

PowerChart Progress Notes

Tip Sheet: Review Document List while documenting Note

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Issue: When documenting in the Progress Note, need to refer to other notes or documents.

1. After creating the note, click the **List** tab above the note.
2. The list of Documents displays on the left.

The screenshot shows the PowerChart Progress Note interface. At the top, there are two tabs: "Progress Note Basic" and "List". The "List" tab is highlighted with a red circle and a callout labeled "1". Below the tabs, there is a toolbar with icons for "Add", "Sign", "Forward", "Provider Letter", "Modify", "In Error", and "Preview". The "Preview" icon is highlighted with a red circle and a callout labeled "3". On the left side, there is a list of documents with columns for "Service D...", "Subject", and "Type". The document "05/14/2014 14:54 Progress Note Basic" is selected, highlighted with a red circle and a callout labeled "2". On the right side, there is a large text area for the "Progress Note". The text area contains sections for "Subjective", "Lab Result", "Diagnostic Results", "Objective/Physical Exam", "Assessment/Plan", and "Hypertension". The "Lab Result" section is highlighted with a red circle and a callout labeled "4".

3. The Preview icon should be highlighted.
4. A preview of the selected document will display in the Pane View to the right.
5. To return to your note, click the **Progress Notes** tab above the List.

NOTE: Cannot have 2 tabs or windows open simultaneously, but can switch back and forth to review and document.