

Explorer Menu Replaced With Reporting Portal

Once signed into PowerChart:

Step			Action			
1	Click the Reportin <i>The Reporting Por</i>	g Portal button in the too tal application page disp	olbar. plays with categorized f	ïlters.		
	Note: If the Report dropdown arrow to P Task Edit View Patient Chart Links 单 Patient List 警 Charge 最近 警告HConvers Patient List P () () () () () () () () () () () () ()	ting Portal button is not access the button. Notifications Patient List Help Tracking Shell [] i @ CareWeb @ ClinSuite @ Lawson RSS @ ation ~ Patient Education @ Patient Pharmacy @ Document A @ II] @	forward-facing in the te verChart Organizer for Lab Directory of Services 🎕 Clarian Patient Education Sheets Is 🕿 Collections Inquiry 🕅 Medication Manager 🎟 Medicati	OOlbar, click the	Toolbar O	britions - C Seveda 0 Critic 0 Ordera 0 c Seveda 0 Critic 0 Ordera 0 c feature Result Copy Result Copy feature Result Copy forcer Result Entry PPR Provider Lookup PPR Vorder Lookup CuttindeGiaManager
2	Type 'assign ' in the Search field.	Reporting Portal	Reporting Porta	3		Reporting Portal
		Reporting Portal		assign	a kenura, kw Sec	X
		Filters Source ✓ All □ Public (8/1762) > Categories Recent Reports	All Reports (8) My Favorites (Report Name Assigned Provider Audit - ED HealtheCare Batch Case Reassignm Historical Staff Assignment	0) Categories Emergency Department Care Management Respiratory Care	Source Public Public Public	C Favorite ☆ ^ ☆
		ور حاور دو المال المورد ورود الم	Provider Group Assignments Audit	Application Support	Public	الد الم غير م

The Best Care, Designed for You – Utilizing Excellence in Clinical IS Education

Task 541307 (Linked to Request 3142512) Explorer Menu Replaced With Reporting Portal in PowerChart -2018.01.04 Code Upgrade v1.0 02-10-19 CCU Effective Date: February 10, 2019 Page 1 of 5

Continued on next page



Explorer Menu Replaced With Reporting Portal (continued)

Step 3 Action

Applications 👻	Welcome: Nelson, Marin	a Kendra, RN Sett	tings Help Ab
Q.			
	assign		:
All Reports (8) My Favorites (0)	÷		
Report Name 🔺	Categories	Source	Favorite
Assigned Provider Audit - ED	Emergency Department	Public	\$
HealtheCare Batch Case Reassignm	Care Management	Public	☆
Historical Staff Assignment	Respiratory Care	Public	☆
Provider Group Assignments Audit	Application Support	Public	☆
Remove Provider Assignments > 48	Emergency Department	Public	\$
Shift Assignment	Managment	Public	☆
Shift Assignment	Nursing	Public	☆
Tracking List Assignment Copy	Emergency Department	Public	\$
	All Reports (8) My Favorites (0) Report Name Assigned Provider Audit - ED HealtheCare Batch Case Reassignm Historical Staff Assignment Provider Group Assignments Audit Remove Provider Assignments > 48 Shift Assignment Chift Assignment Tracking List Assignment Copy	All Reports (8) My Pavorites (0) Report Name A Categories Assigned Provider Audit - ED Emergency Department HealtheCare Batch Case Reassignm Care Management Historical Staff Assignment Respiratory Care Provider Group Assignments Audit Application Support Remove Provider Assignments > 48 Emergency Department Shift Assignment Managment Shift Assignment Nursing Tracking List Assignment Copy Emergency Department	All Reports (8) My Favorites (0) ■ Report Name ▲ Categories Source Assigned Provider Audit - ED Emergency Department Public HealtheCare Batch Case Reassignm Care Management Public Historical Staff Assignment Respiratory Care Public Provider Group Assignments Audit Application Support Public Shift Assignment Emergency Department Public Shift Assignment Nursing Public Tracking List Assignment Copy Emergency Department Public

A dropdown window displays with available report options.

Recent Reports	Shift Assignment		Managment	Public	\$
	Shift Assignment		Nursing	Public	☆
	Description:	Suggested Report User:	Reporting Application:	Ru	in 👆
		Suggested Report Frequency:	Alternate name: 1_RPT_SHIFT_ASSIGNM	Run in Bac	ckground
		Support Reference Number: 9514353	ENT:DBA	View Prev	rious Run
	Path: Published / N	ursing			
	Tracking List Assign	iment Copy	Emergency Department	Public	\$

Continued on next page

Clinical IS Special Edition Code Upgrade Update Update 2018.01.04 CU

Explorer Menu Replaced With Reporting Portal (continued)

	Action					
Select the Facility, Nurse Unit and Assign Type from the dropdown options.						
Discern Prompt: 1	_RPT_SHIFT_ASSIGNMENT:DBA - 🗖 🗙					
Output to File/Printer/MINE:	MINE 🗸 🖻					
Facility:	✓					
Nurse Unit:	✓					
Assign Type						
Start Date/Time?						
End Date/Time?						
End Date/ Time !						
	Execute Cancel					
Return to prompts on close of	of output					
Ready						
Click the Execute button at	t the bottom of the screen.					
	Reporting Portal – – – ×					
Reporting Portal 📓 Shift Assignment 🗙	······					
Run Date/Time: 02/	10/2019 11:43 Shift Assignment Report orth Hospital 02/10/2019 11:35 to 02/10/2019 11:37					
Nurse Unit: CNB5/ Assign Type: Nursin	A-B Ig					
Room/Bed Patient	Name Assigned Personnel Room/Bed Pa					
Click the Drint icon in the t	on latt corner of the screen					
Click the Print icon in the t	top left corner of the screen. for printing details.					
Click the Print icon in the t <i>The Print window displays</i> Click the OK button.	for printing details.					

Continued on next page



Explorer Menu Replaced With Reporting Portal (continued)

Step		Actio	on					
9	Click the Reporting Portal tab to return to the Reporting Portal	Reporting Portal – 🗆 🗙						
		🖨 Cerner		Applications 🔻	Welcome: Nelson, Marir	na Kendra, RN Sett	iings Help /	About
	The executed report displays under the Recent Reports menu.	Reporting Portal		Q a	ssign			×
		=	All Reports (8)	My Favorites (1)	Ŧ			С
		Filters	Report Name 🔺		Categories	Source	Favorite	
		✓ Source ☑ All □ Public (8/1762)	Provider Group Assig	nments Audit	Application Support	Public	\$	^
		> Categories	Remove Provider Ass	ignments > 48	Emergency Department	Public	\$	
10	Click the Star next to the report	Recent Reports Shift Assignment	Shift Assignment		Managment	Public	$\dot{\Delta}$	
	to save to My Favorites.		Shift Assignment		Nursing	Public		
	For future needs, the Shift		Description:	Suggested Report User:	Reporting Application:	Ru	in	
	accessed from the Recent			Suggested Report Frequency:	Alternate name: 1_RPT_SHIFT_ASSIGNM	Run in Ba	ckground	
	Reports menu, or from the My			Support Reference Number: 9514353	ENT:DBA	View Prev	rious Run	
	Favorites tab.		Path: Published / Nur	sing				
			Tracking List Assignm	nent Copy	Emergency Department	Public	☆	~
								P1558
							1	

Additional Reporting Portal Reports Available

Search for 'dot' to access the Dot Sheet Report IMM for a specific facility/unit.



Continued on next page

Clinical IS Special Edition Code Upgrade Update Update

Additional Reporting Portal Reports Available (continued)

Search for 'census' to access the Census Report – Nurse Unit for a specific facility/unit.

≥		Reporting Portal			- • ×
Reporting Portal 🛐 Shift Assignment 📑 Dot	: Sheet Report IMM 🛛 🛐 Ce	ensus Report - Nurse Unit			
😂 Cerner		Applications 🔻	Welcome: Nelson, Marir	na Kendra, RN Settings	Help About
Reporting Portal		۹ د	ensus		×
≡	All Reports (83)	My Favorites (0)	Ŧ		C
Filters	Report Name 🔺		Categories	Source	Favorite
✓ Source ☑ All □ Dublic (82(1762))	Census Report - Inpa	tients by Facility	Registrations	Public	☆ ^
Categories	Census Report - Neu	rologist Attendi	Registrations	Public	☆
Recent Reports Census Report - Nurse Unit	Census Report - NUn	it Last 30 Day S	Registrations	Public	
Dot Sheet Report IMM Shift Assignment	Census Report - Nui	rse Unit	Registrations	Public	☆
	Description:	Suggested Report User:	Reporting Application: CCL Alternate name:	Run	
		Suggested Report Frequency:		Run in Backgr	ound
		Support Reference Number: 9502373	CHP_CENSUS_RPT:DBA	View Previous	s Run
	Path: Published / Reg	istrations			
	Census Report - Nurs	e Unit Care Mg	Registrations	Public	☆ 、
	<u> </u>				P1558