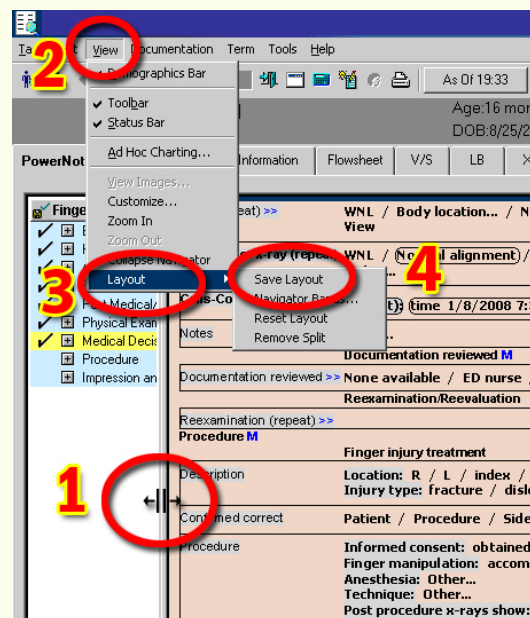


## Time to Customize: Change What You See in PowerNote

### Want to see more of the template? Change the Layout settings

1. Adjust the window size by hovering over the left border until a double-headed arrow appears.
  - Hold down the left mouse button and drag the border to resize it.
  - Release the button when you are satisfied with the new size.
2. In the top toolbar click View (2), Layout (3), Save Layout (4)  
This change will apply to all your charts- until you decide to change it.

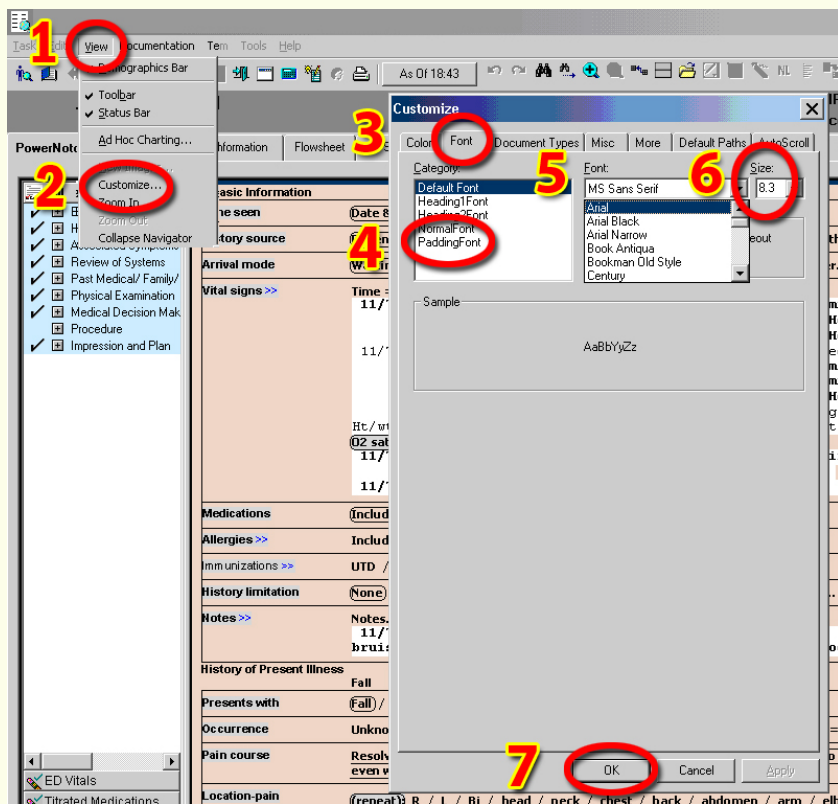


### Want to see more lines on the Screen? Change the Padding Font

Reducing the “padding font” or the space between lines will allow you to expand the number of sentences (lines) you can see at once.

Open PowerNote in any chart. This customization will not affect documentation on that patient.

- Top toolbar: click View (1), then Customize (2)
- Click the “Font” tab (3)
- Change the “Category” to Padding Font (4)
- Change the “Font” to Arial (5)
- Click inside the “Size” box and type “2.3” (6)
- Click “OK” at the bottom of the dialog box (7)



## Faster Physician Name Searches

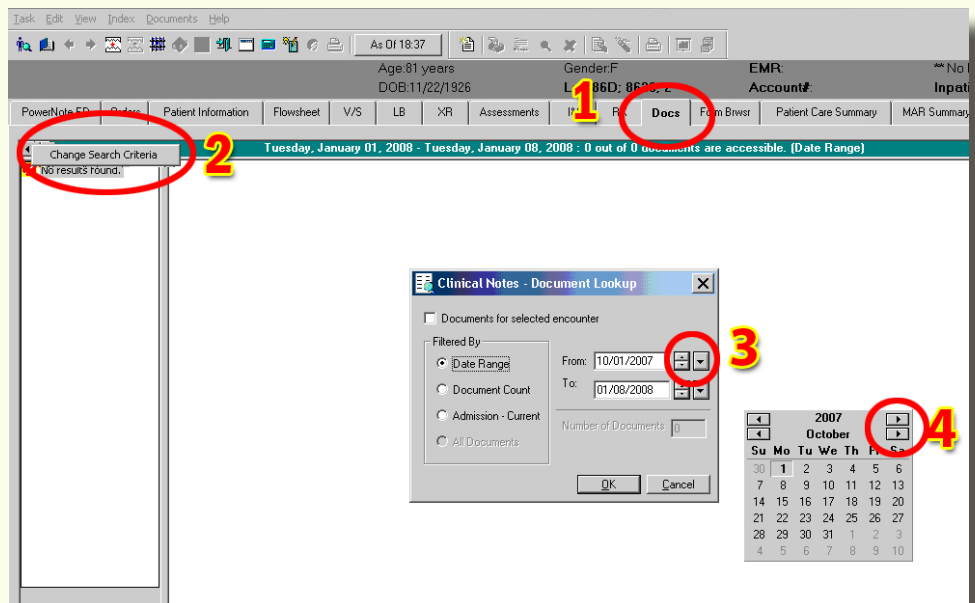
You can avoid having to search the “Multiple Entries” box when entering a physician name for Admissions/Consults/Follow-up. The method is simple:

- Type the last name of the physician, a comma, a space, and then the first initial. (Type further if needed). The name of the physician you are looking for will appear.
- Dr. Mason has discovered an alternative: Type the first initial, a space, then the physician’s last name.
- In the near future this searchability will be applied to the new Consult Physician (ED USE ONLY) order. At present, this order differs from “Call Physician”-- in that the physician name field is the first line, thus saving one click.

## Finding Previous Documents and Lab Results

You can “change the search criteria” for documents in order to find previous notes for a patient. The default setting is to retrieve documents created on the day of the visit. You can reset this as far back as August 2007 when the system became operational.

- Click the DOCS tab (1)
- Right-click in the green bar at the top of the documents window (2) then click “Change Search Criteria”
- In the “Clinical Notes” box that pops out click the small arrowheads to change by one day or the large arrowhead to pop out a calendar (3).
- On the calendar, click the upper arrowhead to select the year and the lower one to select the month (4). Click the day you want on the calendar.
- Click “OK” when finished. Previous visits will be visible within the selected time interval.
- These preferences do not “stick.” Closing the chart resets your document search criteria to the default.
- You can use the same process on the LB (Lab) tab to search for previous lab values for the patient, similar to the Flowsheet view in WebPins.



Progress is being made with regard to physician workflow issues: You can check the status of current active issues on the FirstNet ED Physician page:  
<http://www.medulogic.com/cerner/index.htm>