

PowerChart Tip Sheet

Christiana Care Health System

2015 Upgrade- May 2015

Upgrade 2015 Changes

On Wednesday, May 27, 2015, changes related to Upgrade will add new features to your PowerChart workflow.

New: Forwarding for co-signature in Sign/Submit Note window

Mid-level providers (Residents, PAs, NPs) will be required to select their supervising attending when submitting Dynamic Documentation Consult Notes and other note types that require co-signature. See below for listing of documents requiring co-signature.

After clicking Sign/Submit in the note, you are presented with the Sign/Submit Note window.

Sign/Submit Note

*Type: Consult

*Author: Ramirez, Jessica

Note Type List Filter: Position

Title: Brief Consult Note

*Date: 5/21/2015 1733

Forward Options ☐ Create provider letter

Favorites Recent Relationships

Contacts

★	Default	Name
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Recipients

★	Default	Name	Comment	Sign	Review/CC
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Select at least one Recipient as a signer before you Submit.

Submit Cancel

Mid-level providers will not be able to sign the document without entering and selecting the co-signing attending physician in the search field labeled "Provider Name".

1. Search for the provider in the Search field (*Provider Name*) by typing the last name. You may see a pop-up to choose from a list of multiple results for that name. If there is only one matching result, the name will be added to the recipient list automatically.
2. Verify the Forwarding option is **Sign**. **Do not select Review/CC**.
The CC option is not available in PowerChart at this time.
3. Click **Submit** at the bottom of the window to forward to attending for co-signature.

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***Type:** Consult **Note Type List Filter:** Position

***Author:** Walton, Lisa L. **Title:** Consult Note ***Date:** 05/22/2015 0922

Forward Options

Favorites Recent Relationships **1**

Contacts

★	Default	Name
★		

Recipients

★	Default	Name	Comment	Sign	Review/CC
★	✓	Eschbach MD, Kelly S.		2 <input checked="" type="radio"/>	X
		Attending Physician, Admitting Physi...			

3 Submit Cancel

Note to Attendings: This screen will appear when you sign your notes. Simply click **Sign** to finish signing the note or you can forward your note to another provider for Review should you elect to do so.

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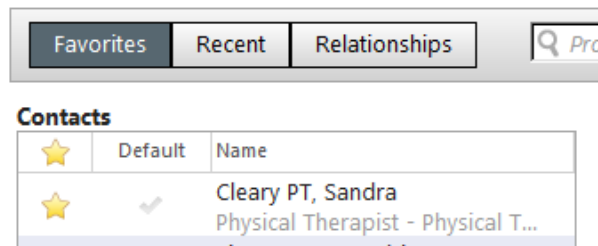
Mid-level documents requiring co-signature	
Document type	Mid-level requires co-signature
H&P	Resident
Consult	All mid-level providers
OP report	All mid-level providers
Disch Summary	All mid-level providers

For more efficient forwarding options, there are filters for managing Contacts.

Favorites

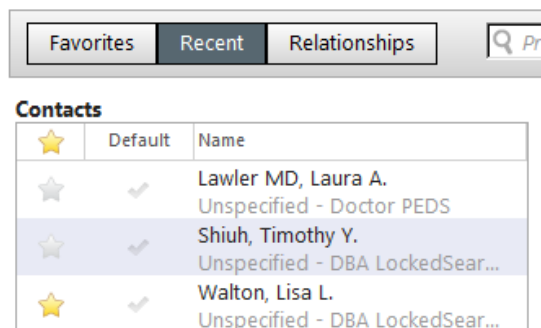
From the Favorites tab, any provider you have denoted as a Favorite is displayed under Contacts.


After adding a recipient, designate a favorite by clicking the gray star next to the name. The star turns gold and is now listed in the Favorites filter. Click Favorites to view.



Recent

Click the Recent filter to view the last ten providers to whom you have sent a document. You can also designate a recent contact as a favorite by following the steps above.



From either filter, to add the contact as a recipient, double click the name or hover over the name and click the . The name will be added to the Recipient list.