

Timeframe Selection & Establish Relationship

PowerChart

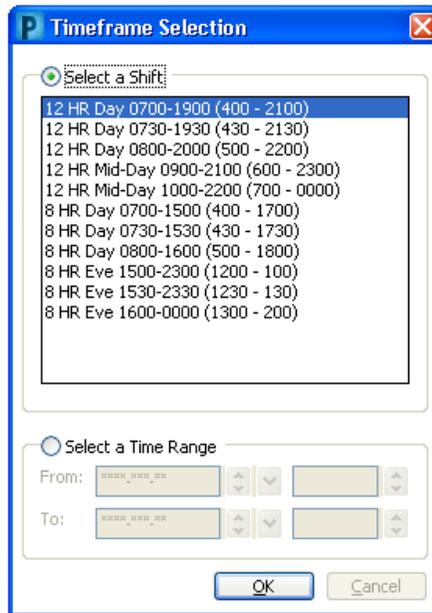
Selecting/Changing the Shift

Before accessing the PAL you will need to select a predefined Time Frame. Information for shifts in progress, or shifts that have not yet begun, can be displayed in PAL. The timeframe selection window can be selected three ways.

1. The Timeframe Selection window will automatically display once you log in. Choose the timeframe that is appropriate for your work day by

- Highlighting a shift from the list See example below.

Note: If you are working a shift other then the listed options (4 hours), choose a shift that encompasses the hours you are working



Note: DO NOT CHOOSE SET DEFAULTS FROM THE OPTIONS MENU

Once the defaults have been set, the end user will not be able to adjust their timeframe selection, this would require the system administrator or IT personnell to reset the time frame selection.

Establishing a Relationship

The Establish Relationship window is displayed:

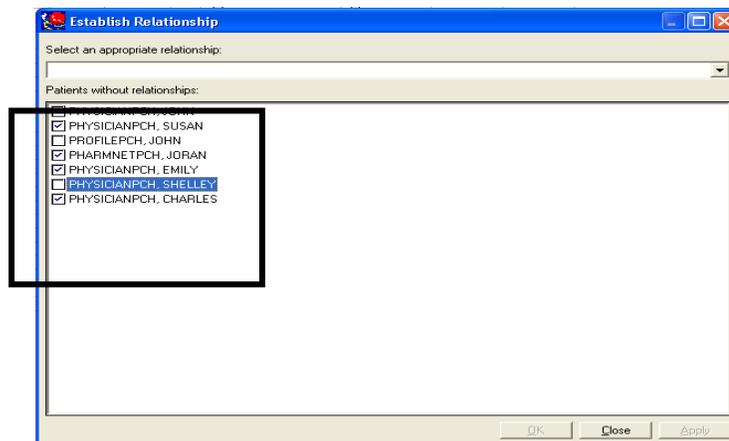
- the first time you use the PAL
- as new patients are added

When prompted to establish a relationship with a patient, complete the following steps:

1. In the “Select an Appropriate Relationship” box, select a relationship type from the drop down list.



- A check box is displayed to the left of each name.
- The system defaults to selecting all the patient names on the list
- You may deselect a patient name by clicking the check box. You may select or deselect more than one patient before clicking OK.



2. Click OK. The PAL is displayed.