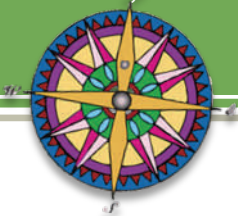


The Monthly Navigator

June 2009
Volume 1, Issue 6



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Navigator Contest Winner

Last month we announced a new Navigator contest. Participants were asked to visit the Virtual Support Center on CAROL and either:

- 1) Use the Password Reset tool or
- 2) Enroll in the Password Reset tool

Of the 817 associates participated in the contest, one associate was chosen to receive a coffee tumbler (made out of recycled coffee cups) and a free cup of coffee. And the winner is.....

Marla Richardson, nurse at St. Joseph's Hospital. Congratulations Marla!

Inside This Issue

Navigator Contest Winner	1
Learning Center Support Line	1
Radiology Exams In Progress	1
Upcoming System Downtimes and Upgrades	2
Accessing your E-mail on the Web	2
Learning Center Corner	2
PowerChart Tip of the Month	3

If you have any Hints & Tips that you would like to see in this newsletter, contact us at computertraining@carondelet.org.



Learning Center Support Line: 349-5871

Through June 30, 2009!

To better assist you in completing your annual learning requirements, your Information Services Training team is pleased to announce that we have opened a Learning Center Support Hotline.

Now through June 30, 2009, you can call the training team to receive instant assistance with your Learning Center questions and issues.

Learning Center Support Hotline : 349-5871

Hours: Monday—Friday 8:00 am—5:00 pm
After hours, please continue to call the Help Desk at 2500 for support.



Radiology Exams In Progress

Effective July 1st, Radiology exams in ordered, started, or completed status will appear on the **Rad**, **Recent Results**, and **Documents** tabs in PowerChart as **In Progress**. Previously only Radiology exams that had a preliminary or final report appeared.

Radiology	06/18/09 12:01 MST	06/18/09 12:21 MST
Computed Tomography		
CT Biopsy/Aspiration/Needle Placement		* CT Bic
Diagnostic Radiology		
XR Chest 2 Views	* In Progress	
Mammography		
MA Additional Projections Bilat		

How do I know the status of the exam?

To determine the status of an In Progress exam, right-click the **In Progress** field in the results (shown above) and select **View Order Info**. The status of the exam will be listed under **Department Status**.

Department Status Exam Ordered

Do you have a suggestion for an article for next month's Navigator?

Submit your ideas to the IS Training team at:
computertraining@carondelet.org

Upcoming Planned Downtimes & System Upgrades

June 25 2009
0500-0600

Cerner will undergo routine maintenance to improve performance. The Information Services team does not expect any outages or disruptions during this time.



Accessing your E-mail on the Web

Many associates have called the Help Desk because they are having difficulties logging into Outlook Web Access. Remember that when using the Web based version of Outlook, you must use a **chnt** in front of your usual username.

Why? Outlook Web Access (<http://email.ascensionhealth.org>) is a tool used by all of Ascension Health's ministries. Because there may be associates at other ministries with the same username as you, the **chnt** distinguishes Carondelet associates from those associates at other ministries.

The **chnt** is only necessary when using Web Access. If you are accessing the full Outlook client using Personal Applications you only need to use your username alone (the same username you use for Cerner).

If you have forgotten your password for either Outlook or Cerner, remember to try using the Self Service Password Reset tool on the CAROL homepage.



Learning Center Corner

Submitted Question:

I want to complete some of my SLPs at home. Can I do that?

Answer:

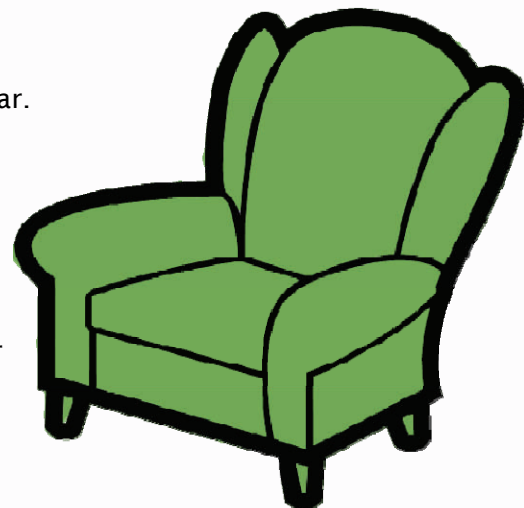
Absolutely! To complete online courses through the Learning Center on your home computer, you will need to ensure you have specific software installed. You will need:

- **Adobe Flash Player** (Free Software. Download this software here: <http://get.adobe.com/flashplayer/>)
- **Adobe Acrobat Reader** (Free Software. Download this software here: <http://get.adobe.com/reader/>)
- **Pop-up Blockers Disabled.** You must have all pop-up blockers disabled (including Internet Explorer, Yahoo Toolbar, Google Toolbar, etc...)

Follow the steps below to login to the Carondelet Learning Center while you are **outside** of Carondelet facility (such as at your home).

1. Double-click the **Internet Explorer** icon on the Desktop.
2. Type <http://www.ascensionhealthuniversity.org> in the **Address** bar.
3. Enter your login name in the **Login** field.
4. Enter your password in the **Password** field.
5. Click the **Submit** button.

The first window that appears after you have logged in is known as your Home screen. You can return to this screen at any time by clicking the **Home** button on the purple toolbar at the top of the Learning Center.





PowerChart Tip of the Month

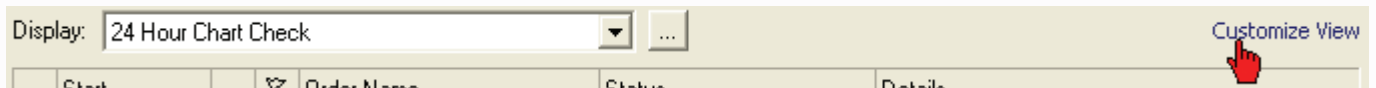
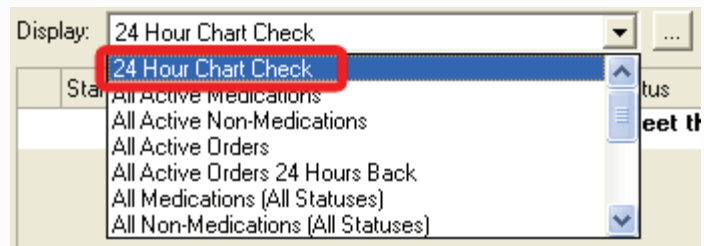
Did you know that the **Orders** tab in PowerChart has a **Display** setting that has been specifically designed to assist you with your 24 Hour Chart Checks?

To make your review process even more efficient, you change you view settings to show all orders in a chronological order to better match Physician order sheets in the paper chart.

Setting up your 24 Hour Chart Check Display

NOTE: You only have to follow these steps to establish your settings.

1. Login to PowerChart.
2. Open a patient Chart.
3. Click the **Orders** tab on a Patient Chart.
4. Select **24 Hour Chart Checks** from the **Display** drop-down menu.
5. Click the **Customize View** link.
6. Select **Active/Inactive** from the **Then By** drop-down menu.



7. Ensure that **Chronological** or **Start** is selected from the **Sort Orders** drop-down menu.
8. Select the **Descending** radio button.
9. Click the **OK** button.

