Information Services

PowerChart Education

PowerChart education for Office Administrative Assistants

Mount Sinai Hospital uses **PowerChart** as our Electronic Medical Record application. Using PowerChart you will be able to:

- ✓ Register patients
- ✓ View/Print lab results
- ✓ View/Print dictated reports

You must complete the following steps in order to access PowerChart.

1. **Your manager/supervisor must request a PowerChart account**
   a. Your manager/supervisor will need complete a NARF (Network Access Request Form) requesting a new PowerChart account be created for you. Your manager/supervisor can find this form by clicking: http://info2/departments/informatics/helpdesk/narf-network-access-request-form/view

   Note: your manager will receive an email within 24 hours confirming your account creation.

2. **Once your account has been created complete your PowerChart education**
   a. Your PowerChart education consists of a number of online eLearning videos.
      i. Click on the following link: http://mshwebnlb/Training/default.html
      ii. Select "**To Start Your Tutorial Click Here…** "
      iii. Select **Department** = "**Others**"
      iv. Select an appropriate **Profession**
      v. Select the appropriate **Course(s)**.
         - **Results Review** – basic PowerChart navigation. Required if you will be accessing the patient's chart to view/print lab results or reports.
         - **What's New In PowerChart** – additional features within PowerChart
         - **Ambulatory Registration** – how to register a new patient. Required if your role requires you to register patients.
      vi. At the end of each video write down your confirmation number.

   Note: Click the back arrow to return to this menu in order to select the next video.

3. Come to the classroom (**Room 11-207**) during regular hours to present your confirmation number(s) and obtain your login information.

Days	Drop-in Hours
Monday	9:00-12:00 / 1:00-3:00
Tuesday	9:00-12:00 / 1:00-3:00
Wednesday	Closed
Thursday	Closed
Friday	9:00-12:00