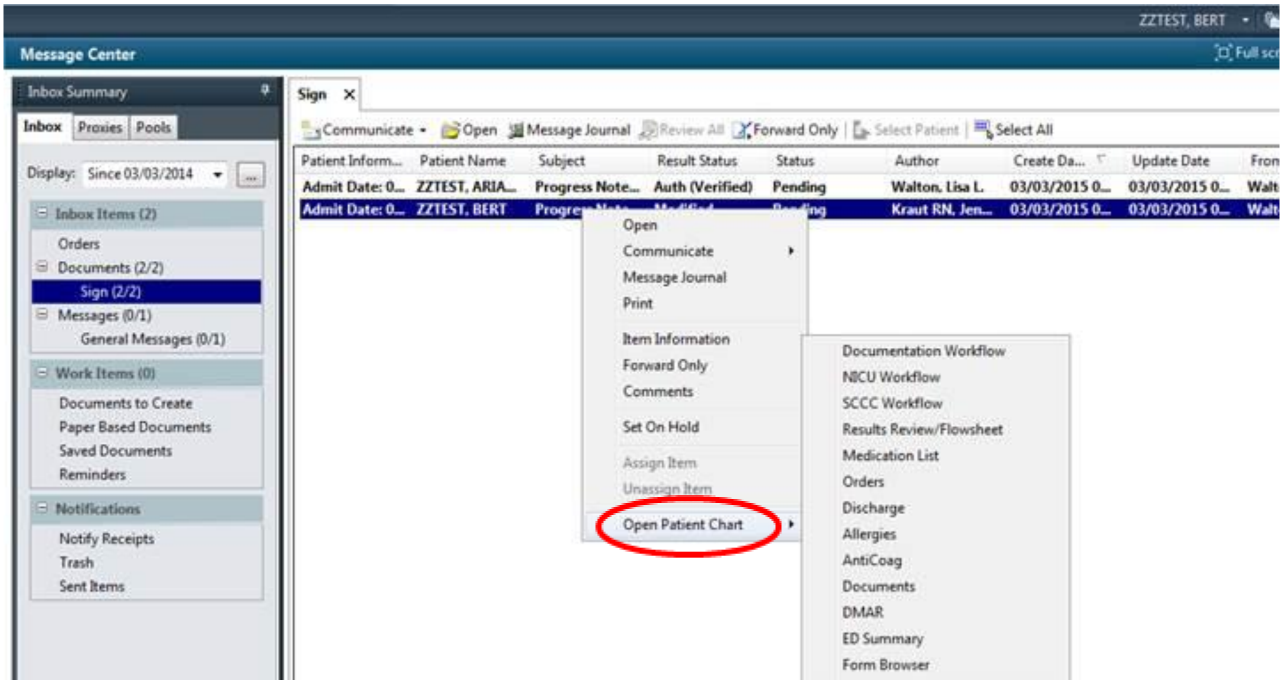
PowerChart Tip Sheet

Reviewing Patient Charts from Message Center Inbox **March 30, 2015**

Before co-signing a note in Message Center:

Review a chart

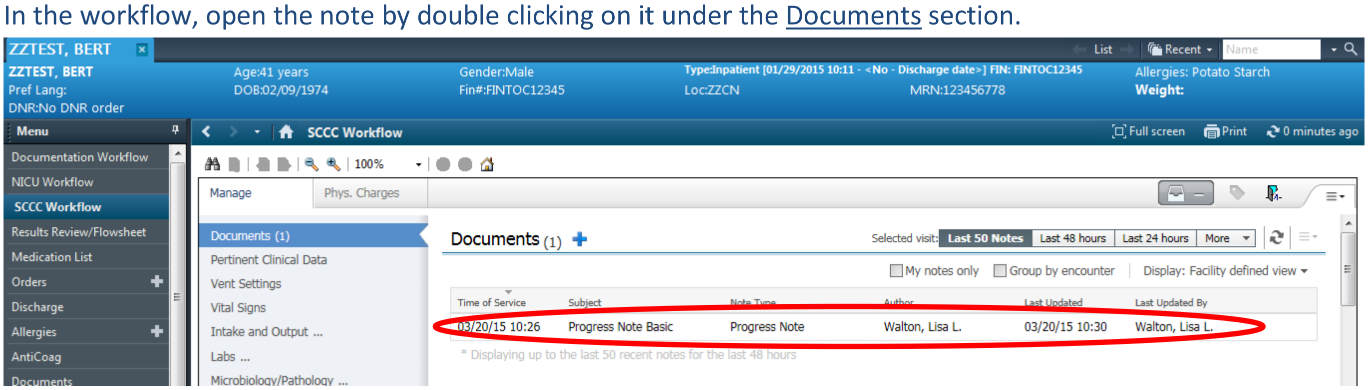
1. In Message Center Inbox, right click on the message and hover over **Open Patient Chart**.
2. Choose your workflow from the list displayed.



3. Review the Workflow.

Modify a note

1. In the workflow, open the note by double clicking on it under the Documents section.



2. Review and modify the note with any additional information.
3. When finished, click **Sign**. After signing, the message is removed from the Message Center Inbox.

Add a charge

1. While still in the workflow, click the **Phys Charges** tab and add the charges.
2. Close the chart to go back to Message Center for the next note.

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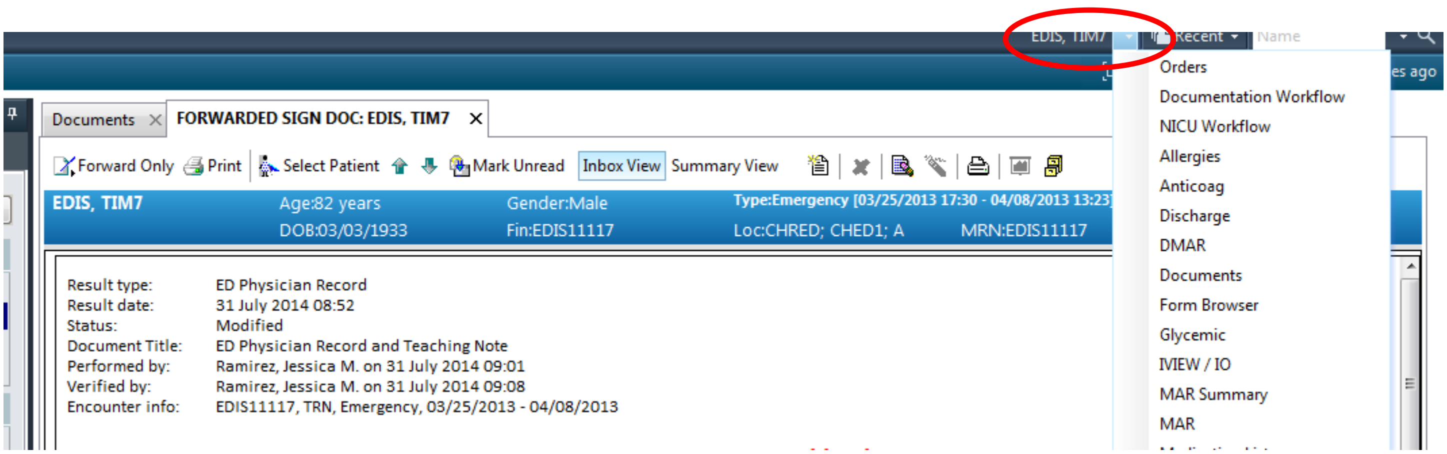
Reviewing Patient Charts from Message Center Inbox **March 30, 2015**

After co-signing a note in Message Center:

If you already signed the note in Message Center, the message will be removed from the Inbox. You can access the patient chart by using the most recent patient link.

Review

1. After co-signing the note, the patient name in the bar above the messages.
2. Click on the dropdown next to patient's name and select your workflow from the list.



3. The patient's chart will open.
4. Follow the steps on page 1 to modify a note and/or add charges, if needed.