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.

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.

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.

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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.
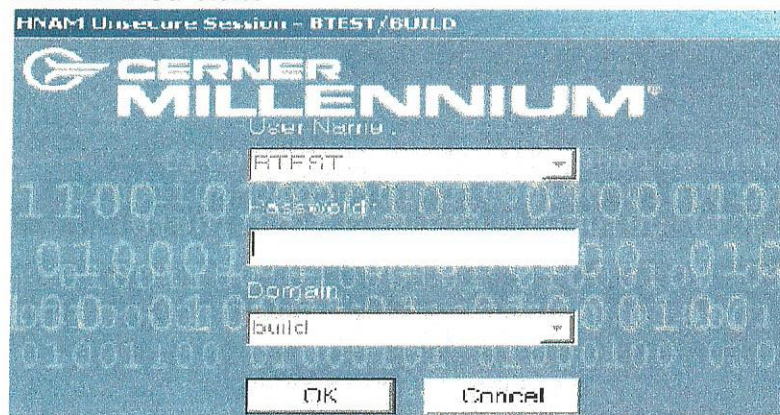
Organizer View

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.