

Setting up your new PowerChart Account

Double click on the NEW PowerChart icon.



Enter in the username you have been given in lower case.

Your password is the same as your username.

The domain is Prod and is dithered – you can't type in this field.

Click OK or hit Enter on your keyboard.

A screenshot of the Cerner Millennium login window. The window has a blue background with binary code. The title bar is not visible. The main content area contains the Cerner Millennium logo at the top left. Below the logo are three input fields: 'User Name' with a dropdown menu showing 'gtesting', 'Password' with a masked field, and 'Domain' with a dropdown menu showing 'Prod'. At the bottom are 'OK' and 'Cancel' buttons. A small copyright notice is visible at the bottom left.

The next screen has 3 fields:

1. Old Password is the one you entered in above (your username).

2. New Password is one you make up. It has to be at least 7 characters long.

3. Retype the Password you just made up for verification.

Click OK or hit Enter on your keyboard.

A screenshot of the 'HNAM Password Expired - GTESTING, CERT' window. The window has a blue background with binary code. The title bar shows the window name and a close button. The main content area contains the Cerner Millennium logo at the top left. Below the logo are three input fields: 'Old Password', 'New Password', and 'Retype Password'. At the bottom are 'OK' and 'Cancel' buttons. A small copyright notice is visible at the bottom right.

When PowerChart opens, verify that your name appears along the top of the PowerChart Organizer and that it is spelled correctly.



If you have any questions please contact your unit SuperUser.

Security Reminder -- Logoff When Finished

Log-off of PowerChart at the end of
each session.

Do NOT leave PowerChart open
when you walk away.

It is a violation of UHS policy if an
application with access to patient
information is left un-attended.



Security Reminder – Accessing Patient Information

Do NOT access patient information outside of your clinical responsibility. It is a violation of Federal Law and UHS Policy to access patient information outside of your clinical responsibility.




Change to PowerChart – Time Outs for Inactive Sessions & Suspend Function

- Un-used PowerChart sessions will timeout after 10 minutes of inactivity.
- If called away from an active session, use the “Suspend” function to freeze/lock your PowerChart application. A frozen session will remain active for 20 minutes.
- These changes will be effective 1/15/07.



Location of the “Suspend” function in Powerchart

The Suspend Icon  allows you to quickly lock powerchart and prevent others from using your powerchart login if you need to step away for a short time but plan on returning shortly. It is available in the organizer and in the patient’s chart.

Organizer View



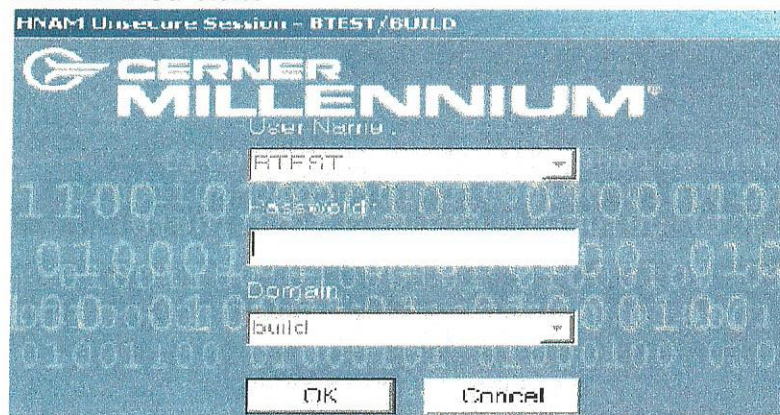
Patients Chart View



Upon clicking the Suspend Icon, the application minimizes and sits on the task bar at the bottom of the screen.



To open the dialog box and sign back in Left click on the minimized title.



The suspend dialog box retains your user name but requires your password to log back in. After entering your password, it restores powerchart to the window you were viewing before you used the suspend function.