

NH NURSE STATION CENSUS INSTRUCTIONS

Steps:

LOG IN TO DISCERN REPORTING PORTAL THROUGH POWERCHART

- 1. Log in to Millennium using your authenticated credentials (username and password).
- 2. Select and log in to PowerChart.
- 3. Select [Reporting Portal] icon in PowerChart

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Home	MyEx	perience	🕻 Ambul	atory O	rganizer 🛉 Pat	ient List じ 🕻	ase Selectio	n Dynamic	View Perio	perative Tr	scking	Dynamic	Worklis	t	++ ÷
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- 4. To search for report, type in report name (Nurse Station Census) in the search field.
- 5. Click on Report Name [Nurse Station Census] populated and display report information.
- 6. Select the star button to favourite the report.
- 7. Select [Run] to run the report.

Reporting Portal			– 🗆 X
Reporting Portal			
⊖ Cerner		Applications 🔻 🛛 Welcome: Roberts, /	Andrew Settings Help About
Reporting Portal		Q nurse station census	×
	All Reports (3) My Favorites (1)	Contraction	G
Source	Nurse Station Census 5	Nursing	
Public (3/1113) Categories Published (3/1113) Published (3/1113) Reporting Application Recent Reports Nurse Station Census 1_KWA_IPOP_CENSUS2	Description: This custom modification of the Nurse Station Census report displays current utilization percentages and details for occupied and vacant beds within the units selected. Report Type: Business Objects Report Author: Andy Roberts Previous standard report name - Revenue Cycle - Nurse Station Census Path: Published / Clinical Documentation / Nursing	Suggested Report User: Reporting Application: No suggested user. Other Suggested Report Alternate name: Frequency: No alternative name. No suggested frequency: No alternative name. Support Reference Number: Na270f0e-c4dc-43f2-bfc5- 1cd33130b4fd	Run

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User is prompted to log in. Use the log in credential format below and select "Enterprise" Authentication Type.

User Name: Your NH Username Password: Monarch1 Authentication Type: Enterprise

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PROMPT

- 1. [Select Facilities]
- 2. Start typing the first two letters of the facility(ies) required in the search field below. In this example, "sc" for SCS or St Catharines site.
- 3. Check mark the facility(ies) required. In the example below "SCS".

		Prompts 📀			
Search	Q	⊠ • ⊂	Select Facility(ies):	۲	٢
i Select Facility(ies): Please select at least one value		sc 2 ENC Location- Facility	8	+	Q ≣
i Select Nurse Unit(s): Please select at least one value					_
Select Encounter Type(s): (All values)		SCS SPATH			
		1			
Mandatory (2) Reset All				Ca	ancel







- 1. Once the [SCS] is checked as below,
- 2. The [Select Facility(ies)] is displayed on the left side as highlighted below

		Prompts 😔		
Search	Q	✓ 1 C Select Facility(ies):	ک	٩
Scs 2		sc 🛞 -	ł	Q ≣
i Select Nurse Unit(s): Please select at least one value				
Select Encounter Type(s): (All values)		SCS SPATH		
	I			
Mandatory (2) Reset All		Run	Ca	ncel







- 1. Next, [Select Nurse Unit(s)]
- 2. Begin typing in the search field "sc" followed by a space, Click Enter or Select the 'sc' dropdown menu below to display the list of values for "sc" Nurse Units. Please see next two screenshots.

	Prompts 😔		Гл L
Search Q	⊻ o C Select	Nurse Unit(s):	۵ 🔅
Select Facility(ies): (1)	<u>sc</u> 2	8	+ 9
	Sc (search)		
i Select Nurse Unit(s): Please select at least one value	+ sc (manual entry)		
Select Encounter Type(s):	2C_BHC	2C_BHC	
(All values)	2E_BHC	2E_BHC	
	2N_BHC	2N_BHC	
	2S_BHC	2S_BHC	
	2W_BHC	2W_BHC	
	3E BHC L&D	3E BHC L&D	
	3N NICU BHC	3N NICU BHC	
	3W PAED BHC	3W PAED BHC	
	Ambulatory	AMBULATORY	
	Ambulatory Care	AMBULATORY CARE	
	Ambulatory(s)	AMBULATORY(S)	
	BMD_BHC	BMD_BHC	~
Mandatory (2) Reset All		Rur	1 Cancel







1. Next, upon entering ["sc" space] as actioned previously, the desired nurse units will be displayed as below.

		Prompts 😔		ᅜ
Search	Q	⊻ • ⊂	Select Nurse Unit(s):	، ا
Select Facility(ies): (1)		sc D	×	+ Q
i Select Nurse Unit(s): Please select at least one value		Nurse Unit	SC 1AA	=
Select Encounter Type(s):		🗌 SC 1BA	SC 1BA	
(All values)		SC 1BB	SC 1BB	
		SC 1MA	SC 1MA	
			SC 2AA	
			SC 2AASU	
		SC 2AB	SC 2AB	
		SC 2AC	SC 2AC	
		SC 2AD	SC 2AD	
		SC 2BA	SC 2BA	
		SC 2BB	SC 2BB	
		SC 2BC	SC 2BC	
		SC 2BD	SC 2BD	
Mandatory (2) Reset All			Ru	n Cancel







- 1. Next, check all applicable Nurse Unit(s) required for your report.
- 2. The [Selected Nurse Unit(s)] are displayed on the left side as highlighted below.

	Prompts 😔		다. 전기
Search Q	⊻ 4 C	Select Nurse Unit(s):	@ &
Select Facility(ies): (1)	sc	8) + Q
505	Nurse Unit	Nurse Unit (UPPER)	
Select Nurse Unit(s): (4) SC 1AA; SC 1BA; SC 1BB; SC 1MA	SC 1AA	SC 1AA	
Select Encounter Type(s):	SC 1BA	SC 1BA	
(All values)	SC 1BB	SC 1BB	
•	SC 1MA 🔤	SC 1MA	
	SC 2AA	SC 2AA	
	SC 2AASU	SC 2AASU	
	SC 2AB	SC 2AB	
	SC 2AC	SC 2AC	
	SC 2AD	SC 2AD	
	SC 2BA	SC 2BA	
	SC 2BB	SC 2BB	
	SC 2BC	SC 2BC	
	SC 2BD	SC 2BD	~
Mandatory (2) Reset All			Run Cancel







- 1. Next, [Select Encounter Type(s)].
- 2. Click on the refresh icon to reload the list of values for encounter types.
- 3. Check mark the respective encounter type(s) required out of the list of values. **For a standard census report select "Inpatient".

G	Prompts 📀	
Search Q	All C 2 Select	: Encounter Type(s): 🛞 🛞
Select Facility(ies): (1)	Search or enter value(s) manually	+ Q
SCS	Code Value Display	Code Value Display(Upper)
Select Nurse Unit(s): (4) SC 1AA; SC 1BB; SC 1BA; SC 1MA	Inpatient	INPATIENT
Select Encounter Type(s);	Outpatient	OUTPATIENT
(All values)	PreRecurring	PRERECURRING
1	PreReg	PREREG
	Medical Day Care	MEDICAL DAY CARE
	Emergency	EMERGENCY
	Day Surgery	DAY SURGERY
	Recurring	RECURRING
	Lockbox	LOCKBOX
	PreAdmit	PREADMIT
3	Service Interaction	SERVICE INTERACTION
	Communication/Message	COMMUNICATION/MESSAGE
	PreReferred	PREREFERRED
Mandatory (2) Reset All		Run Cancel

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- 1. Check mark the required encounter type.
- 2. The [Select Encounter Type(s)] are displayed on the left side as highlighted below.
- 3. Select [Run] to run the report.

	Prompts 😔	Ly RJ
Search Q	✓ 1 C Select Er	acounter Type(s): 🕉 🚯
Select Facility(ies): (1)	Search or enter value(s) manually	+ Q
SCS	Code Value Display	Code Value Display(Upper)
Select Nurse Unit(s): (4) SC 1AA; SC 1BA; SC 1BB; SC 1MA	Inpatient	INPATIENT
✓ Select Encounter Type(s): (1)	□ ^{CO} Outpatient	OUTPATIENT
Inpatient	PreRecurring	PRERECURRING
2	PreReg	PREREG
	Medical Day Care	MEDICAL DAY CARE
	Emergency	EMERGENCY
	Day Surgery	DAY SURGERY
	Recurring	RECURRING
	Lockbox	LOCKBOX
	PreAdmit	PREADMIT
	Service Interaction	SERVICE INTERACTION
	Communication/Message	COMMUNICATION/MESSAGE
	PreReferred	PREREFERRED
Mandatory (2) Reset All		Run Cancel

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REPORT VIEW

The generated Nurse Station Census report provides the [Summary] and [Detail] views;

[Detail] View

Reporting Portal	
Reporting Portal 📑 Nurse Station Census 🗙	
File Query Analyze □ ∨ 5	Display Ø Ø ≅ ⊞ □
Image: Select Facility(s): Select Facility(s): Select BH Unit All Values Report Instructions Summary Detail	it(s):
	Nurse Station Census Detail
	Report Date & Time: 12/2/2024 1:50 PM Pages: 1 of 7 Current User: Andrew Roberts
	Facility(ies): SCS Nurse Unit(s): SC 1AA;SC 1BA;SC 1BB;SC 1MA Encounter Type(s):
ß	Facility: SC S Nurse Unit: SC 1AA Boom Bed Patient FIN Ane Medical Reason For Visit Attention Physician

[Summary] View



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PRINT REPORT

To print report, click on the three dots (see screenshot below) > select [Print] from the dropdown menu and follow prompts to complete printing.

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Prompts Print Ctrl+P		
B Prompts ⑦ Help		
Report Instructions (i) About	Financial Class Medical Service	

Select [Print]

					Print				
Range					Page Siz	e			
 Al 	l reports	l.			Lega	í.			~
O Ci	urrent re	port			Orientat	ion			
) All				() F	Portrait			
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Margins Top: Left:	_ Page	0.15 0.29	+ +	inches inches	Bottom: Right:	-	0.15	++	inches
Margins Top: Left: Scaling	_ Page	0.15 0.29	+ +	inches inches	Bottom: Right:	-	0.15	++	inches
Margins Top: Left: Scaling	Page fjust to:	0.15 0.29	++++	inches inches	Bottom: Right:	-	0.15	++	inches
Margins Top: Left: Scaling O Fit	Page	0.15 0.29	+++	inches inches 00 + 0 +	Bottom: Right: % page(s) wide	-	0.15	++	inches







Click [Open File] in the 'download popup' to Open or Save the report (OR Export report in the export section below).

**Please delete any PHI report after printing.

Reporting Portal			- 0 ×
Reporting Portal Z Nusse Station Census × File Query Analyze	Display		Downloads 🗈 Q … X
Prompts Prompts Prompts Prompts All Values All Values	H Unit(s):		Nurse Station Census.pdf
Report Instructions Summary Detail			Navigation Map
	Nurse Station Census Summary Report Date & Time: 1222024 150 PM	Pages: 1 of 1 Current User: Andrew Roberts	NO Data
	Facility(init) 5G New Original States (States	All Moscows	t
	27 - 27 - 3 - SC 10A	Þ	

EXPORT REPORT

Report can also be exported to various file types such as pdf, excel or csv in a location for print out or other.

**Please delete any PHI report after use.

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Reportir	ng Portal 📑 Current Patient	s on VTE Prophylax	ás 🗙	
File	~ 5 ∂⊈⊅☆	Query ···· Ĉ	Analyze Display ▼ ◆ ◆ ▲ ▲ ■ Reading ∨)
۲	Prompts E 2 Prompts E Report Instructions	Nurse Unit All Values Patients	Patient Name All Values	
				ľ





Choose a file type and export to a desired location.

	Export to	
f Excel	PDF	
🔁 PDF	Reports Options	
🐼 HTML	Search	Q
TXT	All reports	
Ē∰ CSV	Report Instructions	
	✓ Patients (Current Report)	
	Ex	port Cancel

SET UP PRINTER

- Go to your PC 'Settings' > Devices > Printers & Scanners > click on [Add a printer or scanner]
- Select [The printer I want isn't listed]

\leftarrow Settings		-	
ŵ Home	Printers & scanners		
Find a setting ρ	Add printers & scanners		
Devices	+ Add a printer or scanner		
Bluetooth & other devices			
🖶 Printers & scanners	Printers & scanners		
⑦ Mouse	⊕ ^{fax}		
Touchpad	FPIAH003 on DC-PS01.res.lhiniv.net		
Typing	HP -Generic		
🖉 Pen & Windows Ink	KPIDB041 on SCS-PS01.res.lhiniv.net		
AutoPlay AutoPlay			
🖞 USB	Open queue Manage Remove device		
	Microsoft Print to PDF		
	Microsoft XPS Document Writer		
	Send To OneNote 2016		
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	Printers & scanners	
9	Add printers & scanners	
	Refresh USB or network printer & scanner \vee	
	DIRECT-79-HP ENVY 5000 series Printer	
	DIRECT-32-HP OfficeJet 4650 Printer	
	The printer that I want isn't listed	
	Printers & scappers	
	Microsoft Print to PDF Default	

• Select [Find a printer in the directory...] > Select [Next]

Add Printer	
Find a printer by other options	
O My printer is a little older. Help me find it.	
Find a printer in the directory, based on location or feature	Re
Select a shared printer by name	_
	Browse
Example: \\computername\printername or http://computername/printers/printername/.printer	
Add a printer using an IP address or hostname	
Add a Bluetooth, wireless or network discoverable printer	
O Add a local printer or network printer with manual setting:	5

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- Browse the [Entire Directory] from the drop-down menu
- Input the desired printer ID > select [Find Now]
- Click on the newly mapped printer displayed in the 'Search Results'

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dvanced PGMRE02		Find Now Stop Clear All
Location	Model	Server 1
GNG - Health Records - Co.	Lexmark Universal v2	PS3 DC-PS0
		>
	ory idvanced PGMRE02 Location GNG - Health Records - Co.	Pry B dvanced PGMRE02 Location Model GNG - Health Records - Co Lexmark Universal v2 f

• Select [Next] > Select [Print a test page] to test the printer > Select [Finish] to complete printer setup









Tou ve success	cocupro		~	
Set as the def		A test page has been sent to yo This test page briefly demonstrates the p o print graphics and text, and it provide nformation about the printer. Use the p roubleshooter if the test page does not correctly. Set help with printing	Cour printer printers ability s technical rinter print	
To check if your pri printer, print a test	_		Close	ne



