Provider Rounds Report

User Support Guide

Presented by
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Information Services Training Department
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Support Guide

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Introduction

The Provider Rounds report uses a Patient List to consolidate a variety of inpatient data into one report that can be used when making rounds for note taking and reference.

Features

The selected Provider Rounds report will pull information available in PowerChart such as:

- Current medications
- Visit diagnosis
- Visit notes
- Recent results

The report works by consolidation available patient data into a report format for rounding purposes. Additional information can be added to the report via the use of PowerForms.

The following items can be added to the Resident Rounds report:

- Intern
- Diagnosis
- Diet
- Resp/IV
- Radiology
- Comments
- To do list

The following items can be added to the Attending Rounds report:

- Intern
- Diagnosis
- Comments

Patient Lists

Before you can run one of the rounds reports, you must first set up your Patient List, as they will serve as the foundational tool to assemble the targeted patient's information. Currently, you can only use the below Patient List types to run the rounds report:

- Custom Patient List
- Provider Group List
- Care Team List
- Medical Service List
- Location List

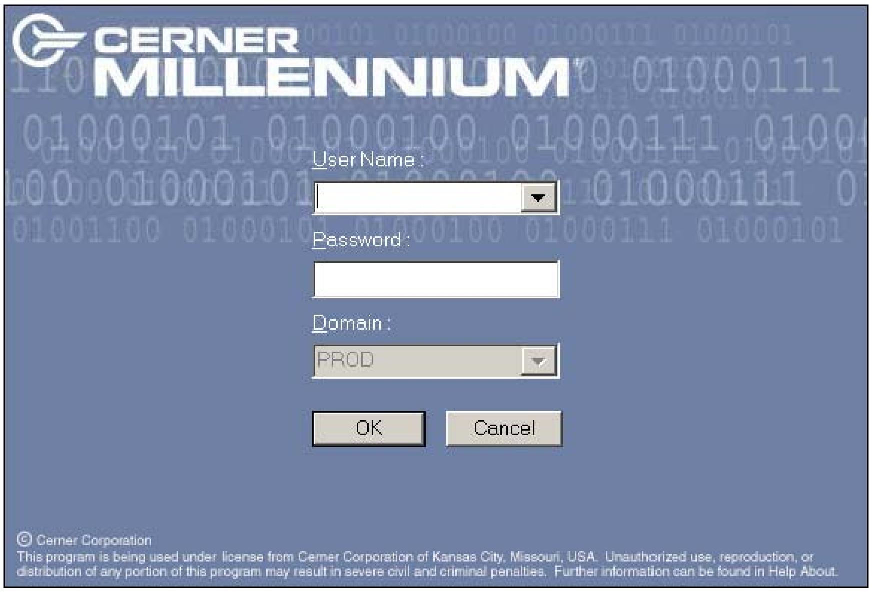
Steps to create a Patient List

1. Click on the *List Maintenance* icon 
2. Click the *New* button
3. Select the List Type and then click *Next*
4. Select the available list properties such as admission or discharge criteria and click *Next*
5. Enter the "name" of the list (50 character limit) in the designated field
6. Click Finish
7. Highlight the *Patient List* you created and move if to the Active Lists pane
8. Click *OK*

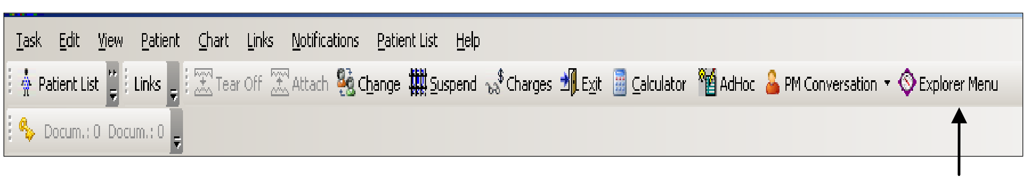
Only specific patient list types can be used to run the provider rounds report. The available lists are ***Custom Patient List, Provider Group, Location, Care Team and Medical Service*** list types.

Rounds Report Access

To access the Provider Rounds Report, you must first log into PowerChart. Enter your PowerChart user name and password in the designated fields on the sign on screen; click the OK button to log in.



You can access the available rounds report by selecting the Explorer Menu option from your toolbar. The Explorer Menu button may be located at a different location on your toolbar.



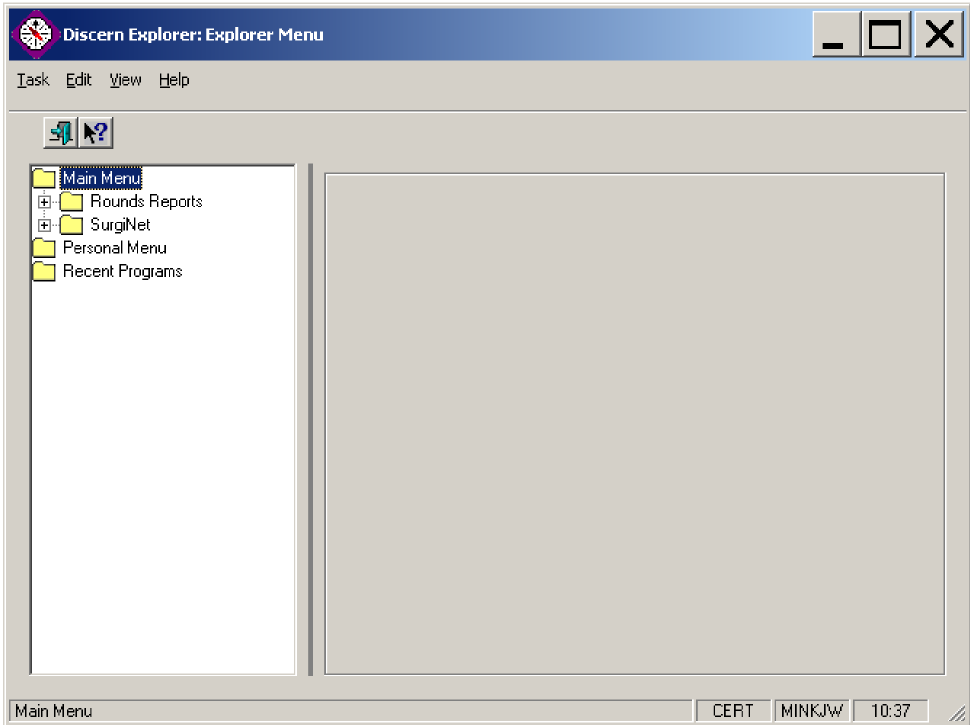
When the Explorer Menu button is selected, it will launch the window of the Discern Report Properties screen so that you can to select your rounds report properties.

If the toolbar has additional items, it will display a down arrow.

Click on the down arrow to display the other options on that section the toolbar. Click on the icon from the drop down menu.

Report Selection

After you have clicked on the Explorer Menu toolbar button, the Discern Explorer window will open for report selection.



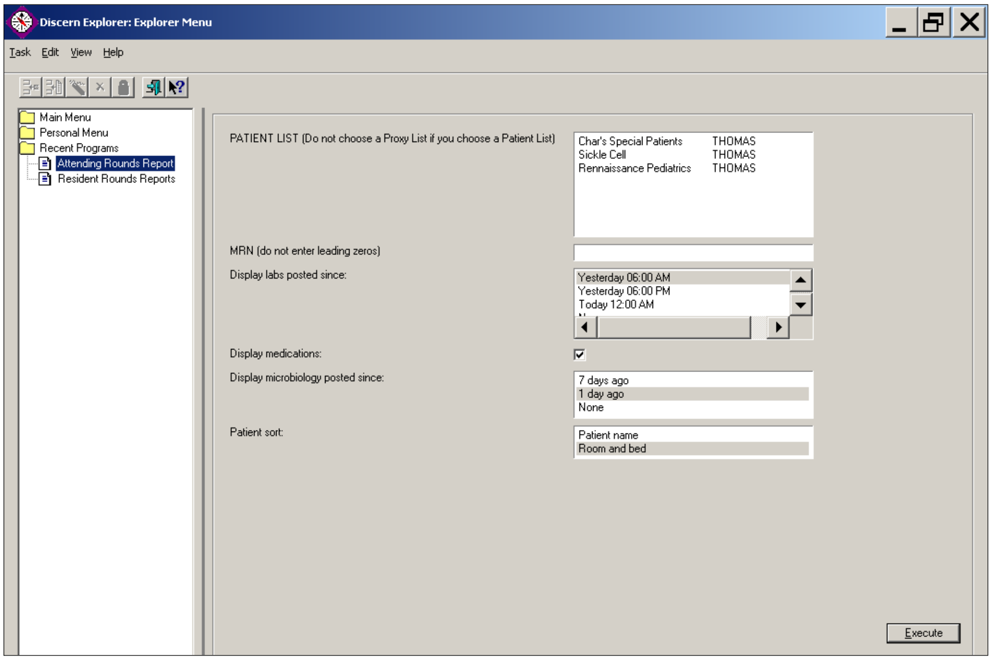
Steps to select a Rounds Report

1. Click the “Rounds Report” folder to expand the contents from the Main Menu
2. Highlight the report you want to generate
3. Select the desired criteria from the Discern Reports Properties screen

Once you have run a report, It will display under the Recent Programs folder.

Discern Report Properties Screen

When the Explorer Menu button selected, the report selection screen will display.



Steps to Generate a Rounds Report

1. Select the “rounds report” you would like to run from the *Main Menu*

2. *Highlight the Patient List* to use

3. Select the desired option to *“Display labs posted since”*

4. Deselect the checkbox to display medications to omit this information; the default setting includes medications

5. Select the *“Display microbiology posted since”* option

6. Select the desired *“Patient Sort”*

7. Click the *“Execute”* button

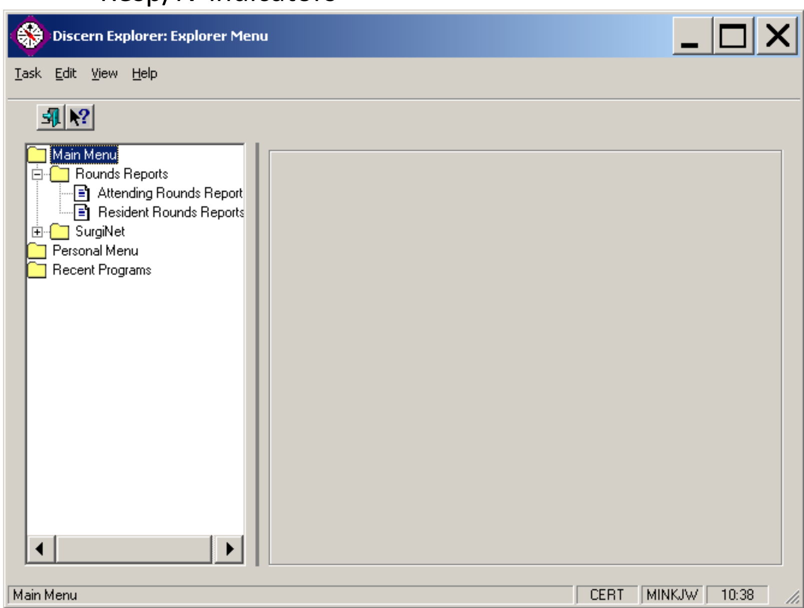
Once you have run the selected report, you will be able to select it from the “Recent Programs” folder.

Adding Report Information via PowerForms

The standard report will automatically display the patient's information that meets the parameters of selected Patient List. The default information includes diagnosis, visit notes, medication, and recent results. As a provider, you can use a PowerForm to add additional information to the report.

Depending on which report you select, you can choose a PowerForm to add additional information such as:

- To do list
- Intern
- Comments
- Resp/IV indicators



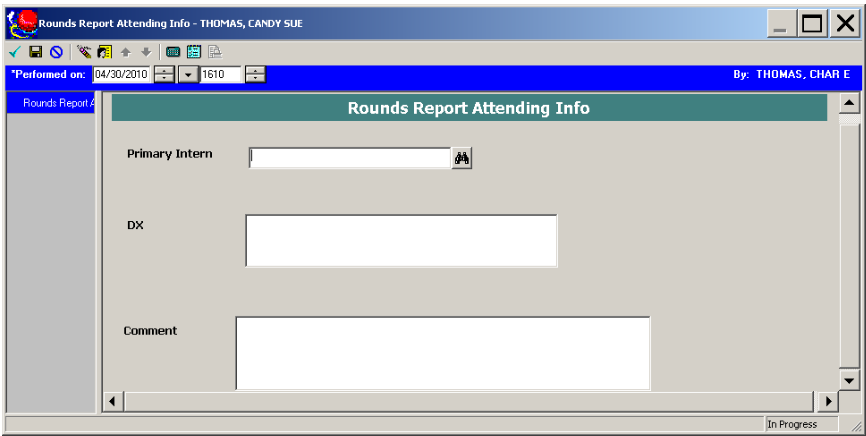
Steps to add information via PowerForm

1. Select *Ad Hoc* button on the menu bar
2. Enter the search criteria to retrieve your patient
3. Click on the *Physician* folder
4. Select the desired form from the displayed list
5. Click the *Chart* button

If the patient's chart is not already open, the Patient Search window will display for patient selection before displaying the selected PowerForm.

Adding Report Information via PowerForms

The information you can add to the Provider Rounds Report is dependent on the form you select.

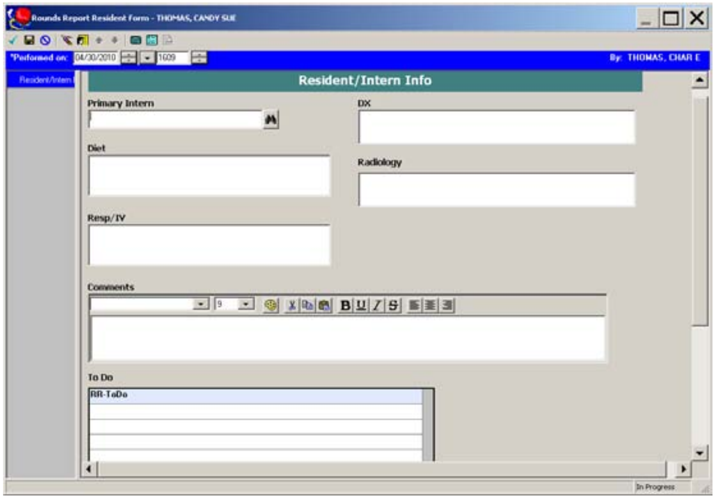


ATTENDING INFO FORM

Field	Description
Primary Intern	Enter the name of the provider. Click on the binoculars to search for the provider's name. This information will default in once entered each time the list is displayed or printed for the same visit. You can edit the field for subsequent printouts as needed to reflect the correct intern's name.
Dx	Freetext into the available field diagnostic notes for your reference to appear on the report. You can edit the freetext field as needed to reflect the current diagnostic notes each time you run the report as needed.
Comment	Freetext into the available field comment for your reference to appear on the report.

Information displayed in the freetext fields will appear separated by a semi colon if the <ENTER> key is pressed between entries.

Adding Report Information via PowerForms (continued)



RESIDENT/INTERN INFO FORM

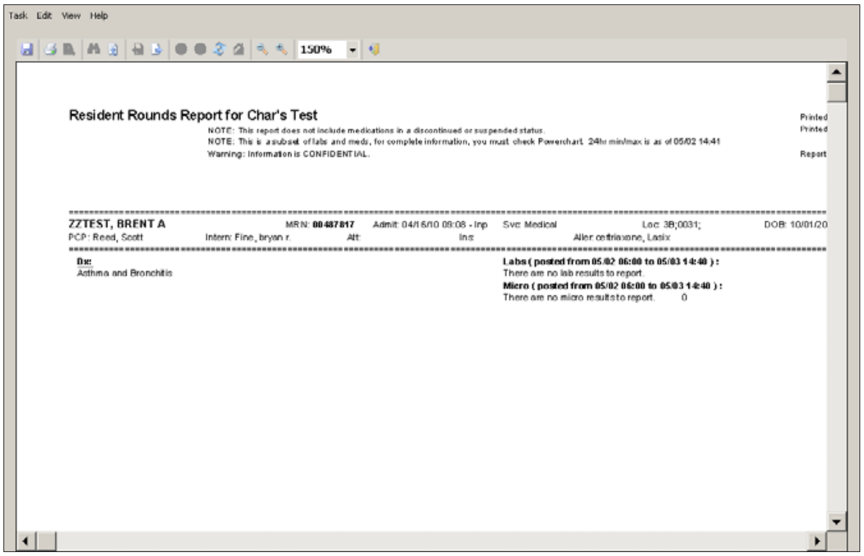
Field	Description
Primary Intern	Enter the name of the provider. Click on the binoculars to search for the provider's name. This information will default in once entered each time the list is displayed or printed. You can edit the field for subsequent printouts as needed to reflect the correct intern's name.
Dx	Freetext into the available field diagnostic notes for your reference to appear on the report. You can edit the freetext field as needed to reflect the current diagnostic notes each time you run the report as needed.
Diet	Freetext diet and nutrition information for your reference to appear on the report.
Radiology	Freetext radiology notes for your reference to appear on the report.
Resp/IV	Freetext respiratory and IV notes for your reference to appear on the report.
Comment	Freetext comments for your reference to appear on the report.
To Do	Document your "To Do's" in freetext format for reminders to appear on the report in a line-by-line format.

Information displayed in the freetext fields will appear separated by a semi colon if the <ENTER> key is pressed between entries.

Printing the Rounds Report

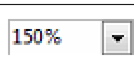
The Provider Rounds Report can be printed for your daily use once all information has been entered into the report for your reference.

To print the report, click on the printer icon located on the toolbar.



RESIDENT ROUNDS REPORT – ON SCREEN DISPLAY

TOOLBAR BUTTONS

Button	Description
	**Save -** Save As (local). Opens the Save As dialog box to save output as a local file on your PC.
	**Print** - Opens the Print dialog box to define print parameters.
	**Refresh - Refreshes** the web page currently displayed.
	**Zoom Out -** Opens the Print dialog box to define print parameters.
	**Zoom In -** Scales the window 25% larger.
	**Custom Zoom -** Manually specify the current zoom level by clicking on the down arrow.
	**Close -** Closes the Output Viewer window.