Accessing Resources from the Intranet Page:

1. Click » STARS/EPR - CI Training under **Hot Topics**.

For Videos:

2. Click ▸ Video Tutorials in the Navigator of the CI Website.
3. Click 5 Medical Student *New!*
4. Select the **Medical Student Peds PowerNote** video.

1 Medical Student Peds PowerNote (6 min 29 sec) *New!*

5. Click **Play** ▶. Repeat as needed.

For Job Aids:

6. Click ▸ Job Aids in the Navigator of the CI Website.
7. Click the desired file under 'Students.'

Students *New!*
Medical Student - CPOE
Medical Student - PowerChart Overview

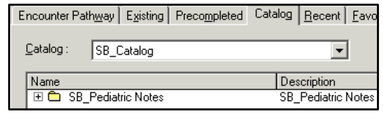
Search for a Patient:

1. Log in to PowerChart.
2. Type the **last name** into the search box, click the **binoculars**.
3. Select the **correct encounter**.Click **OK**.

Selecting a Note:

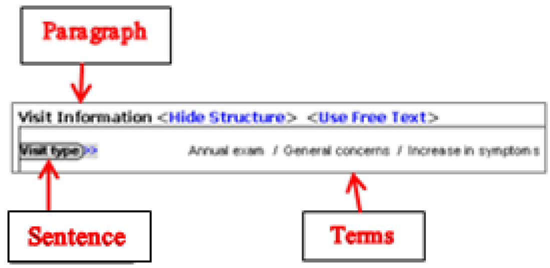
1. Click the **Add** ✚ Add button next to **Documentation** on the Menu of the patient's chart.
2. The note **Type** should default to **Medical Student Note**. *Type : Medical Student Note

3. Click the **Catalog** tab. Select **SB_Catalog** from the drop down arrow.



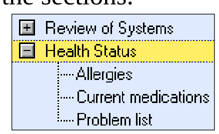
4. Click the **black plus** to open the note folder. Highlight the desired **notes,** click the **Add to Favorites** button. Add to Favorites
5. Click the **Favorites tab** to make sure your notes were saved. Recent Favorites
6. **Double click** the note to open it.
7. **De-select** (remove) the check marks on the Auto Populate document. Click **OK**.

Note Template Navigation:



The Navigator:

1. Click the desired section in the **Navigator** to bring that area of the template to the top of the note.
2. Click the **black plus** on the Navigator to expand the sections.



Documenting in the Note template:

1. Click **<Show Structure>** next to **Visit Information** to open the template.
2. Click the **chevrons** next to the sentences to reveal more Terms. Visit type >>
3. **Click once** to select a Term Annual exam, **double click** or **R click** to **negate** a pertinent negative. ~~Increase in symptoms~~
4. **Click 3x or Right click** to clear a **Term**.
5. Use the **vertical scroll bar** to advance the template, or click the desired section in the navigator.
6. **Checkmarks** ✔ ⊞ Visit Information in the Navigator indicate documentation is present in that section.
7. Click **<Use Free Text>** next to **History of Present Illness**. Type your documentation.
8. Use the template to complete the **Review of Systems**.
9. If a Term is not available, click **OTHER**, then free text your documentation. When finished, click **OK**.

Including Allergies:

1. Click **Allergies**.
2. To add the patient's allergies to your note, click **Include allergy profile** in the **Health Status** section.
3. **Highlight** the desired allergies to include.
4. Click **Include Selected**, OR:
5. Click **Allergies (ST).**

Note: do not click both, you will create duplicate documentation.

Including Current Medications:

1. Click **Current medications**.
2. Click **Include medication list.**
3. Drag to **highlight** the desired medications.
4. Click **Include Selected.** OR,
5. Click **Inpatient medications** (**ST**).

Including Problems:

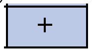
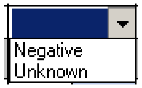
1. Click **Problem list.**
2. Click **Include problem list**.
3. Drag to **highlight** the desired problems.
4. Click **Include**, OR,
5. Click **Problems (ST).**

Including Histories:

1. Click **Past Medical History**.
2. Click **Include past medical history**.
3. **Highlight** to select.
4. Click **Include**, OR,
5. Click **Free text past medical history.**
6. **Type** your documentation.
7. Click **OK**.

8. Click **Family History.**

9. Click **Include family history.** Change the drop down arrow to **Family Member View (All)**.

10. Notice the available **option boxes** in the upper R corner of the window.
11. Click the **Add** button.
12. Click the **drop down arrow**  in the upper R corner of the window to add family members to the flowsheet.
13. Click the **blue boxes**  to document a **positive condition** for that family member.
14. Click the **Relationship** header to add a family member name or use this box to indicate **deceased** and/or **MGM (maternal grandmother).**
15. When finished, click **OK**.
16. Click the **drop down arrow** in the **Health Status** row to document **Negative or Unknown.** 
17. To add a system to the flowsheet, click **Add Group**  in the lower L corner of the window.
18. **Select** the desired group. It will be added at the end of the flowsheet.

19. When finished, click **OK**, and then click **Include.**

20. Click **Procedure history.**

21. Click **Include procedure history.**
22. Highlight to select the desired procedure, click **Include**. OR,
23. Click **Free text procedure history.**

24. **Type** your documentation, and then click **OK**.

25. Click **Histories** on the menu of the patient's chart. Select the **Social History** tab.
26. Click the **Add** button in the desired category.
27. Complete your documentation using the drop down arrow, option boxes, radio buttons and free text areas.
28. To document an additional habit, click **OK & Add New**, or if finished, click **OK**.
29. Click the **drop down arrow** in the **Assessment** column to complete your documentation.
30. Click **Refresh**.  .
31. Click **Social history (ST)** in your PowerNote to include documentation.

Documenting the Physical Examination:

1. Click **VS/Measurements**.
2. Click **Inpt**.**Vital Signs (ST)**.
3. Click **Measurements from flowsheet**.
4. **Select** the desired column, click **Include Selected**.
5. To **insert** a **Sentence**, click **Term** on the menu bar, **select** the desired sentence, click **OK**.

Including Lab results in your Note:

1. Click **Results review** in the **Review/Management** section.
2. Click **Lab results**. **Highlight** the desired column  , click **Include Selected**.

Documenting Assessment and Plan:

1. Click underneath the heading. Right click, select **Insert Auto Text**.
2. Select the phrase to insert, click **OK**.
3. Complete the template.

Note: Auto-Text template must be built first before you can insert the template into PowerNote.

Signing /Forwarding Note to Supervising MD:

1. When your documentation is complete, click **Sign** in the lower R corner of the window. The **Sign Note** window appears.
2. Click the **yellow bar** in the **Endorser** column.
3. Type the **last name** of your supervising MD, click the **binoculars**.
4. **Select** the MD from the list provided, click **OK**.
5. Click the **yellow bar** in the **Type** column, select **Sign**.
6. Click the **yellow bar** in the **Due By** column, use the drop down arrows to indicate the date.
7. When finished, click **OK**. Your note will appear in the **Inbox** of your supervising MD for signature.

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12/29/11

Stony Brook University Medical Center

PowerNote For Peds Medical Students

Call the Help Desk at **444-HELP (4-4357)** if you forget your password, for technical issues or if PowerChart is not available in the Citrix or eXactACCESS (SSO) window.