

4. Organizer Overview

Menu Bar



The bar just below the *PowerChart* Organizer window title is the menu bar. Click any menu to reveal more options. The menu items are as follows:

- Task Menu
- Edit Menu
- View Menu
- Patient Menu
- Chart Menu
- Links Menu
- Notifications Menu
- Inbox Menu
- Help Menu

Organizer Toolbar

Located below the menu bar, is the Organizer Toolbar. The Organizer Toolbar contains the Organizer components defined for your role.



The Organizer Toolbar includes links to:

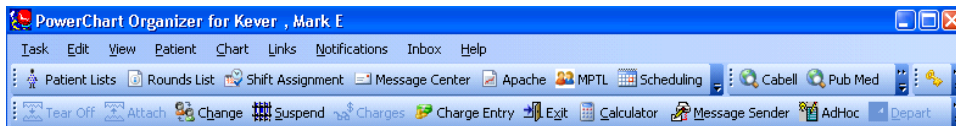
- Message Center

- Patient List
- Rounds List
- Apache

Note: The downward arrow at the right end of the toolbar allows you to customize the toolbar by clicking Add or Remove.

Action Toolbar

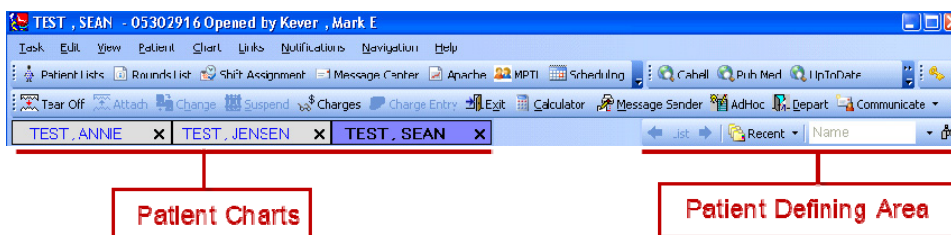
Below the Organizer Toolbar, *PowerChart* displays an Action Toolbar.



The Action toolbar consists of the buttons that enable you to perform actions or use other *Cerner Millennium* components such as performing AdHoc Charting, entering Charges, using the Clinical Calculator, Depart process, Exiting the application, and more. If the button you need is not visible, or if you want to remove a button, click the downward arrow on the right end of the toolbar to customize the toolbar by clicking Add or Remove.

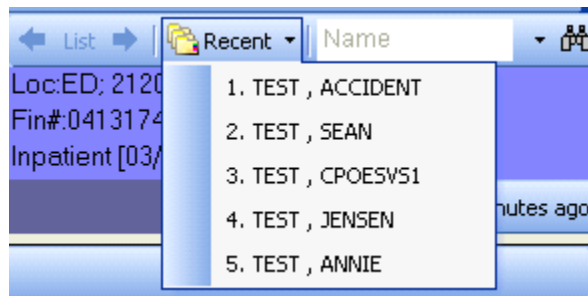
Patient Toolbar

Below the Organizer and Action toolbars, *PowerChart* displays the Patient Toolbar. The Patient Toolbar consists of two areas: the list of patient charts that are currently open and a Patient Defining Area.



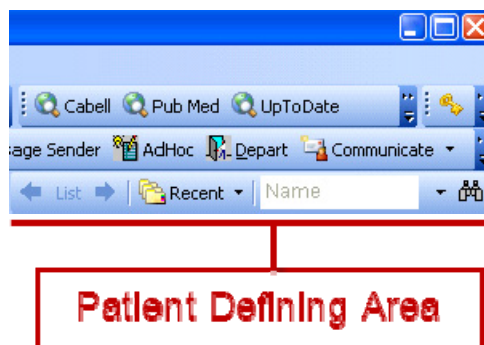
The following are features and limitations of the Patient Toolbar:

- You can have up to 2 charts open at one time.
- To make a patient chart active, click the patient identifier in the Patient Toolbar.
- You can close the chart by clicking the X located next to the patient's name in the Patient Chart area of the Toolbar. Or, when a chart is active, you can close the patient chart by clicking the X in the upper-right corner of the window containing the patient chart.
- If multiple patient charts exceed the horizontal space available in the Patient Toolbar, the charts are truncated and display as an ellipsis (...). The complete patient chart is displayed by positioning the pointer over the patient identifier to activate a tooltip.
- If the number of charts open exceeds the horizontal space available within the Patient Toolbar, the charts display in a drop down list on the toolbar.



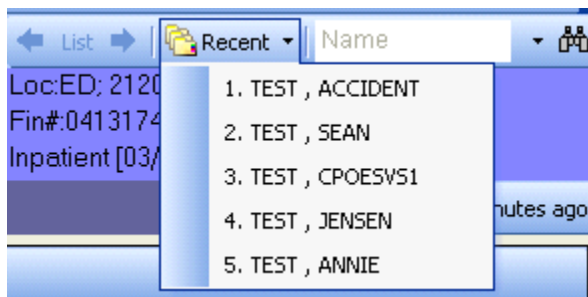
Patient Defining Area

The Patient Defining Area is part of the patient toolbar and includes several options for opening patient charts:



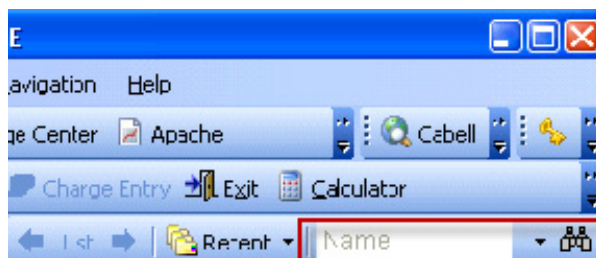
Recent

The downward arrow on the Recent button in the Patient Defining Area opens a list of recently opened patient charts. Selecting a chart from the Recent list launches the selected patient's chart.



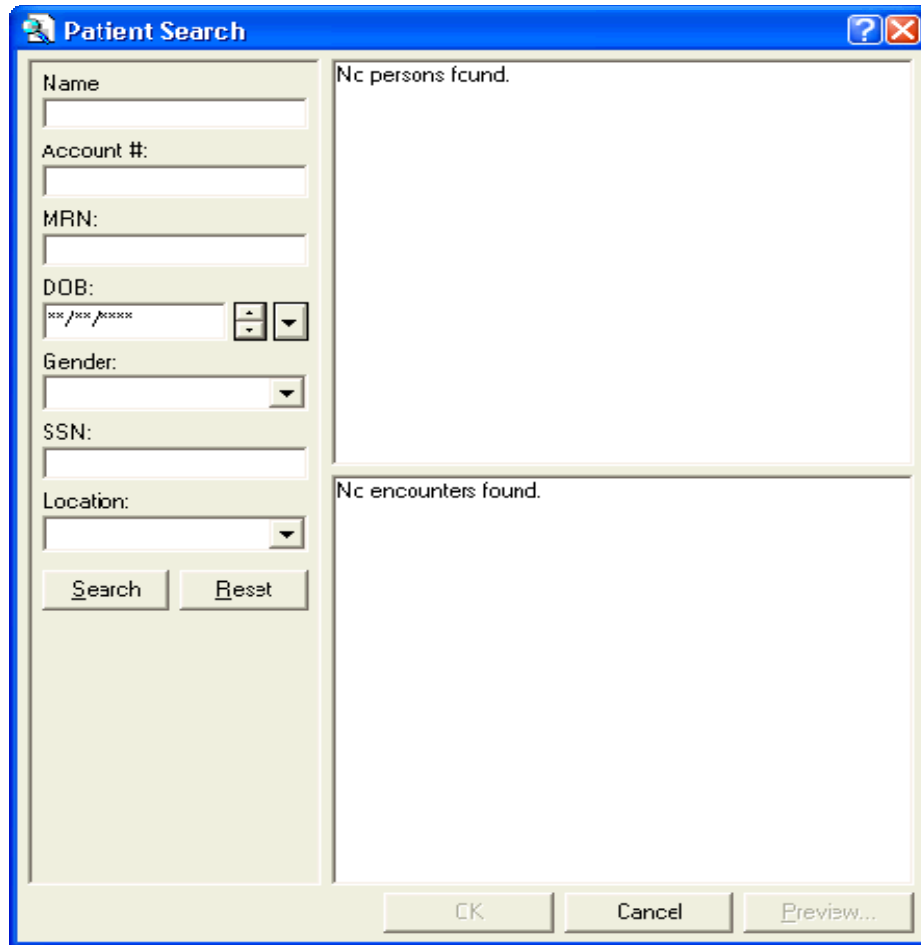
Patient Search Box

The Patient Search box allows you to search for a patient's chart either by MRN or Patient Name criteria. To select the search criteria between Patient Name and MRN, click the downward arrow to the right of the search field, and select your wanted search method.



The default search criterion is listed in gray in the search box. In this case, the default criterion is Patient Name. To find a patient by Patient Name, input all or part of the patient's last name and press ENTER on your keyboard.

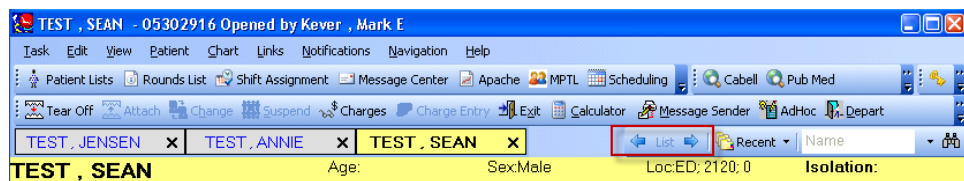
If you want to perform a detailed search, click the Binoculars to launch the Patient Search window.



The Patient Search window allows you to search by any combination of Last Name, First Name, Middle Initial, SSN, DOB, MRN, Gender, or Encounter No. To open a chart found in the Patient Search window, double-click the patient's profile.

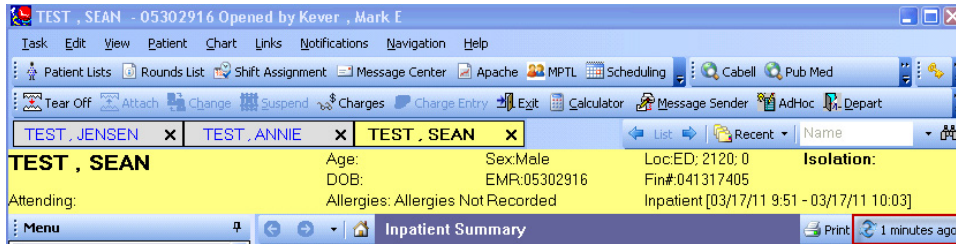
Previous Patient or Next Patient's Chart

When a Patient List is active from the Organizer Toolbar, you can navigate from chart to chart within the patient list by clicking the right arrow to go to the next chart on the list, or the left arrow to go to the previous chart on the list.



Refresh Button

The Refresh button reflects the time that has elapsed since the screen was last refreshed. Clicking the Refresh button refreshes the patient chart to show new information and updates the indicator. For example, the patient chart illustrated below was refreshed 1 minute ago.



Note: The Refresh button is a very important item in the system. Refresh often to make sure your data is up-to-date.