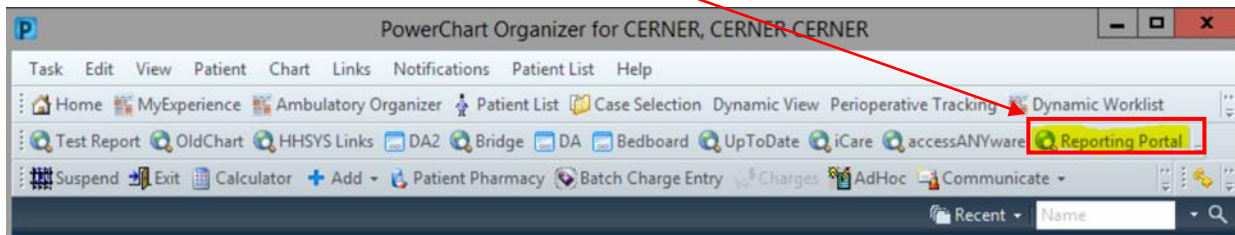


### NH NURSE STATION CENSUS INSTRUCTIONS

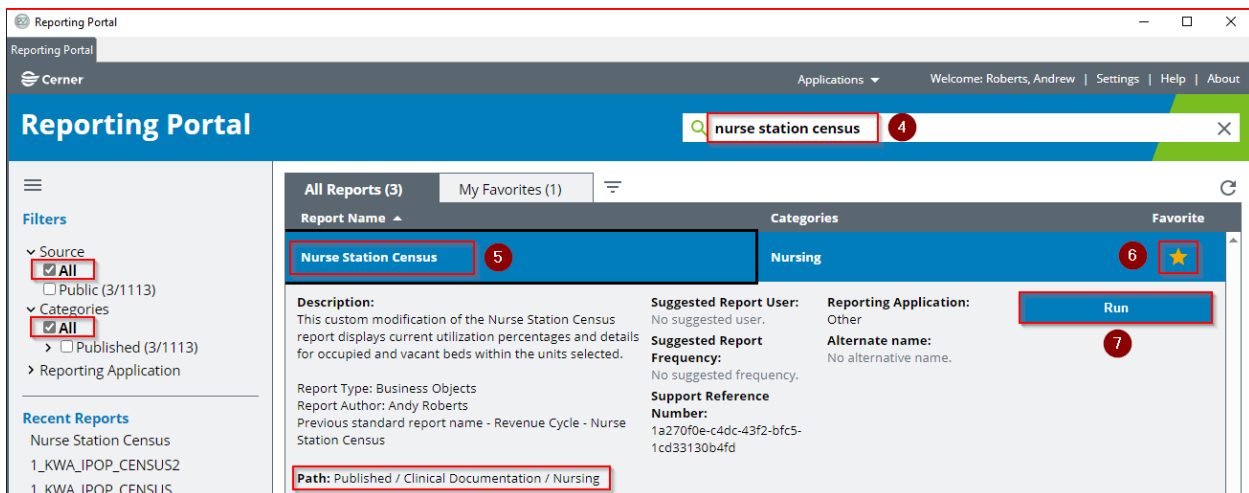
**Steps:**

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.



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.





# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

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**

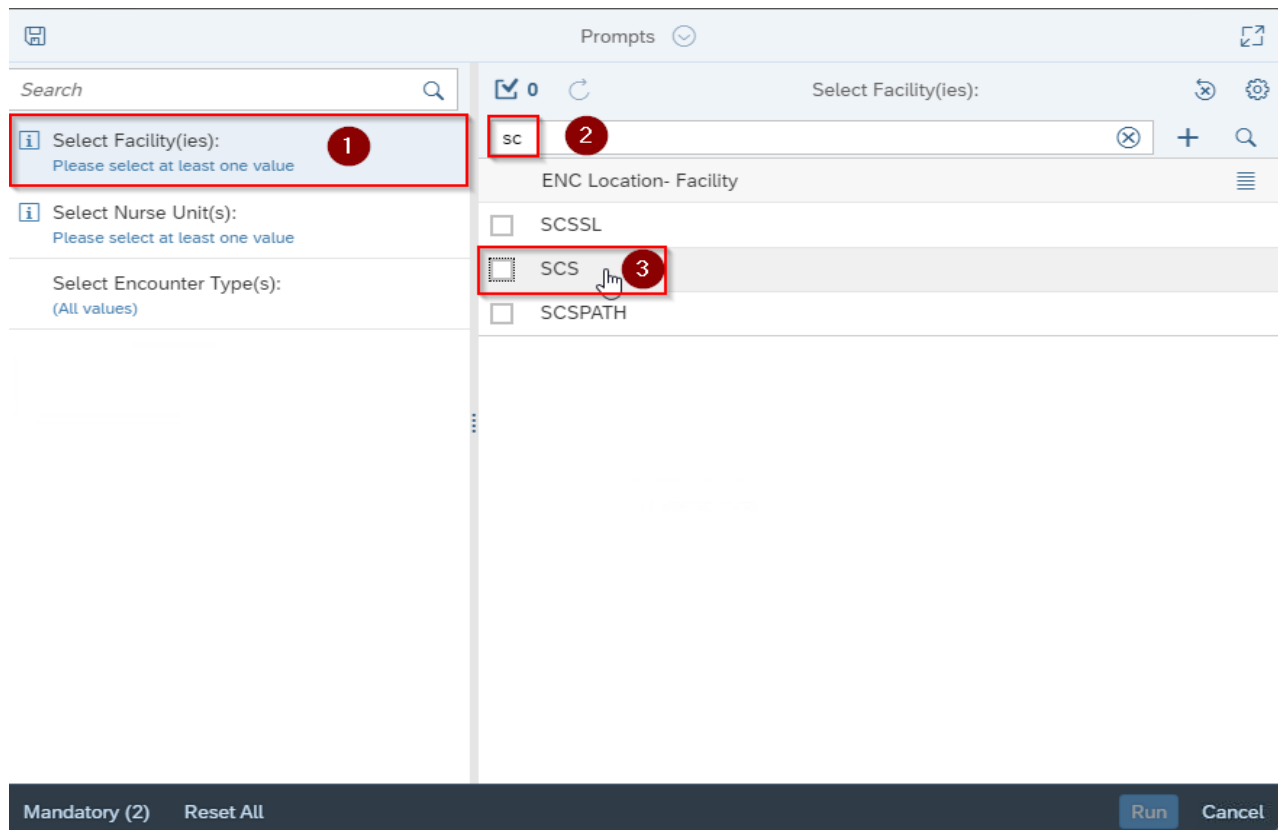
Authentication Type: **Enterprise**

A screenshot of a login form titled "Log in to BI Launch Pad". The form has a light blue background and contains the following elements:

- A text input field containing "NIAGCDBO01:6400".
- A text input field containing "akolau".
- A password input field with masked characters "\*\*\*\*\*".
- A label "Authentication Type:" followed by a dropdown menu.
- The dropdown menu is open, showing "Enterprise" selected and highlighted with a red border.
- A blue "Sign in" button.
- A link "Contact Administrator" at the bottom.

### 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".

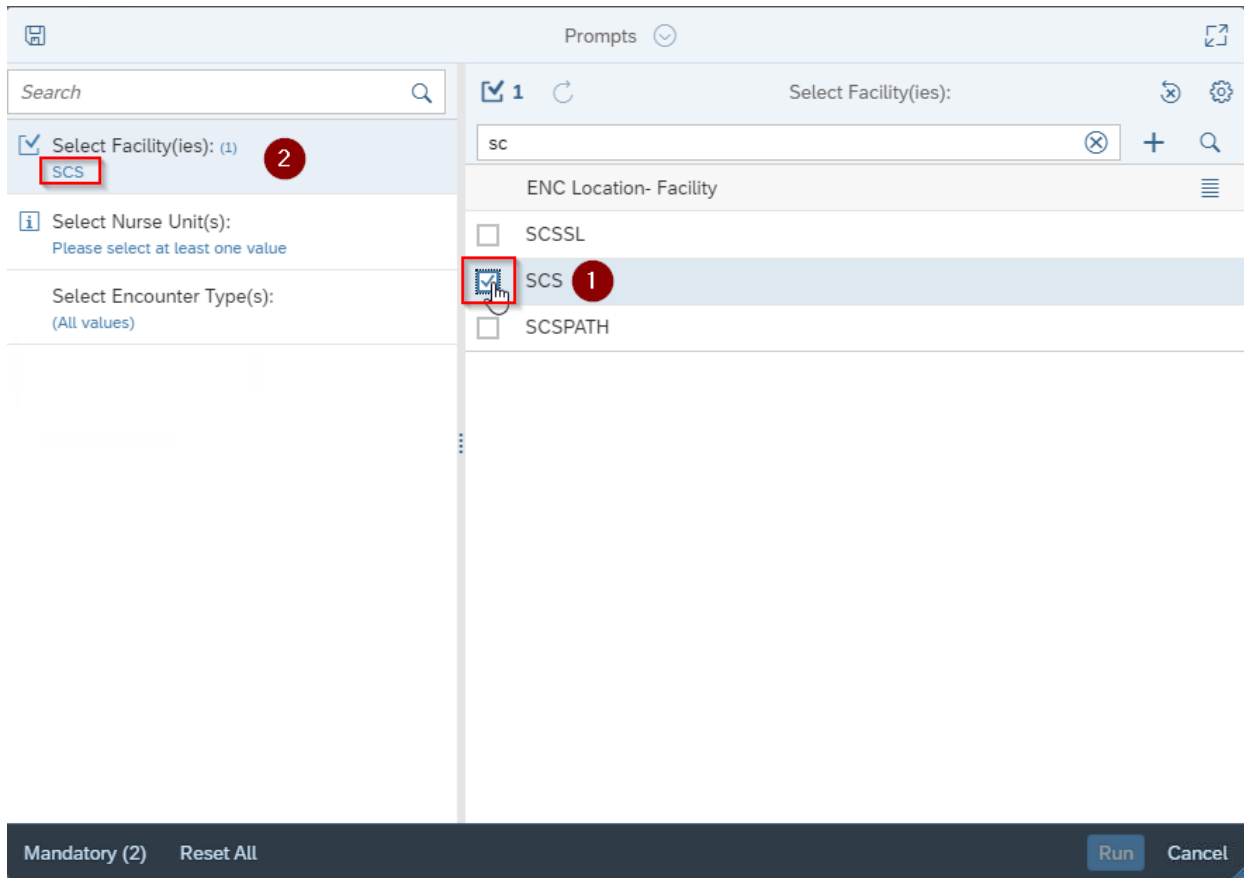


The screenshot displays a software prompt window titled "Prompts". On the left, there is a "Search" section with three prompts: "Select Facility(ies): Please select at least one value" (highlighted with a red box and a red circle '1'), "Select Nurse Unit(s): Please select at least one value", and "Select Encounter Type(s): (All values)". On the right, the "Select Facility(ies):" search field contains the text "sc" (highlighted with a red box and a red circle '2'). Below this, a list of facilities is shown under the heading "ENC Location- Facility":

- SCSSL
- SCS (highlighted with a red box and a red circle '3')
- SCSPATH

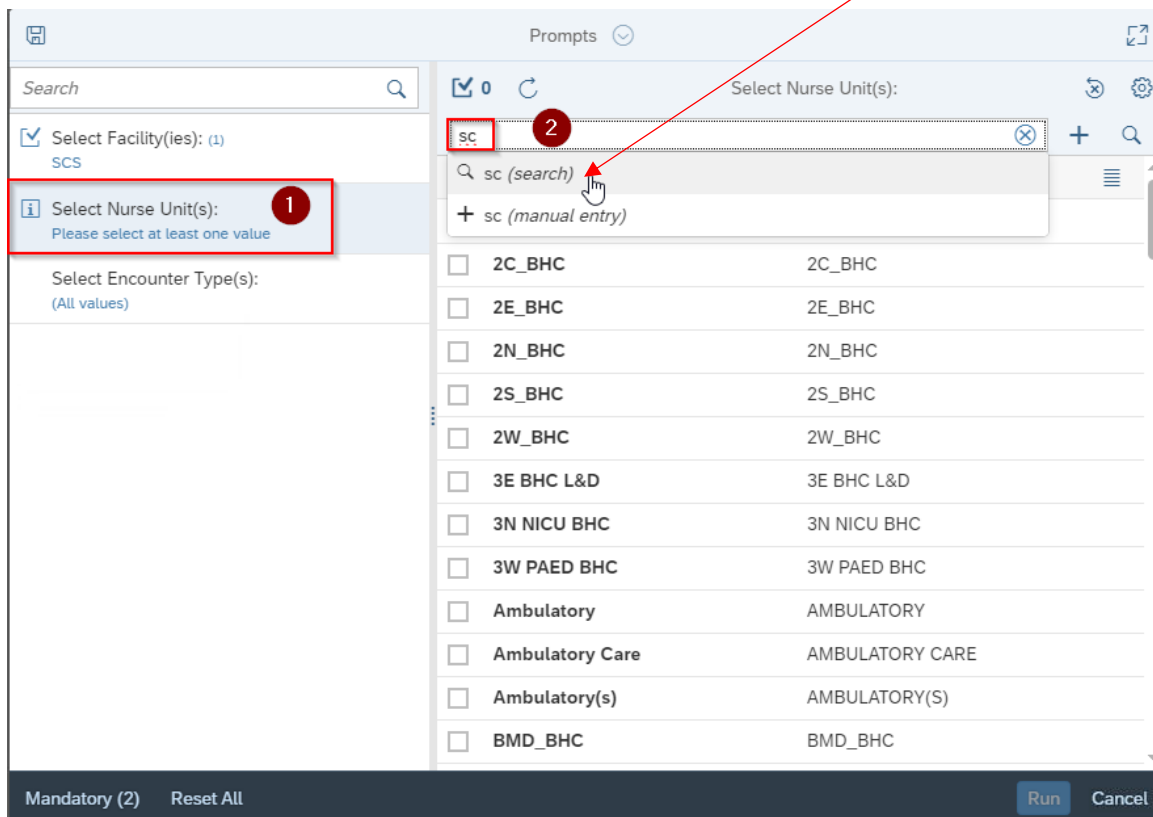
At the bottom of the window, there is a dark bar containing the text "Mandatory (2) Reset All" and two buttons: "Run" and "Cancel".

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



The screenshot displays a software interface for selecting a facility. On the left, a sidebar contains a search bar and three selection prompts: 'Select Facility(ies): (1)' with 'SCS' listed below it, 'Select Nurse Unit(s):' with the instruction 'Please select at least one value', and 'Select Encounter Type(s):' with '(All values)' below it. The 'SCS' entry is highlighted with a red box and a red circle containing the number '2'. The main area shows a 'Prompts' section with a 'Select Facility(ies):' prompt. Below this is a search bar containing 'sc' and a list of facilities under the heading 'ENC Location- Facility'. The 'SCS' facility is checked with a red box and a red circle containing the number '1', while 'SCSSL' and 'SCSPATH' are unchecked. At the bottom of the interface, there is a dark bar with 'Mandatory (2)', 'Reset All', 'Run', and 'Cancel' buttons.

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

Search

Select Facility(ies): (1)  
SCS

**Select Nurse Unit(s):** 1  
Please select at least one value

Select Encounter Type(s):  
(All values)

Select Nurse Unit(s):

sc 2

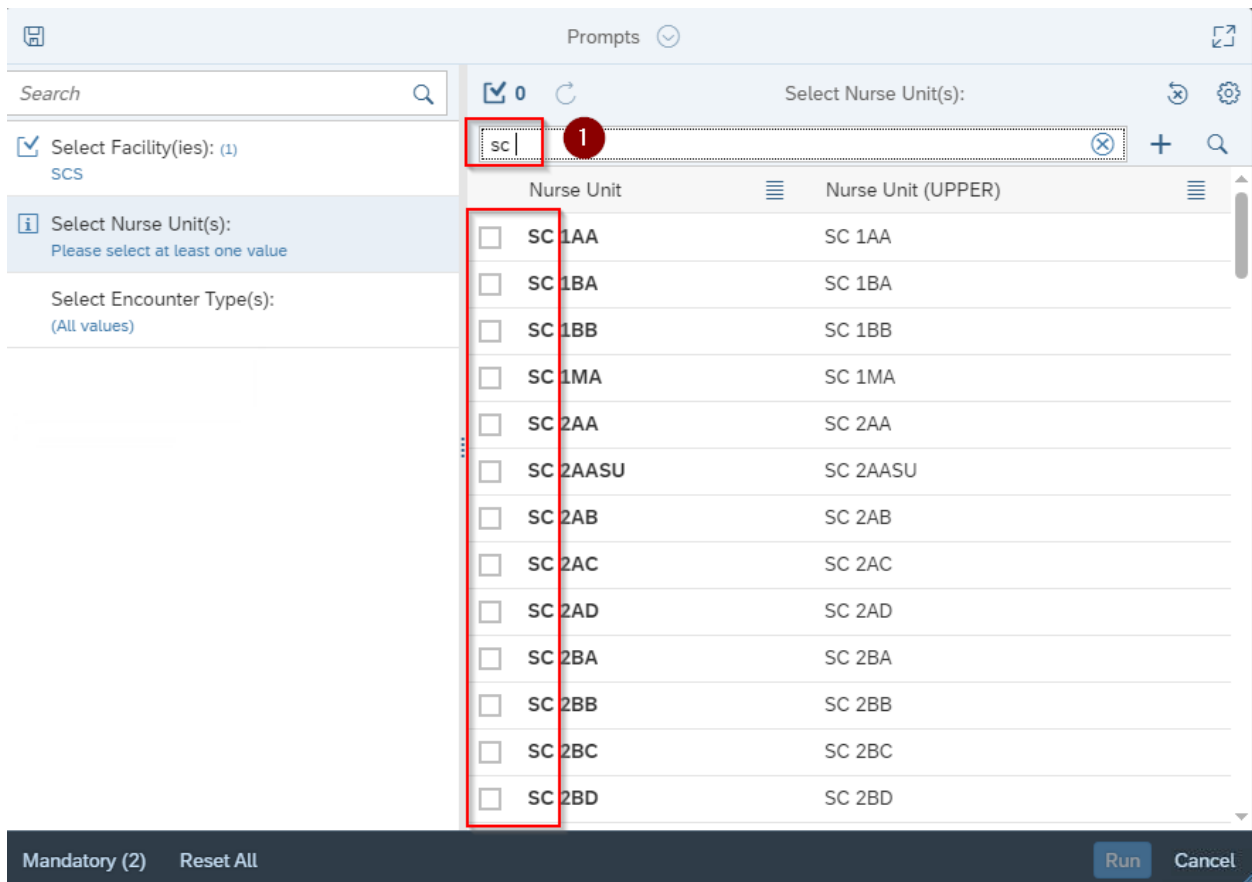
sc (search)

+ sc (manual entry)

<input type="checkbox"/>	2C_BHC	2C_BHC
<input type="checkbox"/>	2E_BHC	2E_BHC
<input type="checkbox"/>	2N_BHC	2N_BHC
<input type="checkbox"/>	2S_BHC	2S_BHC
<input type="checkbox"/>	2W_BHC	2W_BHC
<input type="checkbox"/>	3E BHC L&D	3E BHC L&D
<input type="checkbox"/>	3N NICU BHC	3N NICU BHC
<input type="checkbox"/>	3W PAED BHC	3W PAED BHC
<input type="checkbox"/>	Ambulatory	AMBULATORY
<input type="checkbox"/>	Ambulatory Care	AMBULATORY CARE
<input type="checkbox"/>	Ambulatory(s)	AMBULATORY(S)
<input type="checkbox"/>	BMD_BHC	BMD_BHC

Mandatory (2) Reset All Run Cancel

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



Search

Select Facility(ies): (1)  
SCS

Select Nurse Unit(s):  
Please select at least one value

Select Encounter Type(s):  
(All values)

Prompts

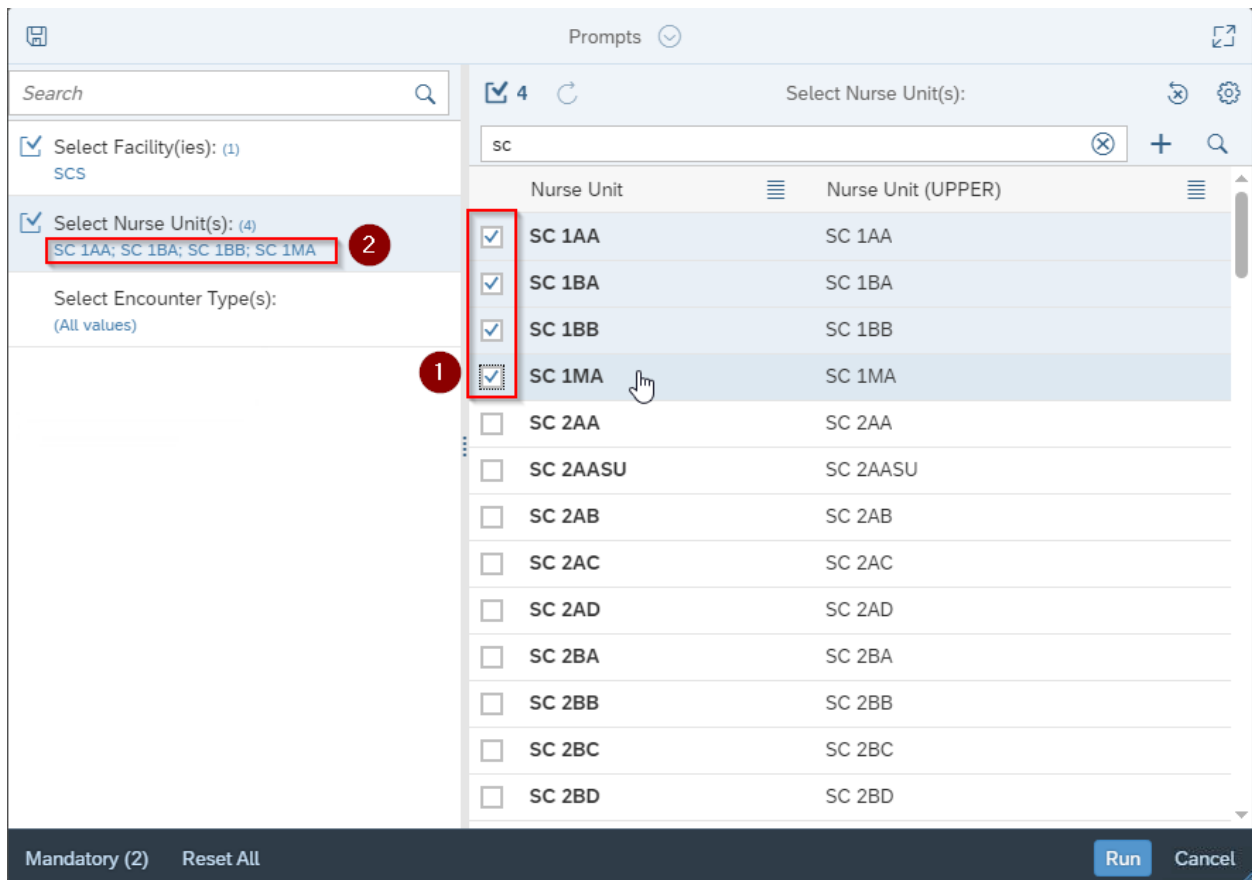
Select Nurse Unit(s):

sc 1

Nurse Unit	Nurse Unit (UPPER)
<input type="checkbox"/> SC 1AA	SC 1AA
<input type="checkbox"/> SC 1BA	SC 1BA
<input type="checkbox"/> SC 1BB	SC 1BB
<input type="checkbox"/> SC 1MA	SC 1MA
<input type="checkbox"/> SC 2AA	SC 2AA
<input type="checkbox"/> SC 2AASU	SC 2AASU
<input type="checkbox"/> SC 2AB	SC 2AB
<input type="checkbox"/> SC 2AC	SC 2AC
<input type="checkbox"/> SC 2AD	SC 2AD
<input type="checkbox"/> SC 2BA	SC 2BA
<input type="checkbox"/> SC 2BB	SC 2BB
<input type="checkbox"/> SC 2BC	SC 2BC
<input type="checkbox"/> SC 2BD	SC 2BD

Mandatory (2) Reset All Run 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

Search

Select Facility(ies): (1)  
SCS

Select Nurse Unit(s): (4)  
SC 1AA; SC 1BA; SC 1BB; SC 1MA

Select Encounter Type(s):  
(All values)

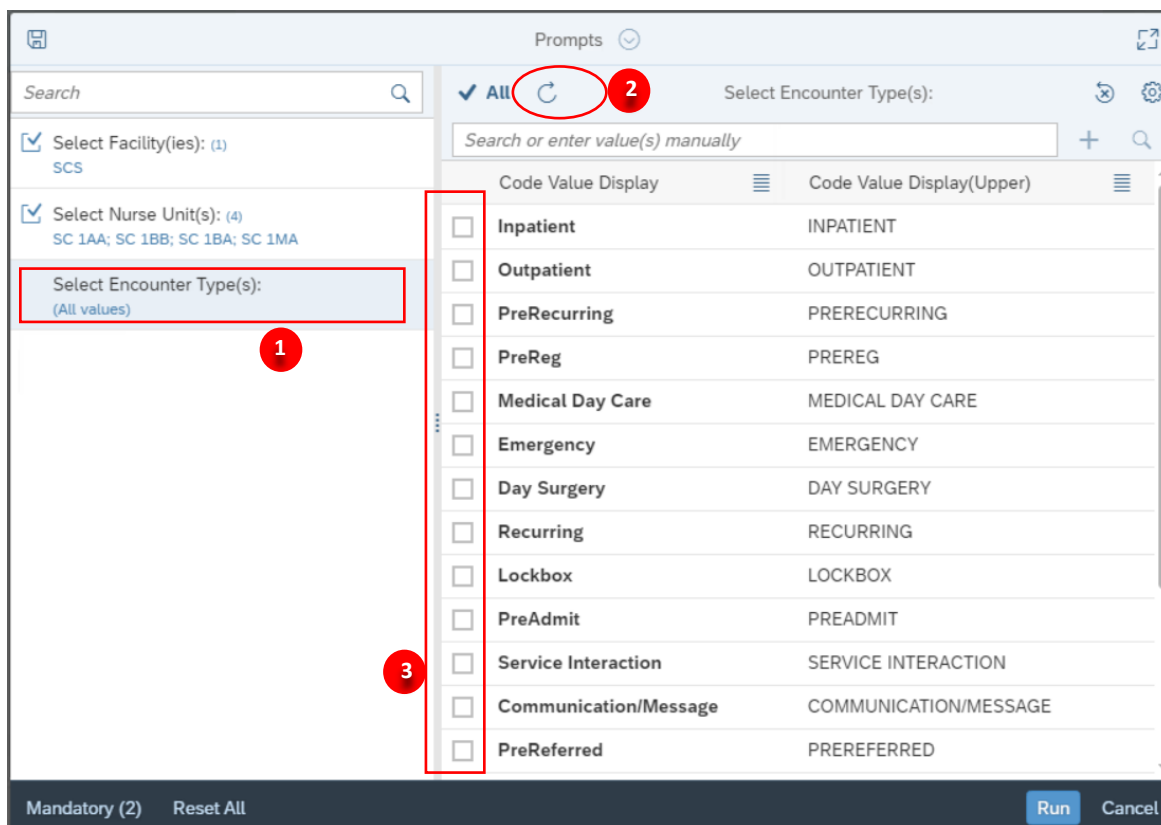
Select Nurse Unit(s):

sc

Nurse Unit	Nurse Unit (UPPER)
<input checked="" type="checkbox"/> SC 1AA	SC 1AA
<input checked="" type="checkbox"/> SC 1BA	SC 1BA
<input checked="" type="checkbox"/> SC 1BB	SC 1BB
<input checked="" type="checkbox"/> SC 1MA	SC 1MA
<input type="checkbox"/> SC 2AA	SC 2AA
<input type="checkbox"/> SC 2AASU	SC 2AASU
<input type="checkbox"/> SC 2AB	SC 2AB
<input type="checkbox"/> SC 2AC	SC 2AC
<input type="checkbox"/> SC 2AD	SC 2AD
<input type="checkbox"/> SC 2BA	SC 2BA
<input type="checkbox"/> SC 2BB	SC 2BB
<input type="checkbox"/> SC 2BC	SC 2BC
<input type="checkbox"/> 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".



Prompts

Search

Select Facility(ies): (1)  
SCS

Select Nurse Unit(s): (4)  
SC 1AA; SC 1BB; SC 1BA; SC 1MA

Select Encounter Type(s):  
(All values)

1

2

3

Code Value Display

Code Value Display(Upper)

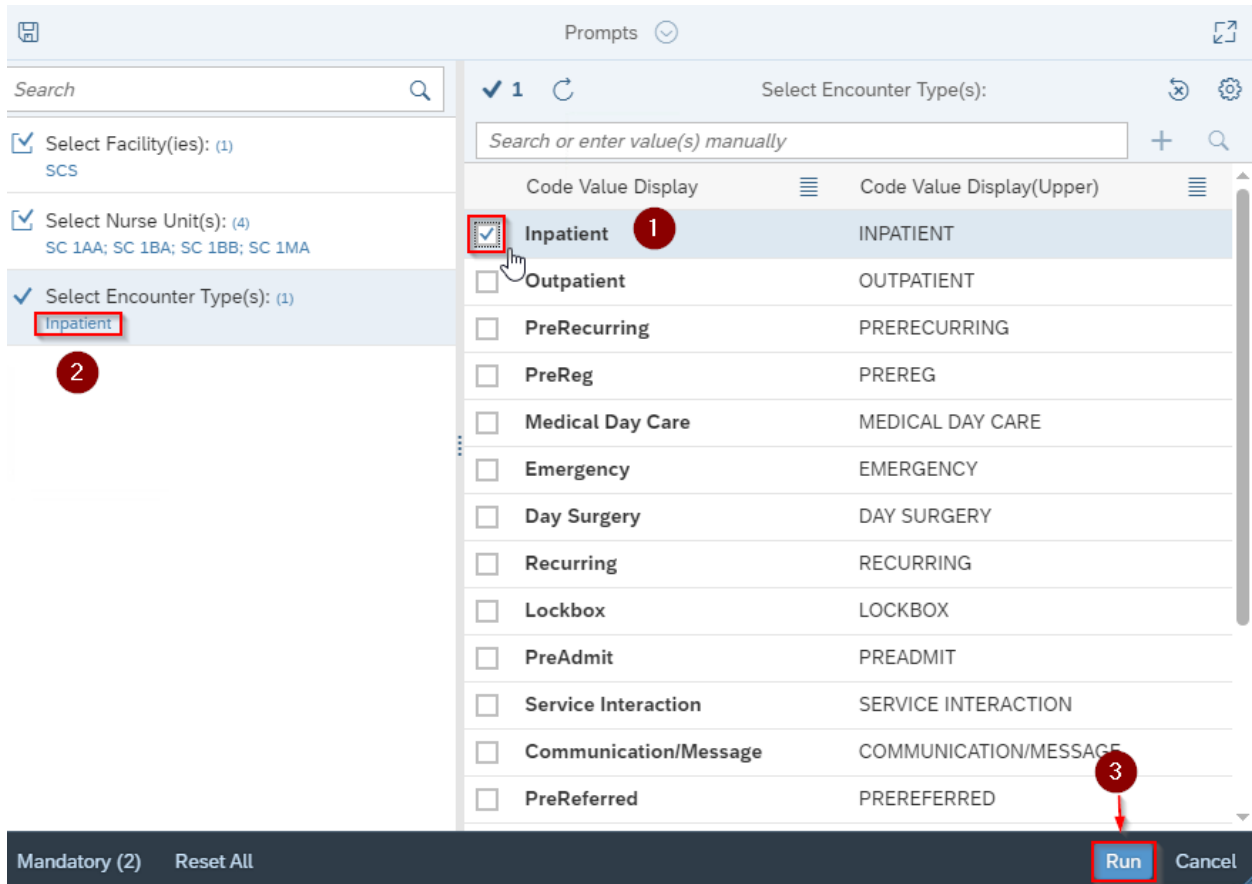
<input type="checkbox"/>	Inpatient	INPATIENT
<input type="checkbox"/>	Outpatient	OUTPATIENT
<input type="checkbox"/>	PreRecurring	PRERECURRING
<input type="checkbox"/>	PreReg	PREREG
<input type="checkbox"/>	Medical Day Care	MEDICAL DAY CARE
<input type="checkbox"/>	Emergency	EMERGENCY
<input type="checkbox"/>	Day Surgery	DAY SURGERY
<input type="checkbox"/>	Recurring	RECURRING
<input type="checkbox"/>	Lockbox	LOCKBOX
<input type="checkbox"/>	PreAdmit	PREADMIT
<input type="checkbox"/>	Service Interaction	SERVICE INTERACTION
<input type="checkbox"/>	Communication/Message	COMMUNICATION/MESSAGE
<input type="checkbox"/>	PreReferred	PREREFERRED

Mandatory (2) Reset All

Run Cancel



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.



Search

✓ 1 Select Encounter Type(s):

Search or enter value(s) manually

Code Value Display	Code Value Display(Upper)
<input checked="" type="checkbox"/> Inpatient <b>1</b>	INPATIENT
<input type="checkbox"/> Outpatient	OUTPATIENT
<input type="checkbox"/> PreRecurring	PRERECURRING
<input type="checkbox"/> PreReg	PREREG
<input type="checkbox"/> Medical Day Care	MEDICAL DAY CARE
<input type="checkbox"/> Emergency	EMERGENCY
<input type="checkbox"/> Day Surgery	DAY SURGERY
<input type="checkbox"/> Recurring	RECURRING
<input type="checkbox"/> Lockbox	LOCKBOX
<input type="checkbox"/> PreAdmit	PREADMIT
<input type="checkbox"/> Service Interaction	SERVICE INTERACTION
<input type="checkbox"/> Communication/Message	COMMUNICATION/MESSAGE
<input type="checkbox"/> PreReferred	PREREFERRED

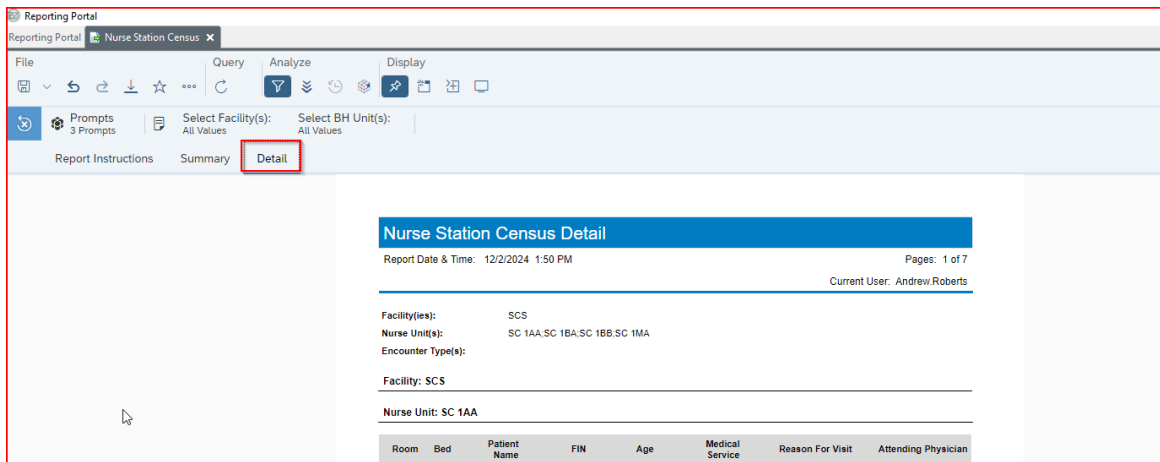
Mandatory (2) Reset All

**Run** Cancel

### REPORT VIEW

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

### [Detail] View

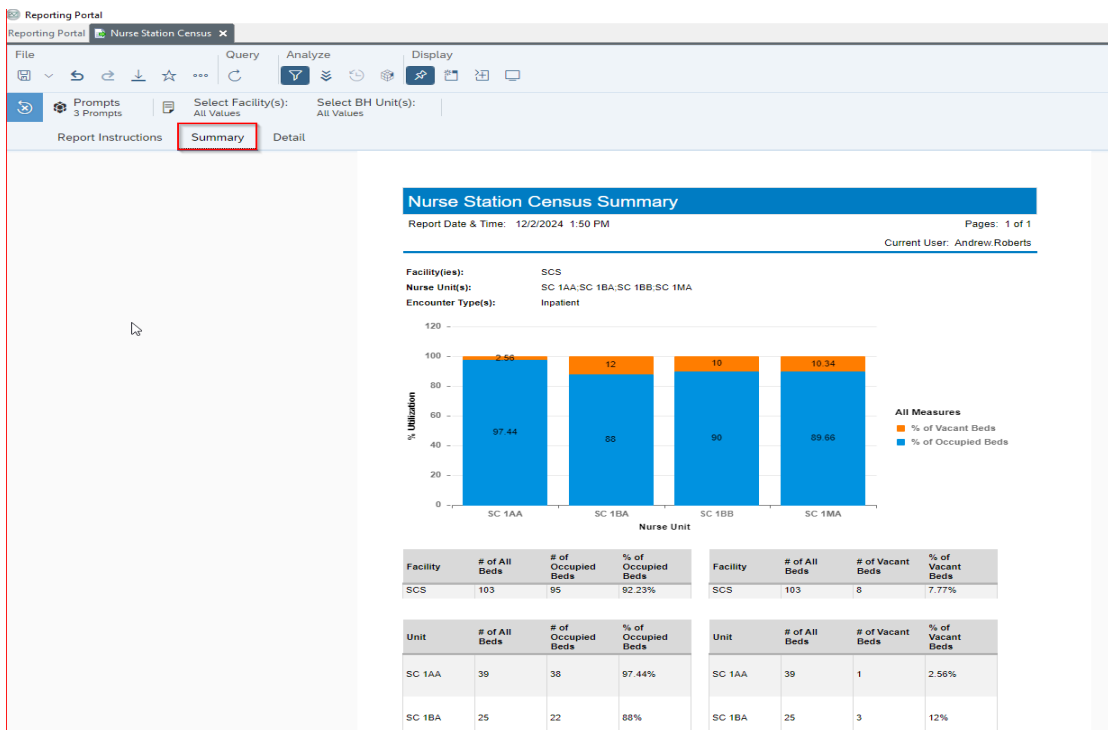


**Nurse Station Census Detail**  
Report Date & Time: 12/2/2024 1:50 PM Pages: 1 of 7  
Current User: Andrew.Roberts

Facility(ies): SCS  
Nurse Unit(s): SC 1AA, SC 1BA, SC 1BB, SC 1MA  
Encounter Type(s):  
Facility: SCS  
Nurse Unit: SC 1AA

Room	Bed	Patient Name	FIN	Age	Medical Service	Reason For Visit	Attending Physician
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### [Summary] View



**Nurse Station Census Summary**  
Report Date & Time: 12/2/2024 1:50 PM Pages: 1 of 1  
Current User: Andrew.Roberts

Facility(ies): SCS  
Nurse Unit(s): SC 1AA, SC 1BA, SC 1BB, SC 1MA  
Encounter Type(s): Inpatient

**% Utilization**

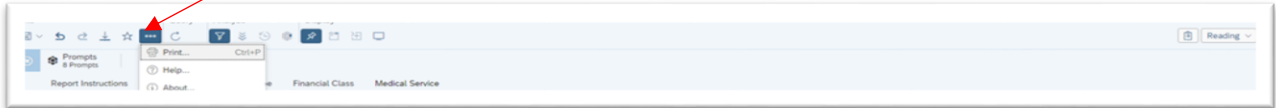
Nurse Unit	% of Occupied Beds	% of Vacant Beds
SC 1AA	97.44	2.56
SC 1BA	88	12
SC 1BB	90	10
SC 1MA	89.66	10.34

Facility	# of All Beds	# of Occupied Beds	% of Occupied Beds	Facility	# of All Beds	# of Vacant Beds	% of Vacant Beds
SCS	103	95	92.23%	SCS	103	8	7.77%

Unit	# of All Beds	# of Occupied Beds	% of Occupied Beds	Unit	# of All Beds	# of Vacant Beds	% of Vacant Beds
SC 1AA	39	38	97.44%	SC 1AA	39	1	2.56%
SC 1BA	25	22	88%	SC 1BA	25	3	12%

### 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.



### Select [Print]

Print

**Range**

All reports

Current report

All

Current Page

Pages Example: 1,3,5-11

**Page Size**

Legal

**Orientation**

Portrait

Landscape

**Margins**

Top:  inches

Bottom:  inches

Left:  inches

Right:  inches

**Scaling**

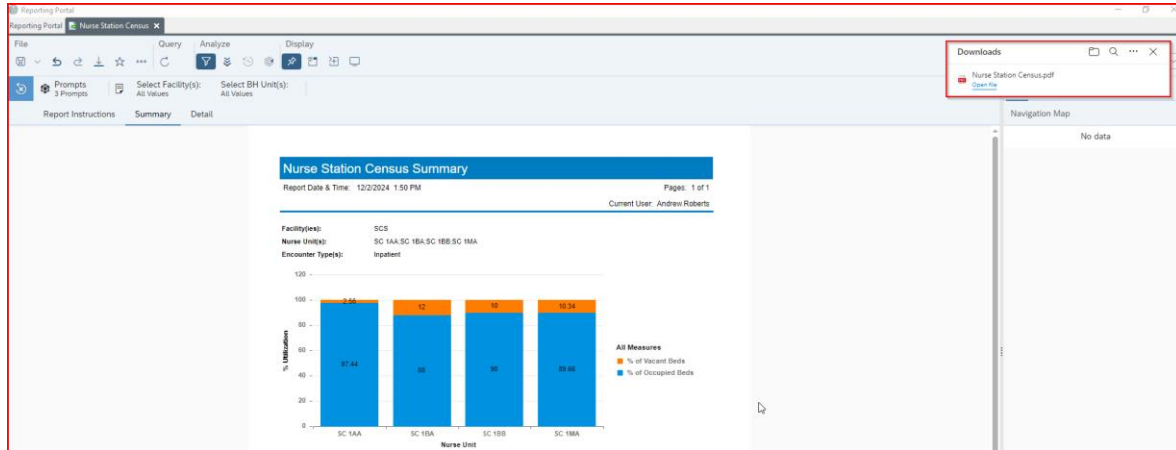
Adjust to:  %

Fit to:  page(s) wide

page(s) tall

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

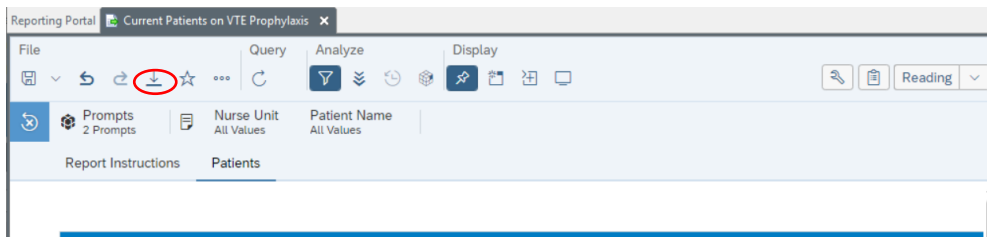
**\*\*Please delete any PHI report after printing.**



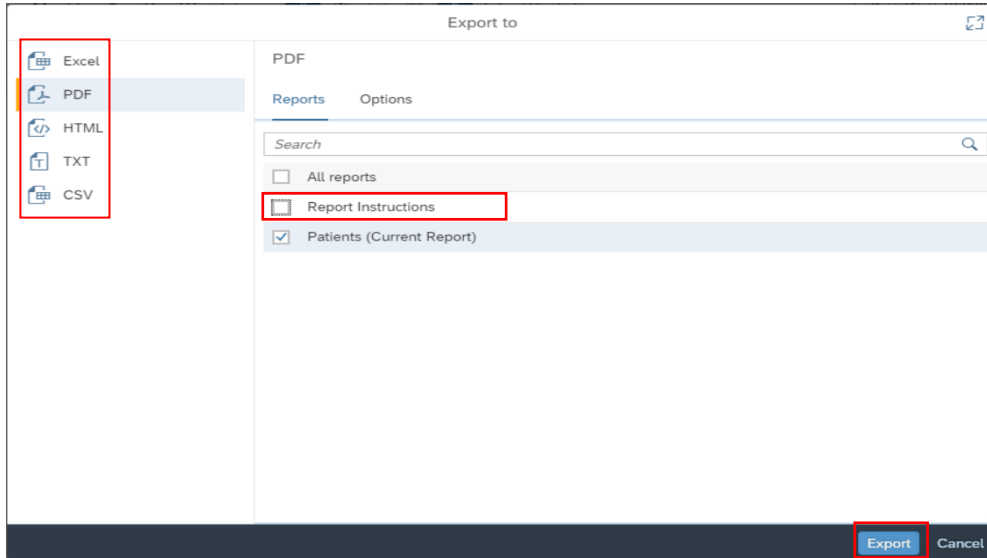
### EXPORT REPORT

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.**

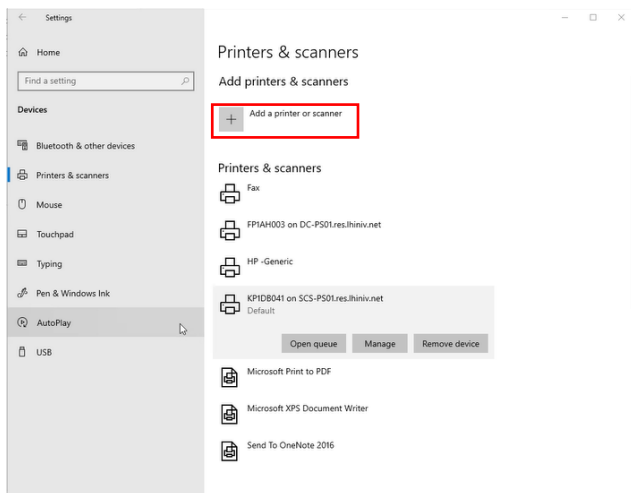


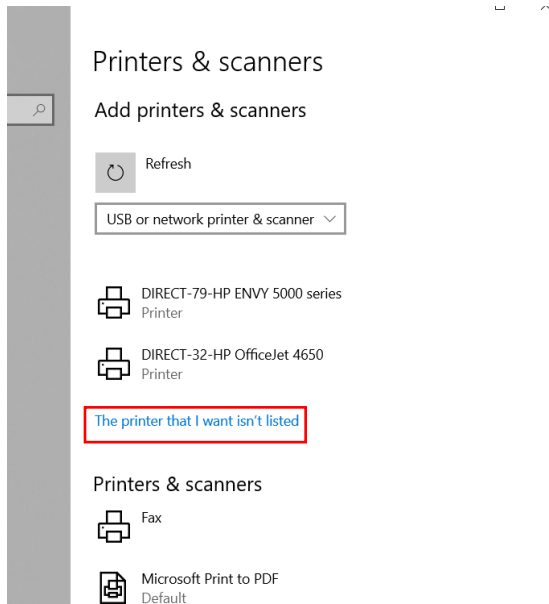
Choose a file type and export to a desired location.



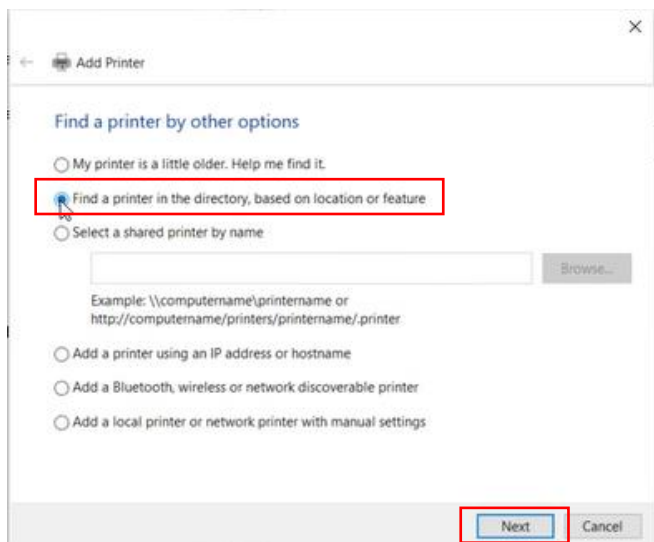
### SET UP PRINTER

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

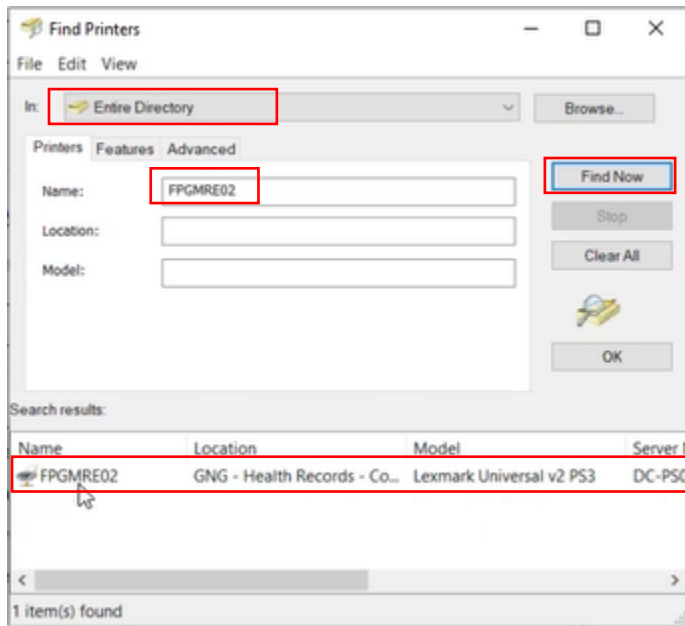




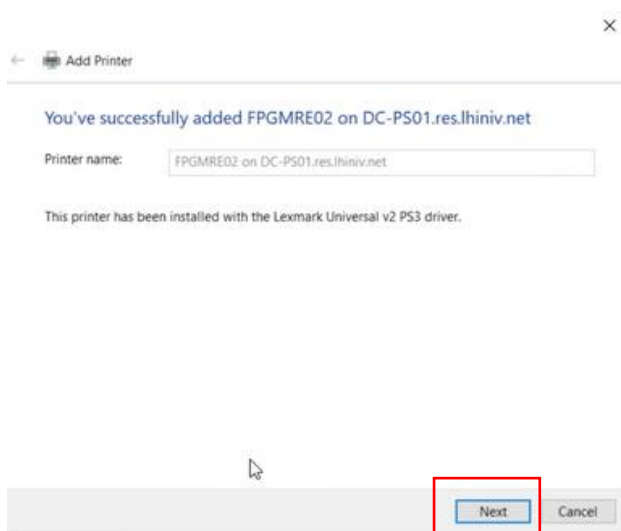
- Select [Find a printer in the directory...] > Select [Next]



- 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'



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





# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

