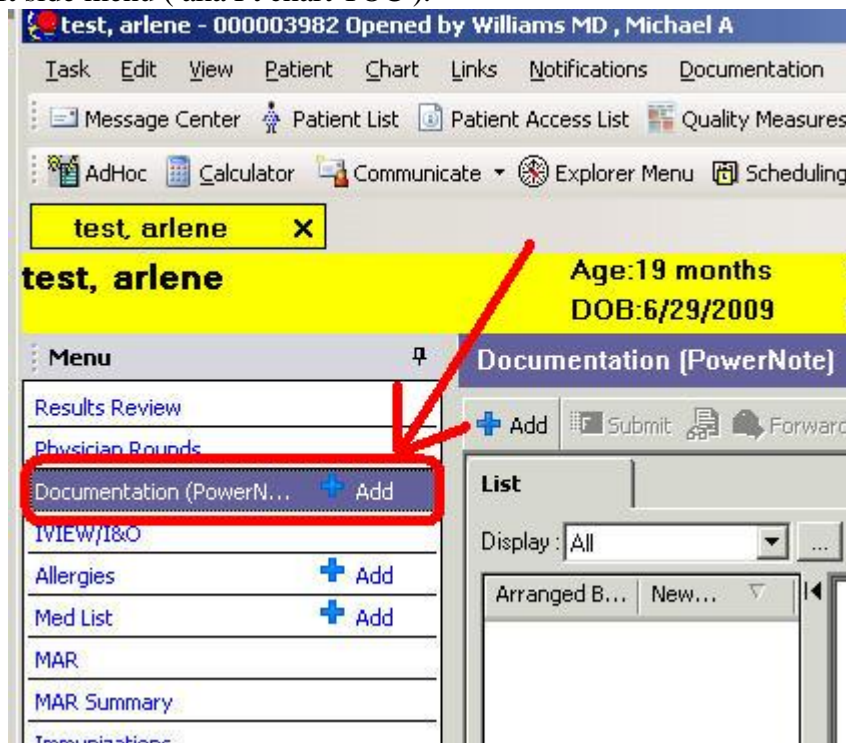## PowerNote PC Settings

All Acute Care PowerChart end users should have these settings. Follow these directions to set them up.

1. After logging into PowerChart, search for and select any patients with the last name "test".
2. Once the "test" Patient's chart opens up, select the "documentation" option from the left side menu (aka Pt chart TOC).
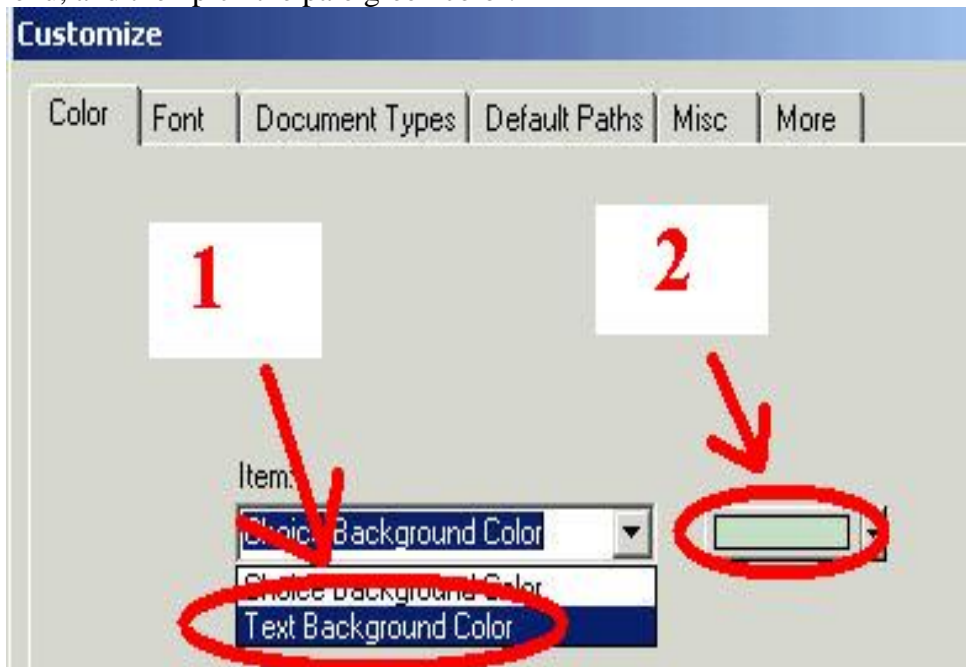

3. Now click on the "Add" button, then left click on the "New Note" tab header.
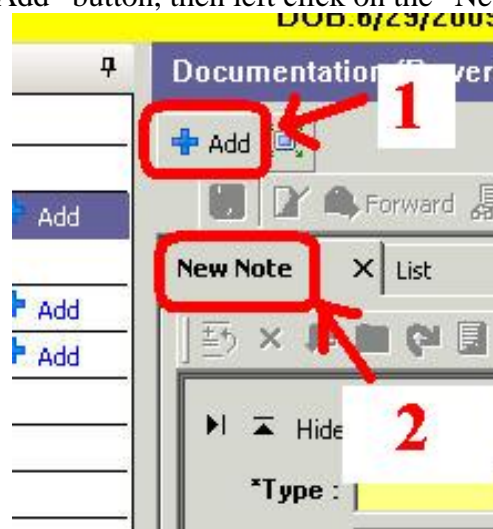
4. Next left click on the "View" menu option from the very top of the PowerChart window. Then choose "customize".
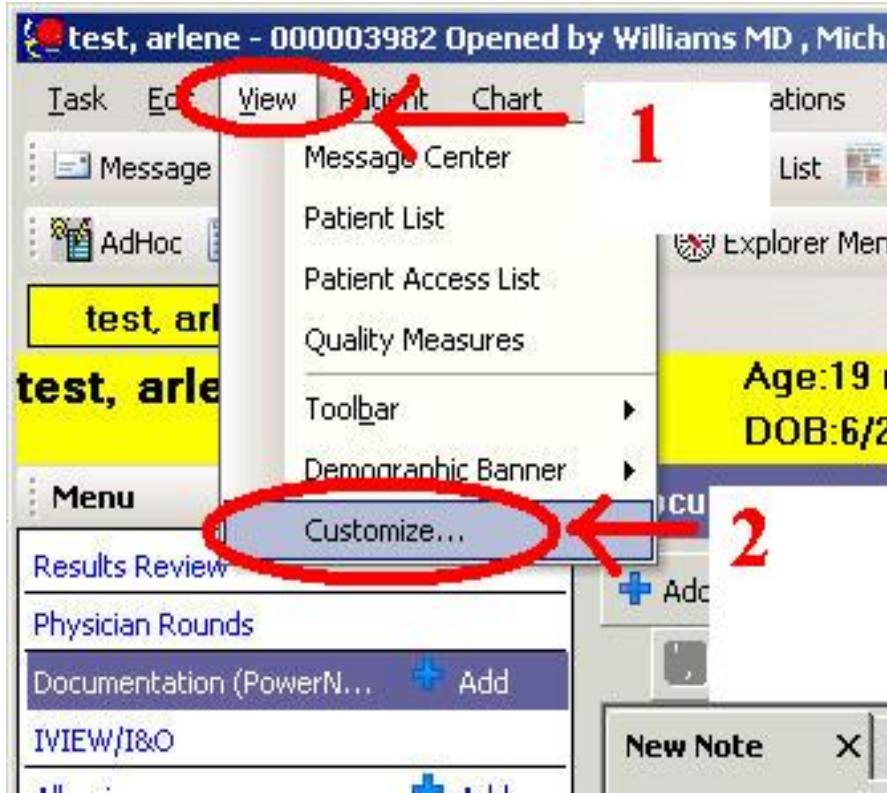

5. In the "color" tab, left click on "text background" color from the drop down menu, and then pick the pale green color.

6. The approved MCCG Note Types are **Bedside Procedure Note, Consultation, Discharge Summary, Discharge Note, Event Progress Note, History & Physical, Operative Report, Progress Notes, Transfer Summary, Peds Attending ICU Progress Note, Peds Attending Progress Note, Peds ICU Progress Note, Peds Progress Note, and Peds Transfer Summary** click on the "Document Types" Tab, and make the selections from the list above. To add a document type from the left column to the right, left click on the document type and then choose the single arrow pointing to the right.
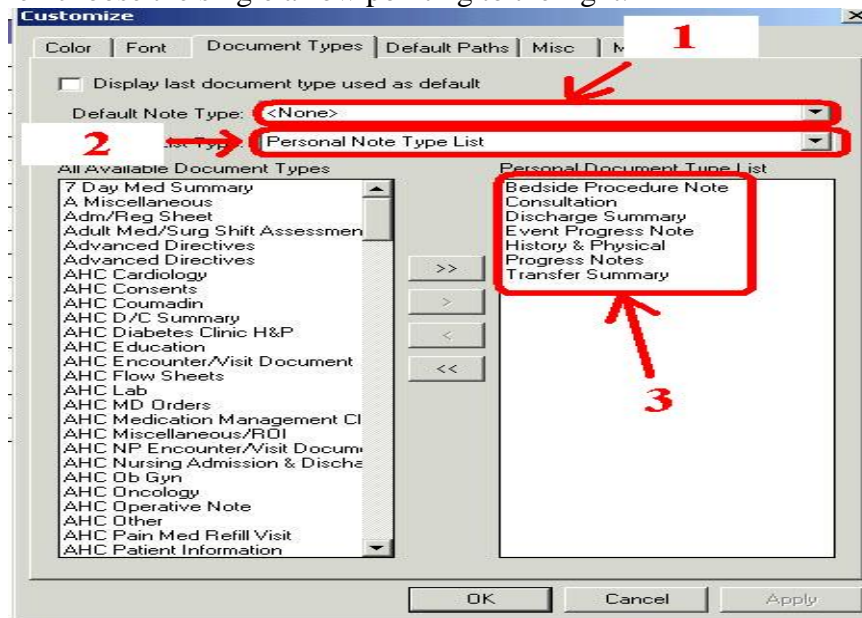

7. Then Left click on "Apply".

8. After this click on the "More" tab and deselect "Run spell checking automatically before…". Also left click on the drop down menu next to the "What box Enter behavior" and left click on "Create new line".
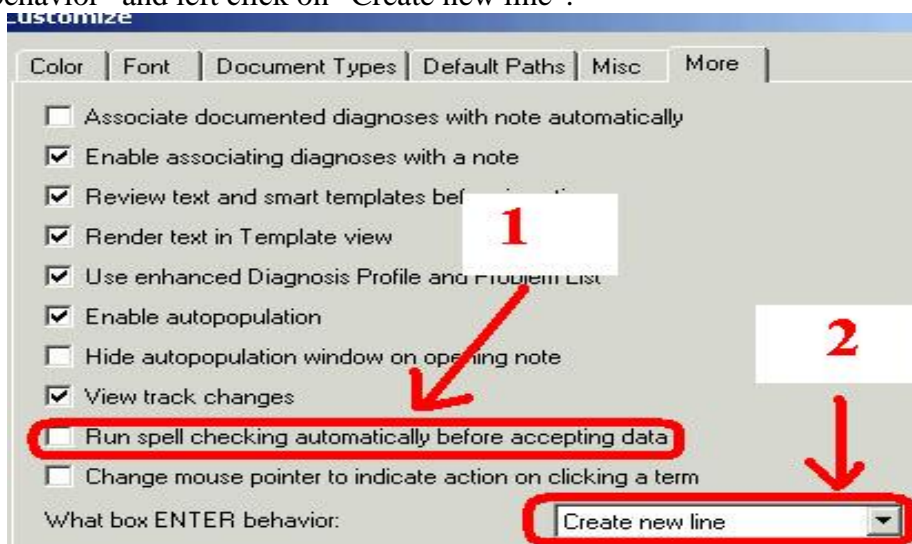
9. Now left click on the "OK" button at the bottom of this setting window. This will take you back to the New Note Tab.

10. The final step is to "Right" click on the small drop down arrow, next to the "Type" field on the "New Note" tab. Make sure you left click on "Personal Note Type List" so that it has a check mark next to it.
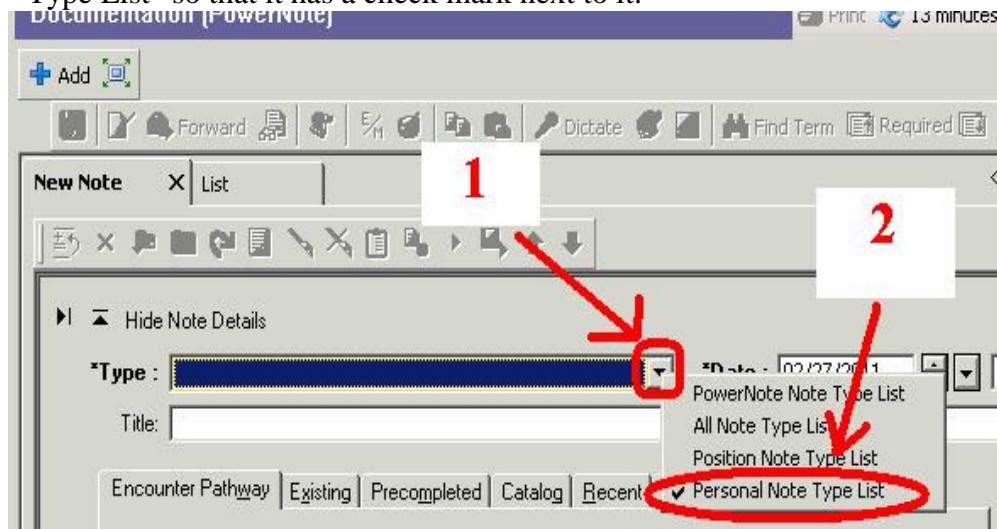
11. If you now "left" click the drop down menu of the Type field, you should see only the document types you added.