

Document No - Ref 143

Version Number – 3.0

Setting a Resource and Loading a Clinic List in Powerchart

	From within the	is correct							
1.									
		4 4/	April 2018						
2	Click on the drop down arrow by No Resource Selected								
Ζ.	Patients for: No Resource Selected -								
	In the search field type in the name of the resource								
3.									
	Sector Hand								
	You will then see a list of possible resources click in the square box by the relevant resource								
4.	4.								
Q									
	RD8 Hand Practitioner 1								
Click on Apply									
5.		_							
			Apply						
6		Your clinic li	st will be displayed	d.					
0.	09:15 15 mins	69 Voors Forsolo	Hand Therapy New	Contirmed	NUCES				
	09:30 30 mins	No appointments							
	10:00 20 mins	MATTHEWS, JEAN 69 Years, Female	Hand Therapy New	Confirmed	C.				
	10:20 20 mins	SALT, ZAREENA 69 Years, Female	Hand Therapy New	Confirmed	C.				
	10:40 20 mins	ANDERSON, SIMONE 69 Years, Female	Hand Therapy New	Confirmed	4				
	44.00	HARRISON, SUSAN		- ^ ·	51				
	To mark somone as attended,	click in the status	column of your pa	tient, then on o	confirmed and choose -				
7.	,	C	Check in.	,					
	You can also mark this in sev	/eral other statuse	s. For example 'Di d in and in the rea	d Not Attend' o	or 'Seen By Physician'				
	when they are checked in and in the room with you.								
	68 Years, Fena 10:20 20 mins SALT, ZAREE	NA Hand Therapy New	Confirmed	14	Wand Therman May HARRYS, EILEEN MELLOR, ANNE Wand Therman May And Therman Manual TAYLOR, ANDREA GRAY, SHARON Mand Therman Manual				
	09:15 15 mins SHAW, ALVS 68 Years, Fema	DN Hand Therapy New	Confirmed 📑	15	Look room in the Subscription in the				
	15:00 15 mins SIMPSON, EI 68 Years, Ferra	LEEN Hand Therapy New C	told ancel	17					
	09:00 15 mins 58 Years, Fema	ATL Hand Therapy New Co	Did Not Attend Check In Check Out	18					
	14:30 15 mins TAYLOR, AND 68 Years, Fema	REA Hand Therapy New	Confirmed	20					
Click the Offer tab and in the vallow bay, select Ves/No. Now elick OK									
8.	Click the Offer tab and in the yellow box, select res/No. Now Click OK.								

	8	Check In					
	Na	ame: SHAW, ALYSON	MRN: 511504 D0B: 29/0ct/49				
		SHAW ALVSON General Offer Summary Details Orders Guideling	Notification Conversion Summaries Interaries Locks Flinibility Bookir (
		Hand Therapy New Encurren Type: Patient Animed on Time: Dupparent Present Total					
		J L	OK Cancel				
	_			1			
0			tiont and such as the second				
9.	Ch Ch	eck current listed details with p	atient and update if necessal	ry:			
		ion constant in					
	da Per Tool	sonal Demographics Service (PDS)					
	Rey	Review differences and undate needed changes.					
	۵	Birth Date: Oct 29, 1949 Deceased Date:					
		Local Person	PDS Person	•			
	Retain all local values		Retain all PDS values				
	Na	Names		-			
		Current Name:					
		Prefix: MRS	MRS				
		First: ALYSON	ALYSON				
		Effective Date: Apr 8, 1996 - Indefinite	SHAW Apr 8, 1996 - Indefinite				
	Ad	dresses		F			
		Home Address: MK University Hospital Charding May	MILTON KEYNES UNIVERSITY HOSPITAL				
		Milton Keynes	MILTON KEYNES	-			
		MK6 5LD	MK6 5LD				
		Effective Dates: Dec 27, 2017 - Indefinite	Effective Dates: Jul 8, 1988 - Indefinite				
	Ph	ones					
		Home Phone:					
		Effective Dates: Dec 27, 2017 - Indefinite	T				
			Update Back				
10.		Status will update as will the co	lour in the left hand column.				