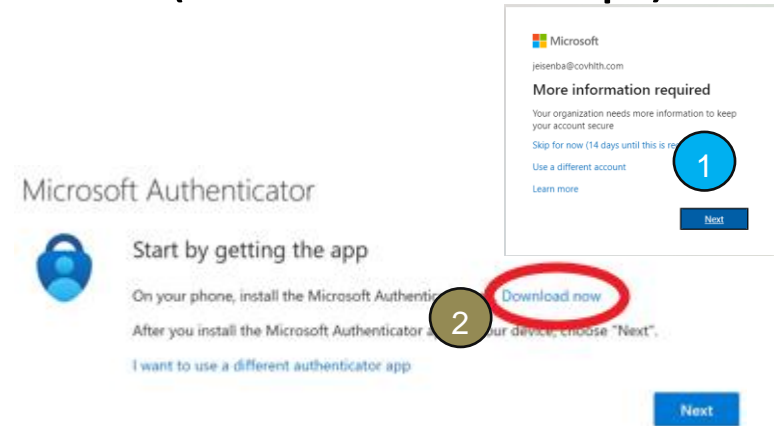
- 1 Visit www.covenanthealth.com in your web browser, scroll to the bottom of the page and click on the “Physician Resources” link.
- 2 From the Physician Resources page, locate the box for “Covenant Secure Gateway...” and click the link for “Access using Microsoft Authenticator”
- 3 Sign in using your Covenant login **appended with @covhlth.com** and enter your Covenant password. Approve the sign-in request using the Microsoft Authenticator app on your smartphone. **(Initial setup on next page)**
- 4 Choose the CovMD& eCare icon. *(Note: If the icon is not on your home screen, click APPS and click on the star)*
- 5 Choose eCare Applications PowerChart icon.
- 6 Log into Cerner Citrix with your Covenant login **without @covhlth.com** and Covenant password.
- 7 Click on PowerChart (“P” icon).



Microsoft Authenticator (Initial Setup)

From Step 3 on previous page, enter your Covenant login appended with @covhlth.com and enter your Covenant password. First time access (Initial Setup):

- 1 Click "Next" on the "More Information Required" screen.
- 2 Click "Download Now" on the "Start by getting the App" screen. Install the Microsoft Authenticator app on your smartphone by using the QR code provided for your phone type. If prompted, allow notifications.
- 3 ON YOUR PHONE, Open the app, click the three dots in the upper right-hand corner, and choose 'add account' and then 'Work or school account.' Choose "Scan a QR code".
- 4 ON YOUR COMPUTER, click "Next" to bring up a QR code. Scan the code on your computer monitor using the authenticator app. This account will then be added to your authenticator app. Click "Next"
- 5 The "Lets Try it Out" screen will display a two-digit number. Enter that number on the notification screen displayed on your phone. Click next on the "Approved" screen and click "Done" on the Success screen.

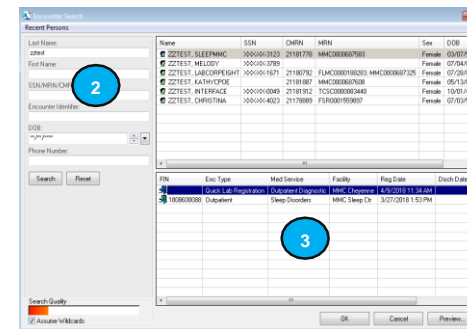
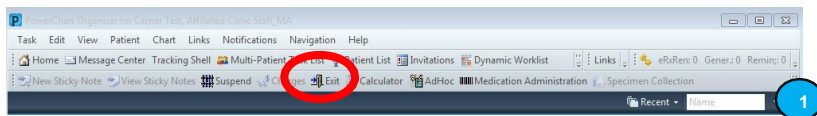


Finding a Patient

Opening a patient's chart can be accomplished multiple ways: Searching for patient, locating them on a patient list (if applicable), or locating them on ambulatory organizer (if applicable). The last nine opened charts will be available for quick access under the "Recent" dropdown next to the search field. For purposes of this training, we will explain the searching for a patient method as follows:

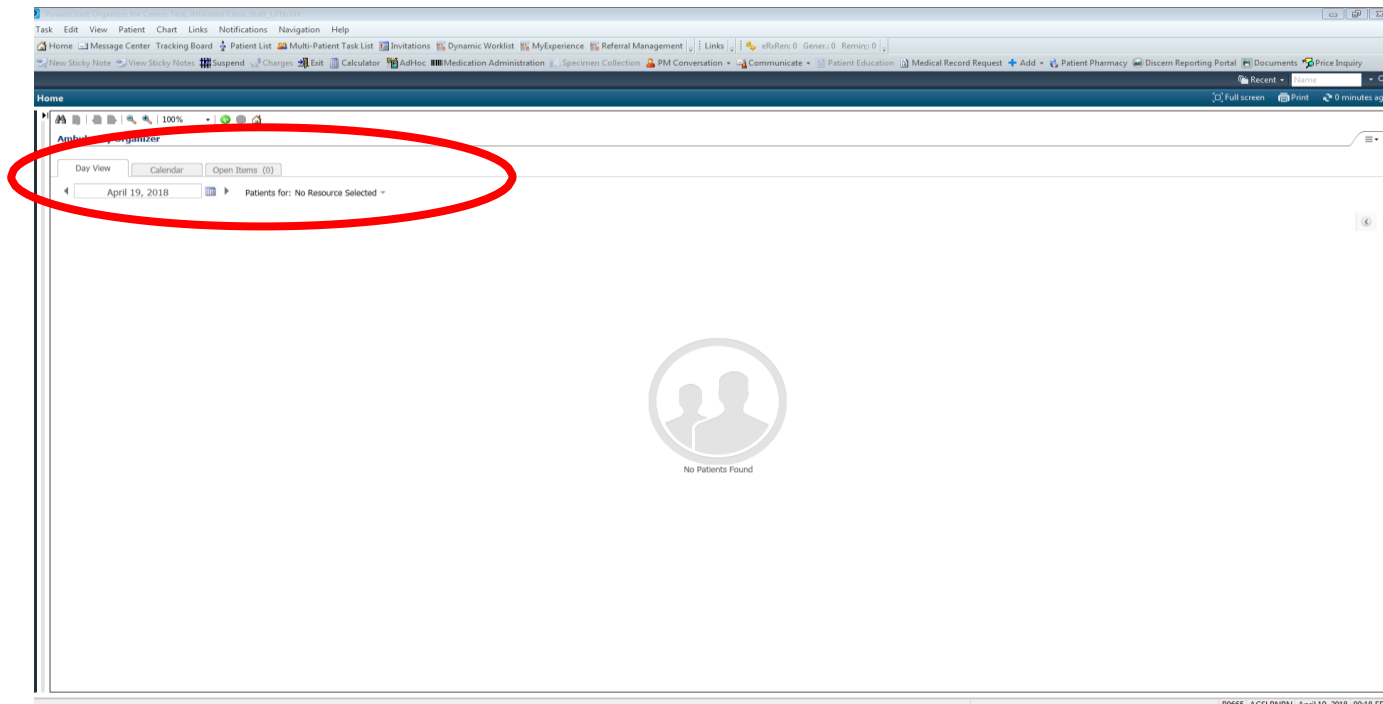
- (1) Click the magnifying glass to open the Encounter Search box.
- (2) Enter the search criteria for the patient on the Encounter Search screen.
- (3) Choose the correct encounter and click OK.

When exiting PowerChart, please use the Exit Door on the toolbar.



Ambulatory Organizer (if applicable)

If you have access to Ambulatory Organizer, it will be your Home Page. It displays the surgery schedule for the selected Provider. Use the “Date” and “Patient’s For” selection to manipulate your screen results. Patient’s charts can be opened by double-clicking the patient’s name.

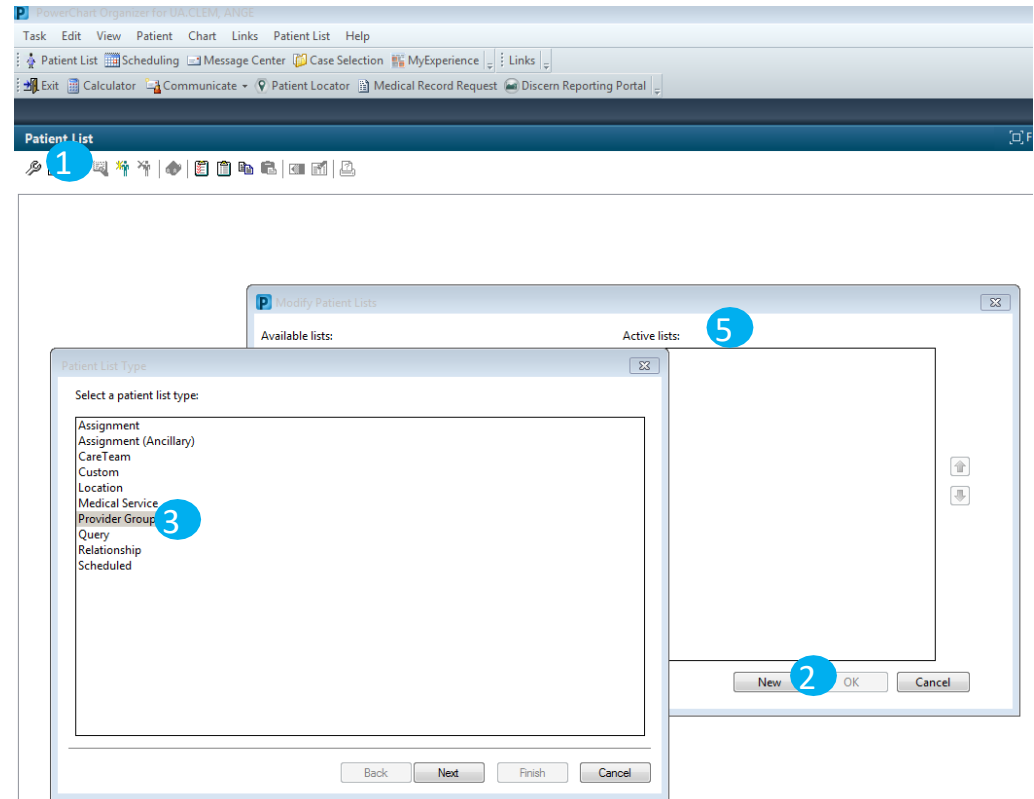
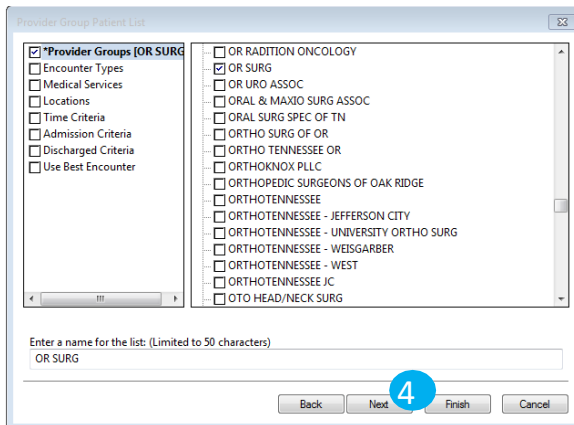


Patient List (if applicable)

If you have access to Patient List, it will be accessible on your Toolbar.

1. Use the “List Maintenance” icon to create your list.
2. Select “New” to create your list.
3. Select “Provider Group” as your type of list. Click Next.
4. Choose your Provider Group and click Finish.
5. Move your Group from the Available List to the Active List and click OK.

Patient’s charts can be opened by double-clicking the patient’s name.



Navigating the Chart

The screenshot shows the top of the EHR interface. The blue banner bar at the top contains patient information: ZZZCMG, ROADSHOW; DOB: 08/19/54; Loc: FSR 5N; N504; 1. It also displays care team details, advance directives, MRN: AMBS00005050, and insurance information (Blue Cross - Blue Cross Cover Kids). Below the banner is a dark gray menu bar with options like Medication List, Notes, Documentation, Diagnosis & Problems, Allergies, Histories, Patient Information, Immunization Schedule, MAR Summary, Results Review, Growth Chart, and Links and Feedback.

Patient's Blue Banner Bar displays the Chosen Patient Information.

The menu bar on the left side contains components of the chart to view/print.


- Notes, Documentation and Results Review contain components of the chart that can be viewed/printed. *Where applicable, the gray bar can right-clicked to allow for refining search criteria as well as choosing radio buttons of table, group or list.*

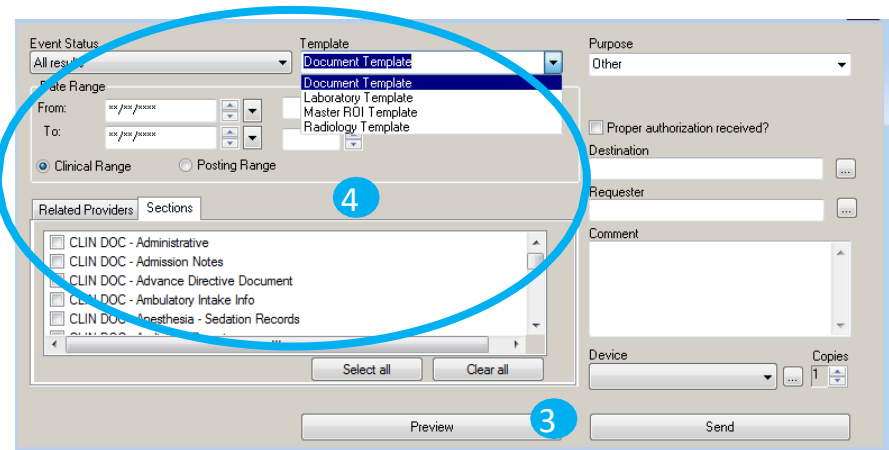
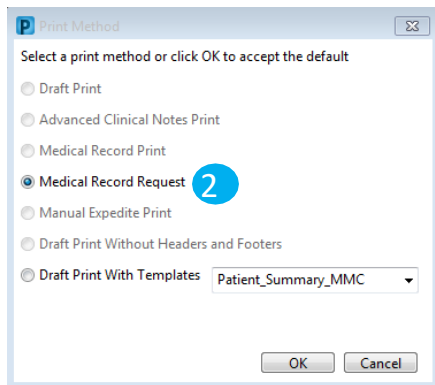
This screenshot shows the 'Recent Results' section. It includes tabs for Lab - Recent, Lab - Extended, Pathology, Microbiology, Imaging, Vitals - Recent, Vitals - Extended, and Assessments View. Below these is a 'Flowsheet: Quick View' dropdown and a 'Level:' dropdown. A date range 'June 21, 2018 18:45 EDT - June 24, 2018 18:45 EDT (Clinical Range)' is highlighted with a red circle. A right-click context menu is open over this date range, showing options like 'Change Search Criteria...' and 'Set to Today'.

- Links and Feedback contains the link to Sovera as well as the STAR Facesheet link.
- Insurance cards can be located via "Patient" on the toolbar and clicking "View Images".

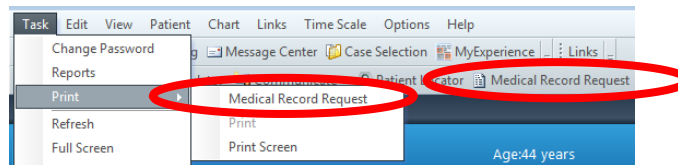
This screenshot shows the 'Patient' menu in the EHR interface. The menu items are: Search, Recent, Previous Patient's Chart, Next Patient's Chart, Add Patient to a Patient List, and View Images. The 'View Images' option is circled in red. The background shows the 'Task' toolbar with icons for Patient List, Tear Off, and Exit.

Printing

1. Some printing, such as with lab results or orders” can be accomplished by selecting your criteria on the screen, and then clicking the “Print” icon on the Patient Blue Banner Bar. 
2. If the “Print” icon is not available, you can print your selection by right clicking the document of choice and choosing Medical Record Request.
3. For the Medical Record Request, click OK, then select your appropriate template (if not preselected) and click Preview. When the preview generates the report you can select to print it.

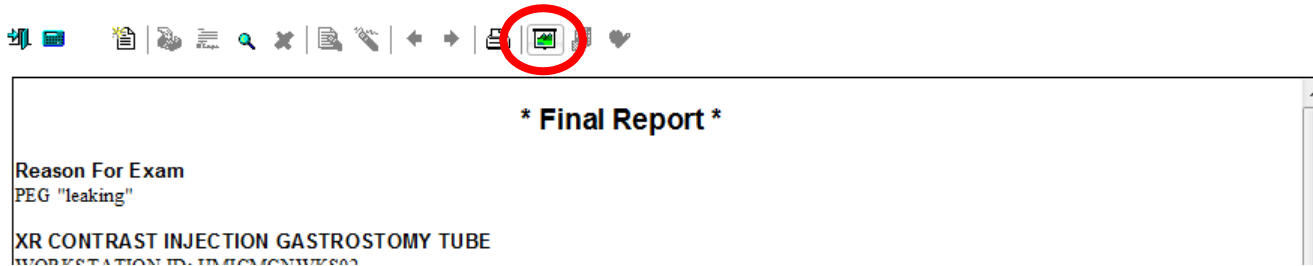


4. Another option for printing is via the “Medical Record Request” on the toolbar and choosing your template, date range, and sections to print. Choose Preview and when the preview generates the report you can select to print it.



Viewing PACS Images

Radiology reports can be opened by double-clicking the report in the Results Review window. To View PACS images, click the “projector screen” icon on the Radiology Report.



Radiology reports can also be opened by clicking Links and Feedback and Change Healthcare PACS “View Studies”.

