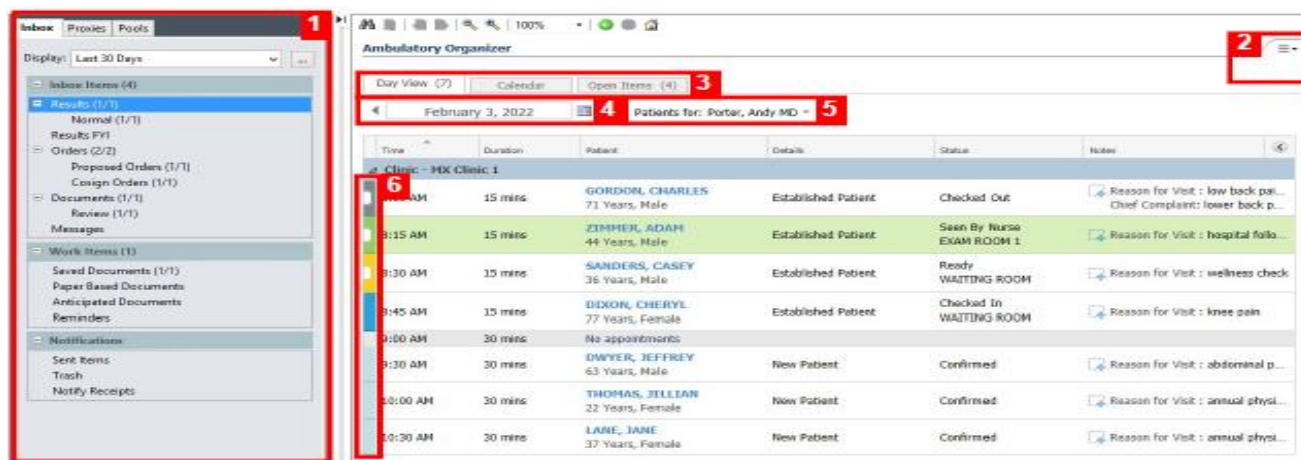## ARMBULATORY ORGANIZER: CLINICIANS

Navigating Ambulatory Organizer

1. Message Center View: Contains functionality for the *PowerChart* Message Center.

2. Ambulatory Organizer menu: Allows you to undo the last manually satisfied reminder task, adjust you view, and set preferences in the Settings dialog box for reminders, the meaningful use incentives, appointments, and scheduling.

3. Ambulatory Organizer consists of four views:

♦ Day View: Displays today's appointments and appointment gaps. Facility, institution, and provider names are displayed for office visit appointments and surgery appointments.

♦ Calendar view: Displays a single provider's schedule for a day or a week.

♦ Open Items view: Displays unfinished tasks for a single provider, from yesterday through the past seven days since the appointment.

♦ Upcoming view: Displays surgical appointments scheduled seven days out for one provider at a. time and shows H and P, Consent, and Pre-Op Orders tasks to satisfy

4. Date control: Allows you to select a specific date to view. Click the arrow or the calendar to move to a specific date or week.

5. Patients For menu: Displays resources for the current view. Each view is independent of the others.
SEE: Selecting Resources to be Displayed

6. Color Status Bar: Provides an at a glance view of the appointment status.
SEE: Colour Status Bar

Selecting Resources to be Displayed

1. From the Patients For menu, select a resource.

Patients for: Allison MD, Mary; Imber, Kevin ▾

☑ Allison MD, Mary
☑ Imber, Kevin
☐ Klingensmith, Emery

2. Optional, to add a new resource search for and select the resource.

🔍 McCa

☐ McCamon, Lucas`
☑ McCauley, Ophelia MD

3. To remove a resource, deselect the resource.

4. Select Apply.

Manually Changing Patient Status or Location

From the My Day view, click the patient appointment location and select a new location.

Adding a Temporary Comment

1. From the Day view, click the comment button (▢).

2. Enter the temporary comment in the comment box.

3. Click Save.

4. To view the temporary comment, click the note icon (🖎).

Opening a Patient Chart

Left-click the patient's name in any view to open the patient's chart.

Right-click the patient's name in any view and select a specific tab to open the patient's chart to that tab.

Color Status Bar

Light blue: Confirmed appointment.

Medium blue: Checked in appointment.

Green: Seen by nurse, medical student, or custom status has taken place.

Orange: Seen by physician, mid-level provider, resident, or custom status has taken place.

Dark gray: Appointment has been checked out.

White: No Show, Hold, or Canceled appointment.

Color Status Bar for Surgical Procedures

Green: Patient is in Pre-Op.

Brown: Patient is in Intra-Op.

Orange: Patient is in Post-Op.