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Accessing iCentra

The way in which you access and login to iCentra depends on the method your office uses to access Intermountain Healthcare applications.

If your clinic staff needs clarification on how to access iCentra, please call 800-713-5020 or e-mail hcoif.support@imail.org for detailed instructions.

Opening PowerChart

When you have logged into iCentra, the icons for the applications you have access to appear.


Finding and Selecting a Patient

There are two ways to find a patient from PowerChart’s Patient List view. You can select a patient from the Patient List, or you can use the patient Search box to find and then select the patient you need.

Selecting a patient on the Patient List:

1. Find the patient name you need in the patient list. You may need to scroll through the list.
2. Double-click the patient name. The Patient Summary view opens with the selected patient’s information.

Searching for a patient:

1. Click the patient Search box (see Figure 2, on the following page).
2. Type the last name of the patient you need and press Enter. The Patient Search dialog opens.

3. Find the patient you need in the results list. If the patient you need is not listed, enter more search parameters in the fields on the left side of the window and click Search (see Figure 4, on the following page).
4. Click the name of the patient you need in the list of patients in the top right list box. The patient’s encounters appear below the patient list.

5. Click the encounter you need to review. To ensure that the billing is correct, it is very important that the correct visit (i.e., encounter) is selected.
6. Click OK. The selected patient’s chart opens in the Patient Summary view.
Navigating the Patient Summary View

When you select a patient and the patient’s encounter on the Patient Search window, the Patient Summary view opens in PowerChart. The Patient Summary view has two tabs: Demographics and Summary.

You can find the patient’s demographic information and his or her insurance information on the Demographics tab. Use the Summary tab to find patient documents, labs, pathology reports, microbiology reports, and imaging documents.

Each tab contains several sections of patient information. A section can be contracted or expanded. You can also change the color theme of the section. When you open a view, the sections are expanded or contracted according to their default settings.

Contracting and Expanding a Section

A section may open in the contracted or expanded view according to the section’s default selection. You can manually contract or expand any section.

1. Click the Up arrow to contract a section.

2. Click the Down arrow to expand a section.
Changing a Section's Color Theme

If you want to color code the sections of a view to create visual reminders of what is in a section, you can open the sections settings menu and select a color theme.

1. Click the section's settings menu icon.

2. Click Color Theme.

3. Click the color that represents the theme you want to apply to the selected section. The section’s color changes to the selected theme.
Selecting a Section's Default Contracted or Expanded Setting

1. Click the section’s settings menu icon.

2. Click Default Expanded to change the default selection. If there is a check mark on the right side of Default Expanded the section will open in the expanded view. If there isn’t a check mark on the left side of Default Expanded the section will open in the contracted view.

Refresh

Click the “___ minutes ago” link to refresh the patient’s chart. The link lists the number of minutes since the last time the screen was refreshed.
Navigation Tips

- When you open a different view from the Patient Summary view, you can click the back arrow on the view’s title row at the top of the content pane to return to the Patient Summary view.

- When you open a different view from a Patient Summary view, you can click Patient Summary in the Menu on the left side of the window to return to the Patient Summary view.

- When you open a different view from a Patient Summary view, you can click the Recent Views down arrow to open a list of the views you have recently opened. Click the name of the view you want to open.

- You can use the Recent Patient list to quickly select a patient whose chart you recently viewed.
Demographics Tab Sections

You can find the patient’s demographic information and his or her insurance information on the Demographics tab. The Demographics tab has five sections:

- Registration Information
- Health Plans
- Relationships and Contacts
- Visits (i.e., encounters)
- Providers

Here’s an example of the Demographics tab view that has had color themes applied to each section and all the sections set to open expanded.

Figure 6: Sample Demographics Tab
The patient Demographics bar under the patient’s name tab lists the patient’s name and contains summary patient information. If you have more than one patient chart open, each patient Demographics bar is a different color.

Be sure to verify that you have selected the right patient by looking at the patient Demographics bar. Is the name right, is date of birth correct, or does the FIN number match? **Be sure you have selected the right patient.**

**Figure 7: Sample Demographics Bar**

The **Registration Information** section of the **Demographics** tab is on the left side of the view. It contains the patient’s name, age, date of birth, address, employer, ID numbers and other miscellaneous information. You may need to scroll through the section to see all of the information.

**Figure 8: Registration Information**
Health Plans

Go to the Health Plans section on the Demographics tab to review the selected patient’s insurance information. The Health Plans section lists each insurance policy that the patient uses. Each insurance section starts with a header row that tells you the name of the insurance and if it is a primary or secondary insurance policy.

Figure 9: Health Plans

![Health Plans Section](image1)

Relationships and Contacts

You can find the patient’s emergency contacts, family members, and guarantors in the Relationships and Contacts section. Place your mouse pointer over a name that has blue colored text to display a text box that contains demographic information for that person. If there is a long list of family members, you may need to scroll through the section to see all of the information.

Figure 10: Relationships and Contacts

![Relationships and Contacts Section](image2)
**Visits**

You can review the patient’s visits (i.e., encounters) in the Visits section. The lists the number of visits the patient has had after the word Visits in the title row of the section. The date of the encounter you selected is listed in the header row too. You may need to scroll down to see all of the visit information.

*Figure 11: Visits*

![Visits Image]

**Providers**

The Providers section lists the patient’s Primary Care Physician, the attending physician if there is one, and any other physician that is assigned to the patient’s case. Click the right triangle that is on the left side of a description to expand a contracted list.

*Figure 12: Providers*

![Providers Image]

**Summary Tab Sections**

Use the Summary tab to find patient documents, labs, pathology reports, microbiology reports, and imaging documents. The Summary tab has five sections:

- Documents
- Labs
- Pathology
- Microbiology
- Imaging
Documents

The Documents section lists the selected patient’s clinical notes, visit notes, permission forms, etc. If you want to filter the documents that are listed in the Documents section, click the down arrow to open the filter list and select the filter you want to use.

Click a document title to open the Document Viewer window with the selected report. Click the Close icon when you are finished.

Figure 13: Documents

Labs

Expand the Labs section to see a list of the patient’s lab test results. You may need to scroll through the list if the patient has a long history of labs.

Figure 14: Labs

Pathology

The Pathology section lists the patient’s pathology test results if there are any.
Microbiology

The Microbiology section lists the patient’s microbiology test results if there are any.

Imaging

The Imaging section on the Summary tab lists the patient’s Imaging reports for visits that fall within the selected filter’s date range. Imaging documents can be about X-rays, CT scans, Ultrasounds, or any other diagnostic images.

Click a document title to open the Document Viewer window with the selected Imaging report. Click the Close icon when you are finished.

Figure 15: Imaging

Viewing Imaging Documents

You can view scanned documents and from within PowerChart.

To view scanned encounter and patient level documents from PowerChart:

1. Open PowerChart and select a patient.
2. Click Notes in the Menu on the left side of the Patient Summary window. The Notes view opens with a list of the patient’s scanned documents on the left. Double-click a folder to expand the list and then select the document you want to view.
3. Or click the Patient menu and select View Images. The Document Image dialog box opens. Double-click a folder to expand the list and then select the document you want to view.

To view order images from PowerChart:

1. Select a patient using the PowerChart patient search box.
2. Click Orders in the Menu on the left side of the Patient Summary view.
3. Right-click and then select Order Information. The Order Information window opens.
4. Click the Document Image icon. The Document Image window opens with the patient’s order level images.