How to Perform Chart Check of Electronic Orders

These view and filter options must be used to be able to see all the order changes to a patient chart: new, modified, canceled or discontinued. You can change the view to other options when you are not performing chart checks.

1. Open the PowerOrders section and view the Orders tab.

2. Click on Customize View.
   a. Click on “Last Updated” under the Available columns.
   b. Click “Add” in the middle between the 2 upper boxes.
   c. Click on “Last Updated” under the Selected columns.
   d. Click on the up arrow on the right hand side and move the “last updated by” above “Details”.
   e. Click on “Group orders by” and select “None”.
   f. Click on “Sort orders” and select “Last Updated”.

![Customize View](image)
3. Click on drop down window for filters to change to “All Orders (All Statuses)” (this will display your electronic orders just like a paper chart-the oldest order will be at the bottom and the newest order at the top”

4. Look back through the orders until you find the last “Chart Check Performed” order and make note of the time and date for the Chart Check.

5. Look over all the orders starting at the chart check and review them until the current time.

6. Click on Add Order and type in “Chart” which will bring up “Chart Check Performed” in the window.

7. Click on “Chart Check Performed” and click done in the add order window.

8. Type in the Start date and time and End date and time into the order details for the Chart Check Performed order.

9. Sign the order. Click on the refresh icon. The Chart Check Performed order will display at the top of the orders section with a status of Complete.
10. You only need to do the above steps once. On subsequent days, you can change your view to perform a chart check by clicking on Customize View, then choose “Group Orders by: None” and “Sort Orders by: Last Updated.” This will give you the same view as the steps above.

How to Review your Orders

1. You can review orders from the PAL or from the Orders tab in PowerOrders.
2. From the PAL, double click on the eyeglass icon for the patient.
3. From the Orders tab, click the Orders for Nurse Review at the bottom of the screen.
4. If you opened the review from the PAL, an Orders window opens displaying the orders for notification and review. After looking at the orders in this window, click on the apply button. If reviewing from the orders tab, this first orders window does not display.

5. An orders review window opens with all the orders seen in the previous window, which had eyeglasses in front of the order line. Maximize this window for a better view by clicking the button with a box in the upper right corner.

6. Click the Select all button at the bottom to uncheck all the orders in the window.

7. Carefully look at each order in the window. As you look at each order (review and note as needed on the MAR or other documentation), put a check in the box in front of that order.

8. When you finish checking all the orders, click on the review button in the bottom right corner. If you are not completely finished and need to leave the computer, you can still click review. It will apply your review only to the items you have checked.

9. A signature validation box will open in which you must place your password. Click sign. This attaches your electronic signature to the orders you have reviewed.

10. If you have reviewed all the orders available at this time, the window will be empty and you can close it by clicking the X in the upper right corner.

11. If the window is not empty, you have more orders to review. You may have missed one in your review, a new order may have been entered during the time you were reviewing, or pharmacy may have modified an order during the time you were reviewing. After all orders are reviewed, the eyeglass icon will no longer be visible. If new orders are placed on your patient, eyeglasses will pop up to let you know of the new orders.