

TIP SHEET

Sort Ascending

Z ↓ Sort Descending

Group By Box

Field Chooser.

A<u>l</u>ignment

Best Fit

로 Group By This Field

Remove This Column

Customize Current View...

Enable Column Filter

Male

Male Male

HOSPITAL INFORMATION SYSTEM (HIS)

ECG, HOLTER MONITOR, AND STRESS TEST

CHANGING COLUMN HEADERS IN CARDIOVASCULAR WORKLIST



When logging in to Cardiovascular for the first time, there may be some important patient demographic column headers missing in the worklist. There may also be columns that are unnecessary and can be removed to keep the worklist compact with at-a-glance information. To add/remove columns:

- 1. In Cardiovascular, right-click on any column header.
- 2. Click Field Chooser.
- 3. The Field Chooser window appears. Ensure the following pertinent columns are listed under **Show These Fields In This Order** on the right:
 - **Last Name** MRN П **First Name** ☐ Encounter Type Interpreting □ Type □ Ordering Physician **Physician** Status Performed Start Date Location □ Performed Stop Date **Priority Study State** Sex Comments
- 4. If the above options are not listed in the Show These Fields In This Order box, find them under the **Available Fields** box on the left and double-click on them.
- 5. To remove unwanted columns headers on the Cardiovascular worklist, double-click the unwanted options under the Show These Fields In This Order box to remove them.
- 6. Click **OK** to close the Field Chooser window and click **OK** again in the Customize View window.

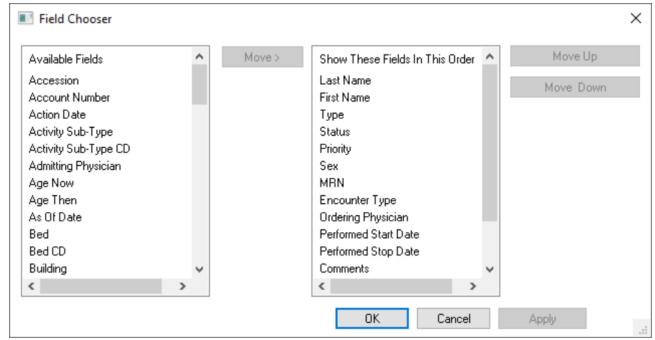




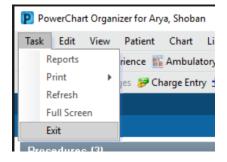


TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)



7. **Important step!** You must exit PowerChart by clicking **Task**, and selecting **Exit** to save the column preferences you just selected. **Do not** exit using the Close button () on the topright corner of the window of PowerChart – doing so will not save your preferred columns. You only need to exit through this method just this one time. In future instances, you can exit PowerChart with any method and your preferred columns will stay saved for the next time you open Cardiovascular.



Columns can also be removed directly in the Cardiovascular worklist by clicking and dragging the unwanted column away from the other columns.

