

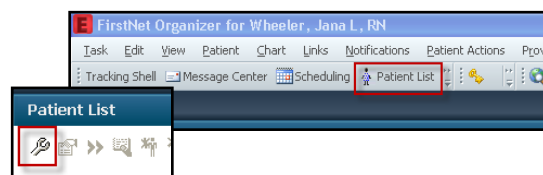
Emergency Department Student (Nurse/ Paramedic) One Time Set Up's

Create PHRED (electronic health record) Logon

1. Double Click on PHRED Icon located on Desktop
2. Click on Powerchart Prod
3. Enter Username: (this was given to you by your school)
4. Enter Password: (1st time you log in, your password is your username, you will be prompted to change)
5. How to create a strong password:
 - Must be AT LEAST 8 characters long – the longer the better!
 - Contains both upper and lower case letters (A-Z, a-z)
 - Includes at least one number (0-9) and at least one special character (!@#\$\$%^&*-_+=+|\`~,<.>/?;:'''[] {}) if allowed by the system
 - Expires every 90 days
 - Is NOT a word in any dictionary, slang or jargon
 - Does NOT contain personal information, such as the names of family or pets
 - Does NOT contain obvious patterns, such as abc123 or qwerty

Create your Patient List

1. Click on the *Patient List* icon on the top of your tool bar (if unable to locate click on one of the black drop down arrows).
2. Click *Wrench*.
3. Click *New*.
4. In the Patient List Type window select *Location*.
5. Click *Next*.
6. Click the plus sign (+) next to *Locations* on the right side of the window.
7. Click the plus sign (+) next to *Children's Mercy Hospital* (choose the location where you will be working—see below). Repeat steps for each of the following areas if you work at multiple locations.
 - *Children's Mercy Hospital > Emergency Room*
 - *Children's Mercy Hospital Kansas > CMK Emergency Room*
8. Click the plus sign (+) next to the second *Children's Mercy Hospital* (do not check within the box).
9. Select *Emergency Room* by entering a check mark within the white box.



10. On the left side of the window highlight *Encounter Types*.
11. Select *Emergency* (checking within the box).
12. Select *Inpatient* (this will allow boarded patients to be seen on the list).
13. On the left side of the window, highlight *Discharged Criteria*.
14. Select *Only Display Patients That Have Not Been Discharged*.
15. Click *Finish*.
16. Click *OK*.

