

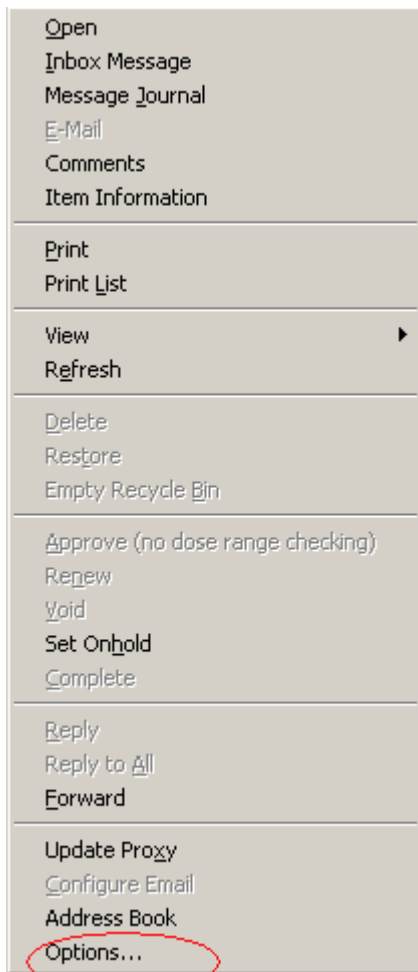
1. Log into PowerChart and display the Inbox tab. From the menu options, click “Inbox.”

The screenshot shows the PowerChart Organizer for Utah, Attending software interface. The title bar reads "PowerChart Organizer for Utah, Attending". The menu bar includes "Task", "Edit", "View", "Inbox", and "Help". The "Inbox" menu item is circled in red. Below the menu bar is a toolbar with various icons and a clock showing "As Of 13:40". The main window has tabs for "In-Box", "Patient List", and "Scheduling". The "In-Box" tab is active, displaying a list of items under the heading "Sign and Review" with a filter of "Since: 12/3/2007". A left sidebar contains icons for "Sign and Review (0 new)", "Inbox Messages (0 new)", "New Results FYI (10 new)", and "Trash Can". The main list has columns for "Type", "Patient Name", "From", "Subject", "Created Date", "Update Date", and "Status".

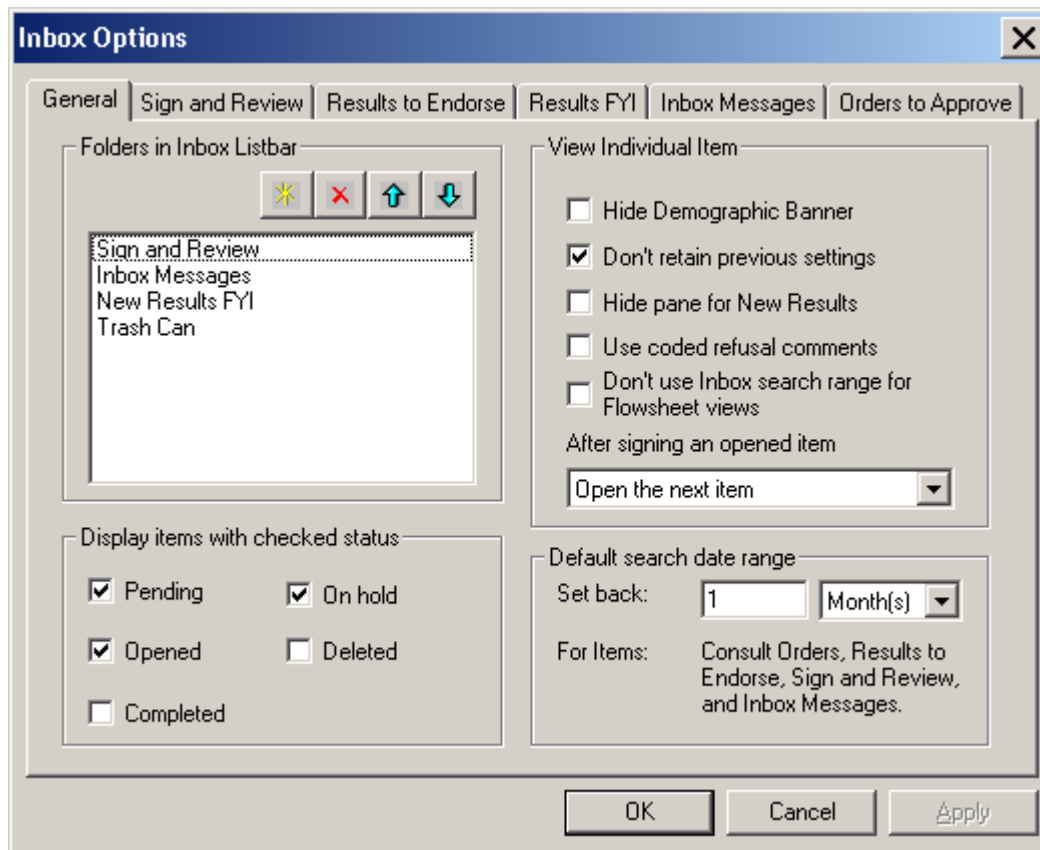
	Type	Patient Name	From	Subject	Created Date	Update Date	Status
1	Sign and Review						
2	Documents to Sign						
3	Forwarded Document to Sign	CTTest, Patient4	Utah, Resident	OB GYN Post Delivery Note	12/04/07 15:21	12/13/07 14:50	Opened
4	Documents to Review						
5	Forwarded Results to Review						
6	Saved Documents						

At the bottom right of the window, there is a status bar with the text "PROD UTAHATTENDING 03 January 2008".

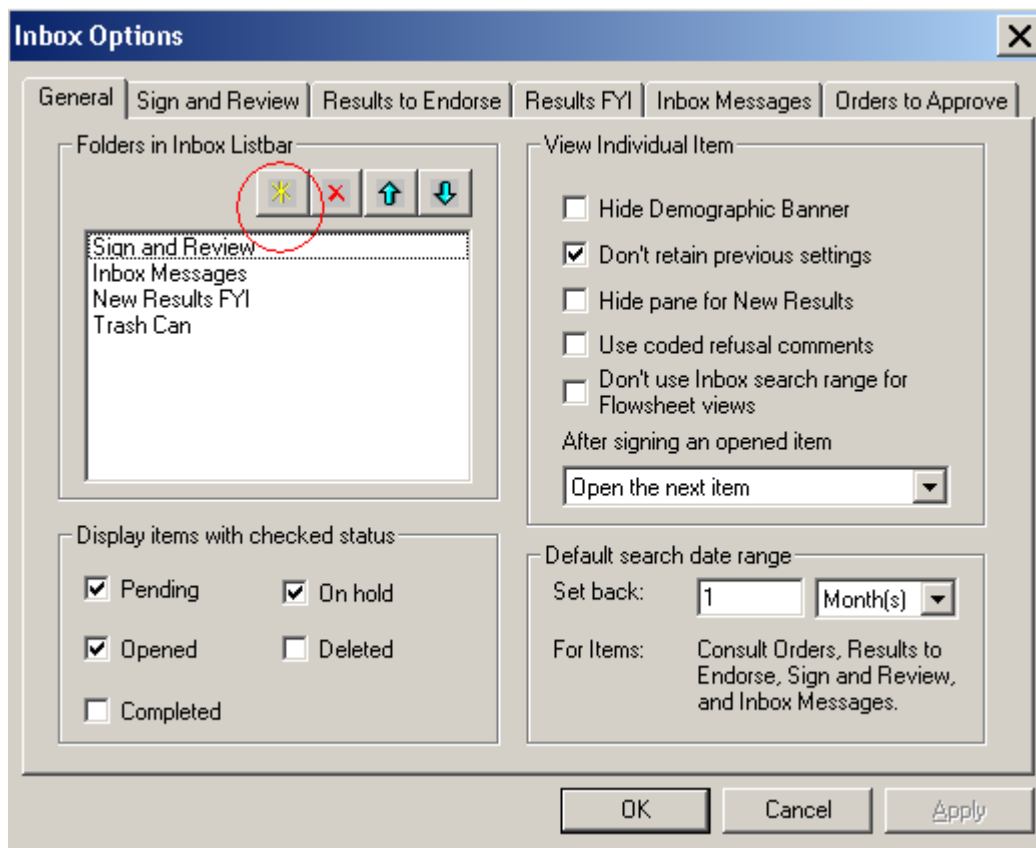
2. The Inbox menu displays. Select “Options.”



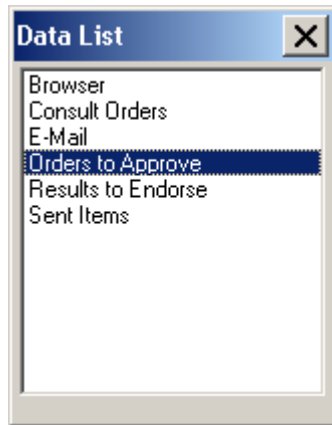
3. The Inbox Options window displays, showing the folders in your Inbox Listbar.



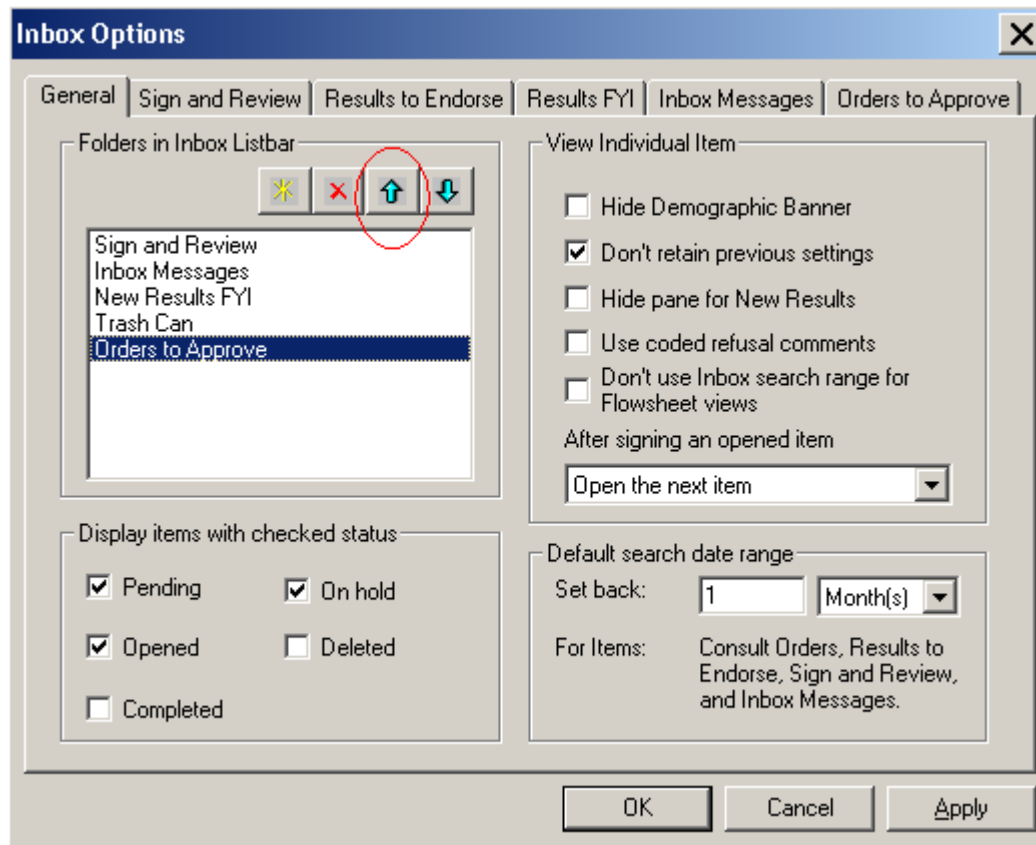
4. Click on the yellow star to add a new folder in the Inbox Listbar.



5. The Data List window displays with the available selections. Double-click on “Orders to Approve”, then close the Data List window by clicking on the X in the upper right-hand corner.



6. “Orders to Approve” has been added. To reposition it in the display, click on “Orders to Approve” and then click the blue Up Arrow until “Orders to Approve” is second in the list.



Inbox Options [X]

General | **Sign and Review** | Results to Endorse | Results FYI | Inbox Messages | Orders to Approve

Folders in Inbox Listbar

[New] [Delete] [Up] [Down]

- Sign and Review
- Orders to Approve**
- Inbox Messages
- New Results FYI
- Trash Can

View Individual Item

- Hide Demographic Banner
- Don't retain previous settings
- Hide pane for New Results
- Use coded refusal comments
- Don't use Inbox search range for Flowsheet views

After signing an opened item

Open the next item [v]

Display items with checked status

- Pending
- On hold
- Opened
- Deleted
- Completed

Default search date range

Set back: 1 [v] Month(s)

For Items: Consult Orders, Results to Endorse, Sign and Review, and Inbox Messages.

OK Cancel Apply

7. Click “Apply” and then click “OK.” The Inbox Options window closes and the Inbox tab redisplay. The “Orders to Approve” section will not display in the Inbox Listbar until you refresh the display by clicking on the “As Of” button.

The screenshot shows the PowerChart Organizer for Utah, Attending interface. The title bar reads "PowerChart Organizer for Utah, Attending". The menu bar includes "Task", "Edit", "View", "Inbox", and "Help". The toolbar contains various icons, with the "As Of 13:40" button circled in red. Below the toolbar are tabs for "In-Box", "Patient List", and "Scheduling". The main window displays a "Sign and Review" section with a table of tasks. The table has columns for "Type", "Patient Name", "From", "Subject", "Created Date", "Update Date", and "Status". The table is filtered to show items "Since: 12/3/2007".

Type	Patient Name	From	Subject	Created Date	Update Date	Status
Sign and Review						
Documents to Sign						
Forwarded Document to Sign	CTTest, Patient4	Utah, Resident	OB GYN Post Delivery Note	12/04/07 15:21	12/13/07 14:50	Opened
Documents to Review						
Forwarded Results to Review						
Saved Documents						

At the bottom right of the window, the status bar shows "PROD UTAHATTENDING 03 January 2008".



In-Box Patient List Scheduling

- UTAHATTENDING
- Sign and Review (0 new)
- Orders to Approve (1 new)
- Inbox Messages (0 new)
- New Results FYI (10 new)
- Trash Can

Sign and Review Since: 12/3/2007

	Type	Patient Name	From	Subject	Created Date	Update Date	Status	No
1	Sign and Review							
2	Documents to Sign							
3	Forwarded Document to Sign	CTTest, Patient4	Utah, Resident	OB GYN Post Delivery Note	12/04/07 15:21	12/13/07 14:50	Opened	
4	Documents to Review							
5	Forwarded Results to Review							
6	Saved Documents							

8. The Inbox Listbar will indicate if you have any orders to approve. If you do, click on “Orders to Approve” to display the orders.

The screenshot shows the 'PowerChart Organizer for Utah, Attending' application window. The 'In-Box' tab is active, displaying a list of folders on the left: 'Sign and Review (0 new)', 'Orders to Approve (1 new)', 'Inbox Messages (0 new)', 'New Results FYI (10 new)', and 'Trash Can'. The 'Orders to Approve' folder is selected, showing a table of pending orders. The table has columns for Patient Name, From, Order Name, Details, Status, Created Date, and Update Date. The data row shows an order for 'CT Test, Patient4' from 'Radiology Clinic' with details 'Look for signs of pneumonia, 12/07/07 09:36, No' and a status of 'Pending'.

	Patient Name	From	Order Name	Details	Status	Created Date	Update Date
1	Orders to Approve						
2	Cosign Orders(1)						
3	CT Test, Patient4	Radiology Clinic	(Look for signs of pneumonia)	Look for signs of pneumonia, 12/07/07 09:36, No	Pending	12/07/07 09:35	12/07/07 09:37
4	Orders						

Since: 12/3/2007

PROD UTAHATTENDING 03 January 2008

“Orders to Approve” will display Cosign Orders, Med Student Orders, Incomplete Orders, and Renewal Orders for your approval.