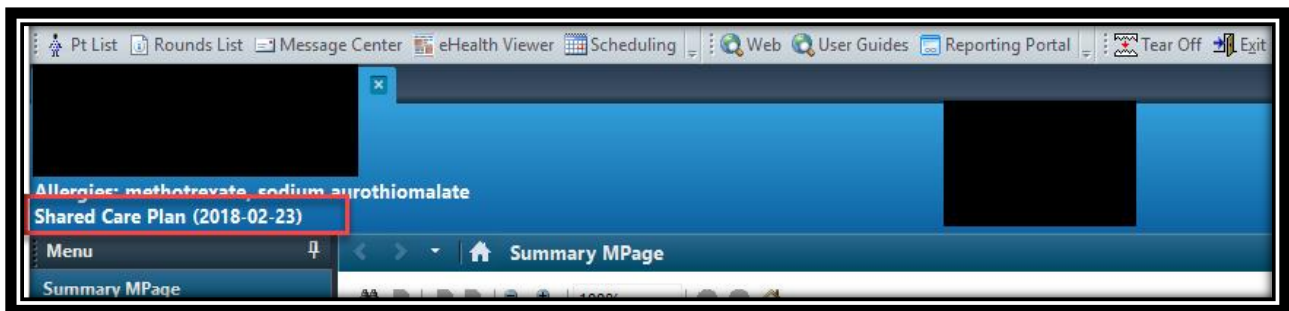# How to Find Shared Care Plan from MOIS in PowerChart

Clients must match in Cerner and MOIS on six Fields: First Name, Last Name, Date of Birth, Gender, PHN and Insurance Type (By) for the care-plan to properly share from MOIS to PowerChart (PC).
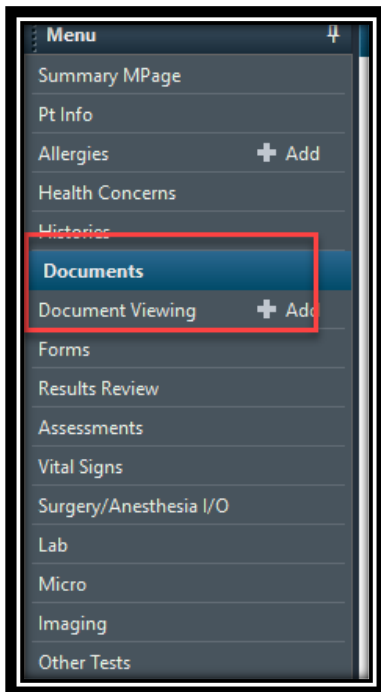
Only Shared Care Plans are accepted by PowerChart at this time. No other Electronic Medical Record (EMR) to EMR documents will be received into the chart.

Shared Care Plan Alert in PowerChart

When a care plan is properly shared from MOIS to PC, there will be an alert in PC on the blue banner bar at the top of a the patient's chart. This alert will include the date the care plan was shared into PowerChart. Once a care plan is shared into PC, it becomes a document that can be viewed in either "Documents" or "Document Viewing" tabs in PC.
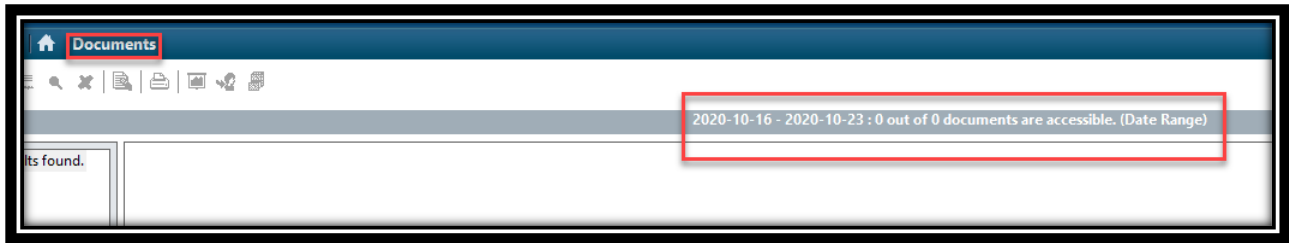

From here, the share care plan can be viewed in either "Documents" or "Document Viewing" which can be found in the left hand, dark menu of the patient's chart.
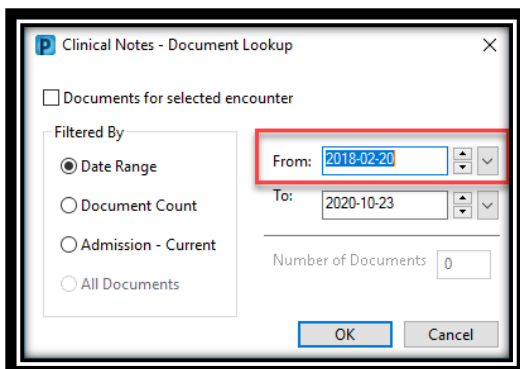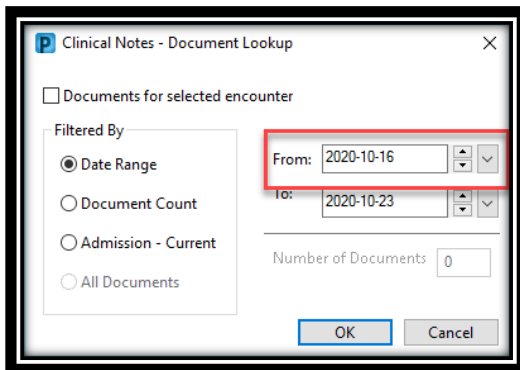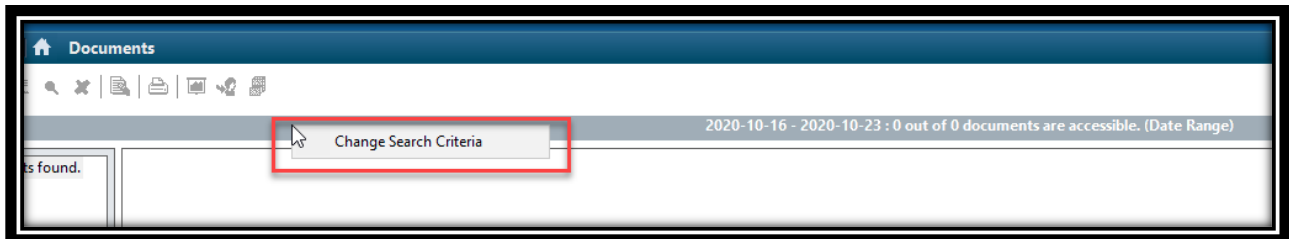
Viewing the Shared Care Plan in the "Documents" Tab
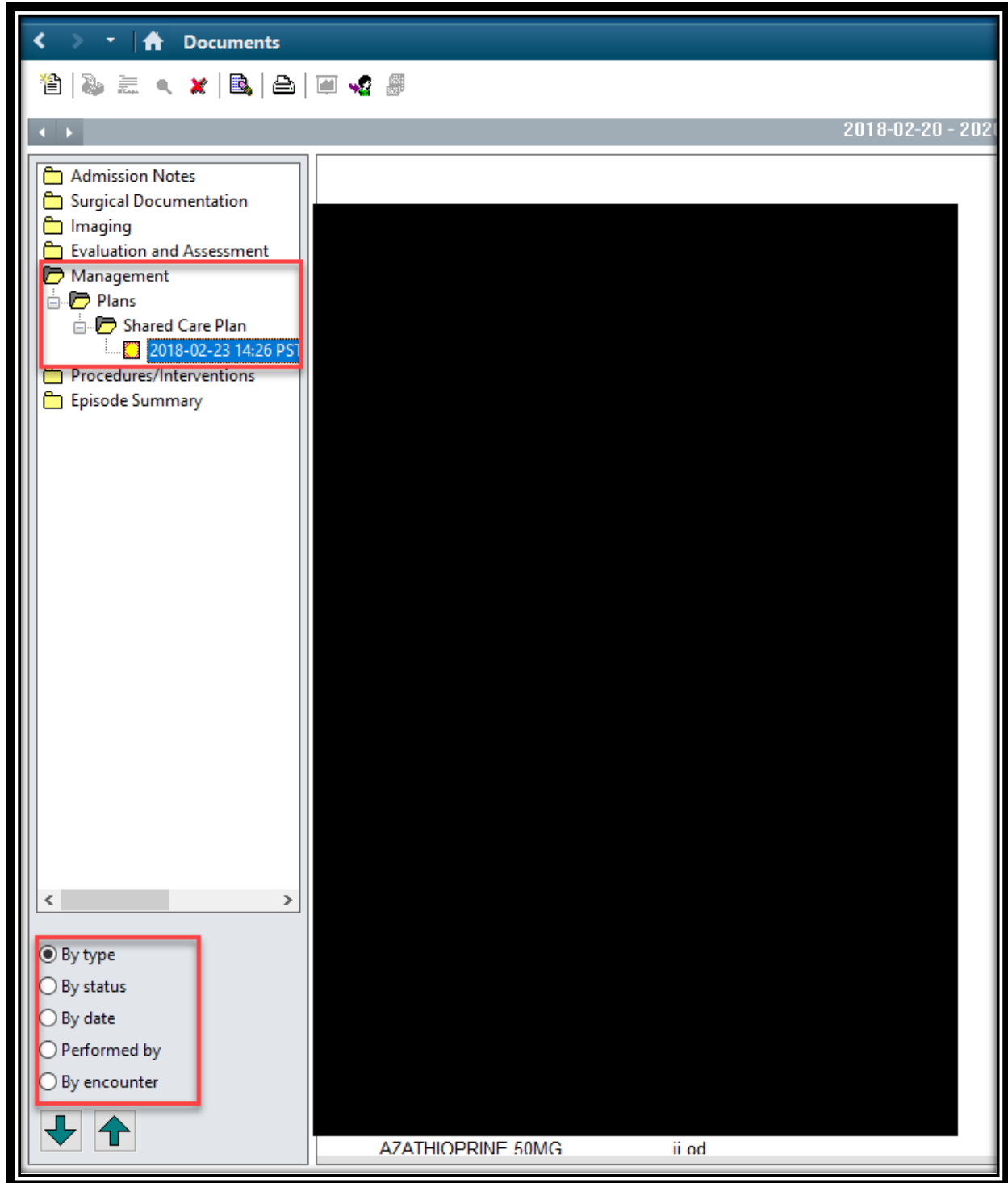
If the document is not readily available in the "Documents" tab, check the date range.

The date range is defaulted to around two weeks, which may not be far enough back to include the shared care plan. Right click the grey date bar, and select "Change Search Criteria" which will allow you to select a date range. Make sure to include a date before the share care plan alert in the "From" section. For example, in this chart, the date for the shared care plan alert was 2018-02-23, so the "From" date has to be set at least before that.

The note should now be viewable in the Documents tab. In navigation window in the left side of the "Documents" tab, select the "By type" filter. Find "Management -> Plans -> Shared Care Plans ->" and the shared care plan should be there. The "By type" filter is the easiest filter for finding a particular type of document within a date range and is recommended here. Double click the shared care plan, it will open in the right window. A box is covering this information to preserve confidentiality.

Viewing the Shared Care Plan in the "Document Viewing" Tab

Finding the shared care plan in the "Document Viewing" tab is more straightforward. The tab is found on the left side dark menu.

"Document Viewing" shows all documents in the navigation window, regardless of date or type. Depending on the number of documents, you may have to scroll through several pages. Click next page until you see the date range you are looking for. In this example, we scroll through the pages until 2018-02-23 shows in the date column. The second and third column tell you which document you are looking at. Once you left click once and highlight blue, the shared care plan will open in the right window and you can view the information.