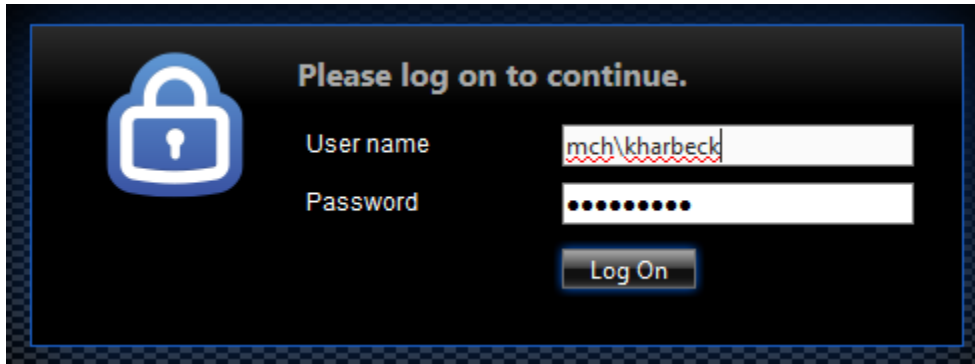


View Only

Log In From ECHD

1. <https://access.echd.org/vpn/index.html>



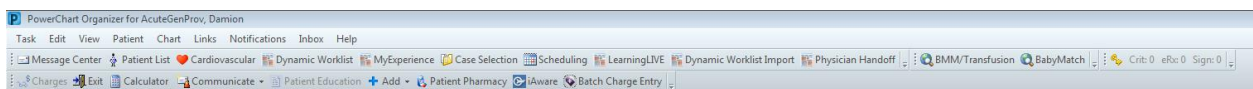
2. In the User name field, type **mch/** followed by your network username; then press [Tab] Type the patient's last name, first name in the **Name** field; then press [Enter].
3. Then type your network password; then click **Log On**.
4. If needed, install the Citrix Receiver.
5. Click the PowerChart icon.
6. Click **OK** to open with Citrix Connection Manager.
7. Log on using your credentials and password.
8. Click **OK**.

Navigate PowerChart

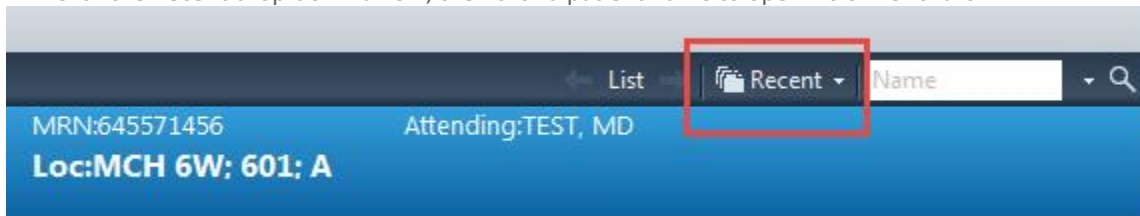
From the Message Center screen in PowerChart:

1. Review the toolbar.

Note: This toolbar contains buttons for the most common tasks, and is customizable.



2. Click the **Recent** drop-down arrow; then click a patient name to open his or her chart.



Note: In the patient's chart, the left pane allows you to navigate to different sections. The right pane updates based on your selection on the left.

3. Click the **X Close** button on the patient's tab to exit the chart. You return to the Message Center screen.

Search for a Patient

From the Message Center screen in PowerChart:

1. Type the patient's name in the **Name** field; then press **[Enter]**.

2. Click the correct encounter after verifying that you selected the correct patient using at least three identifiers.

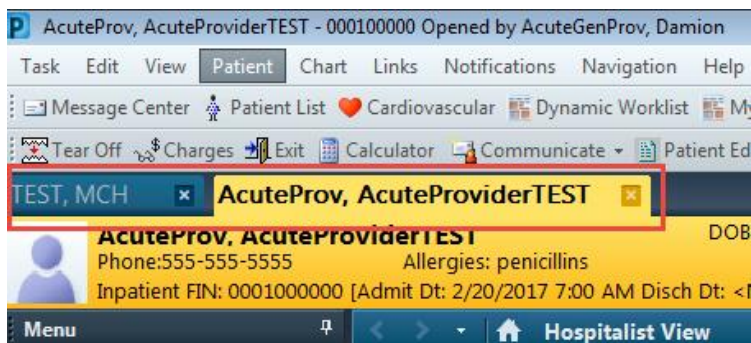
EMPI	MRN	Name	Sex	DOB	Age	SSN	Address	Phone
000100000	000100000	AcuteProv, AcuteProviderTEST	Male	05/01/60	56 Years		555 Elm St	555-555-5555
000100001	000100001	AcuteProv1, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100002	000100002	AcuteProv2, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100014	000100014	AcuteProv14, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100019	000100019	AcuteProv19, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100013	000100013	AcuteProv13, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100023	000100023	AcuteProv23, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100018	000100018	AcuteProv18, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100010	000100010	AcuteProv10, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100011	000100011	AcuteProv11, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100012	000100012	AcuteProv12, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100022	000100022	AcuteProv22, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100015	000100015	AcuteProv15, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100016	000100016	AcuteProv16, John	Male	05/01/60	56 Years		555 South St	555-555-5555
000100017	000100017	AcuteProv17, John	Male	05/01/60	56 Years		555 South St	555-555-5555

FIN	Facility	Location	Enc Type	Med Service	Est Arrival Date	Reg Date	Disch Date	Attending Physician
000100000	MCH	MCH 8C	Inpatient	Medicine-General	2/20/2017 7:00 AM	2/20/2017 7:00 AM		Attending MD, Test, AcuteGenProv, Aliza
000100010	MCH	MCH 8C	Clinic	Medicine-General	2/10/2017 7:00 AM	2/10/2017 5:00 PM		Attending MD, Test

3. Click **OK**. The chart displays.

Note: To open a second patient's chart while the first patient's chart is open: Click the **Recent** drop-down arrow; then click the desired patient. The patient's chart displays in a new tab.

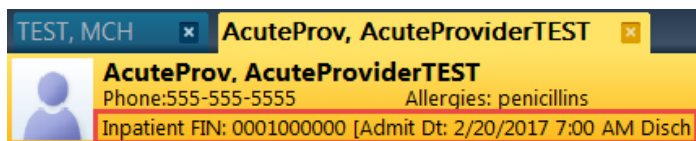
Note: You can have a maximum of two charts open at one time.



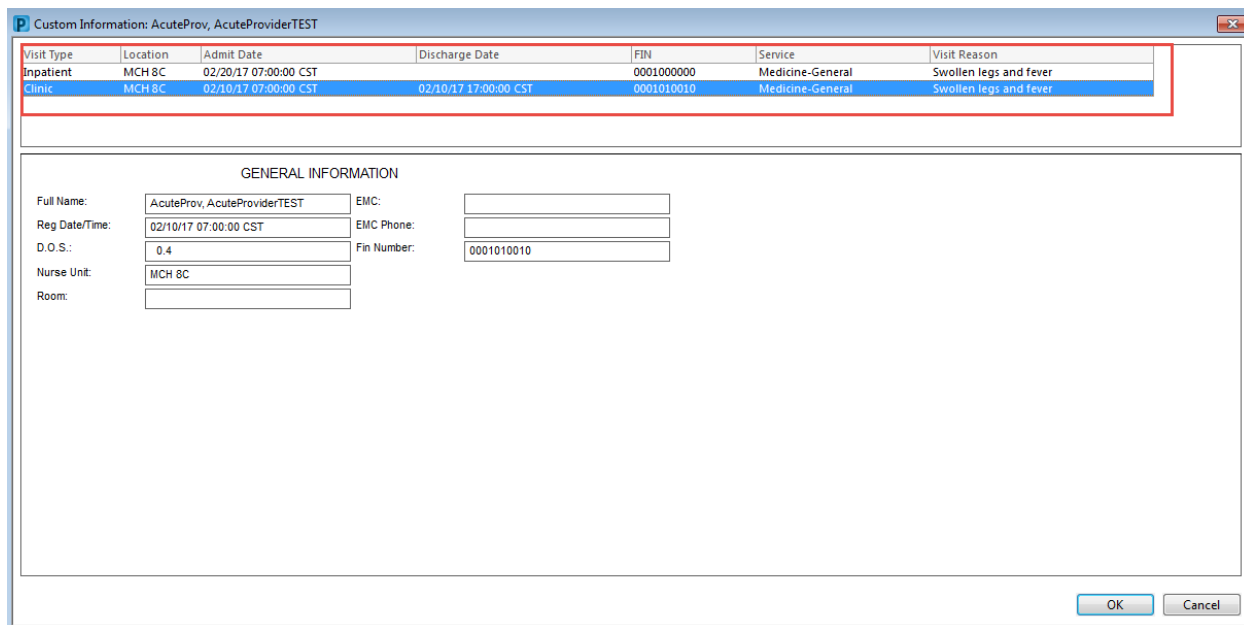
Change the Encounter

From the patient's chart:

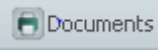
1. Click the **Inpatient Hospital FIN** link.

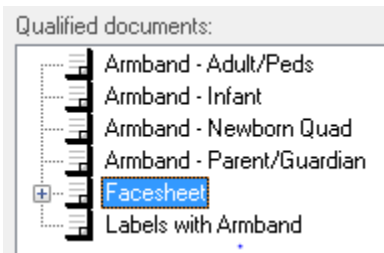


2. Click the encounter that you want to view.
3. Click **OK**.



Print Face Sheet - Demographic and Insurance Information

1. Click on **Documents** in the toolbar. 
2. Find Person by selecting the 'eye' icon.
3. Search for the patient.
4. Select the patient.
5. Find the correct encounter.
6. Choose the document type of **Facesheet**.



7. Click on the printer icon.
8. Select the your printer.
9. Click print.

Print Results

1. Navigate to the **Results Review** menu on the left.
2. Select the appropriate results tab for lab, images, etc.
3. Click Print icon on the top right.