



WOOD COUNTY  
HOSPITAL

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# *Wood County Hospital*

## Basic computer access and use





WOOD COUNTY  
HOSPITAL

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# Signing into WCH Network







Click Cancel



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# Student Log-in Information will be sent to you



**User Name:** given to you

**Password:** exactly how shown in  
email correspondence with cap,  
number and special character



Login to Windows

 WOOD COUNTY HOSPITAL 

User Name:

Password:

Log on to: WOOD\_COUNTY

Choose how to authenticate with OneSign

☒ Password ☐ Fingerprint ☐ ID Token ☐ Proximity Card

[Forgot password?](#) [Shut down](#) | [Restart](#) 

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# Change Password



- Passwords require 3 of the 4
  - A number
  - A capital letter
  - A lower case letter
  - A special character



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# Authentication Methods



## Enroll Imprivata ID:

Click enroll later – you will never have to do this

## Enroll Fingerprints:

At least one fingerprint-  
We recommend 2

## Security Questions:

Answer all questions – change as needed

jettm (WOOD\_COUNTY) - Enroll Authentication Methods - Imprivata

Marlene Jett

Log out

### Enrolled authentication methods



6

fingerprints



5

security  
questions

### Not enrolled yet



Enroll Imprivata ID

**\*\*If you are employed here, you will need to enroll different fingers than what you already have in the system for your employee account**

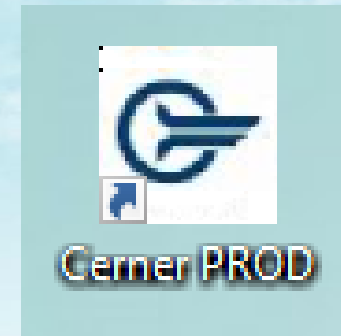
imprivata



# Accessing Cerner



- Double click Cerner application icon



- It should autofill your username and password if everything is working properly



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# Accessing Powerchart



- Click Powerchart P161

A screenshot of the Cerner Apps menu. The top bar is blue with the Cerner logo on the left, 'APPS' in the center, and 'WOOD\_COUNTY\jettm' on the right. Below the bar, there are tabs for 'All' and 'Categories'. A search bar on the right says 'Search All Apps'. The main area displays a grid of app icons. A green arrow points from the text 'Click Powerchart P161' to the 'Powerchart P161 WOOD\_OH' icon. The icons include: Appbar P161 WOOD\_OH, Desktop Messenger P161 WOOD\_OH, Firstnet P161 WOOD\_OH, P161 Support Folder, P161 User Folder, Powerchart P161 WOOD\_OH, Report Request P161 WOOD\_OH, Revenue Cycle P161, and Saanesthesia P161 WOOD\_OH. There is also a 'Surginet P161 WOOD\_OH' icon at the bottom left.

Cerner

WOOD\_COUNTY\jettm

APPS

All Categories

Search All Apps

Appbar P161 WOOD\_OH

Desktop Messenger P161 WOOD\_OH

Firstnet P161 WOOD\_OH

P161 Support Folder

P161 User Folder

Powerchart P161 WOOD\_OH

Report Request P161 WOOD\_OH

Revenue Cycle P161

Saanesthesia P161 WOOD\_OH

Surginet P161 WOOD\_OH



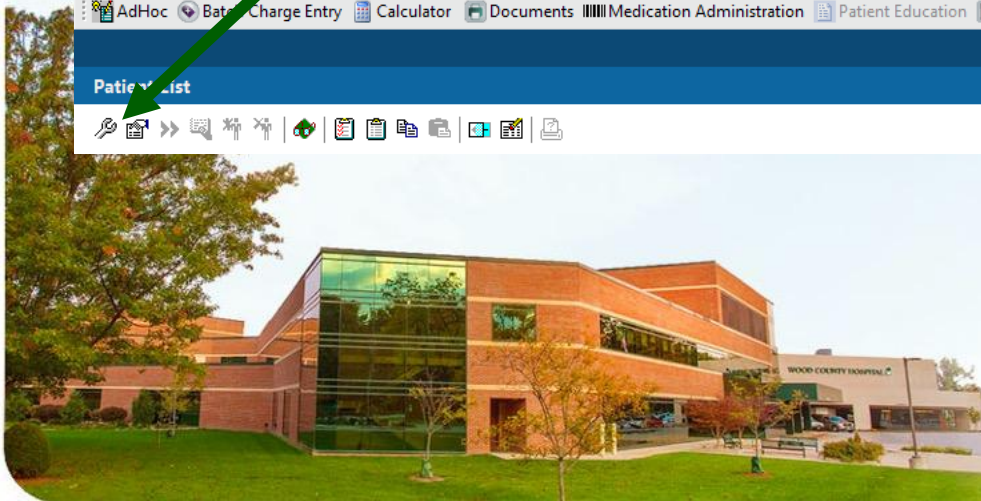
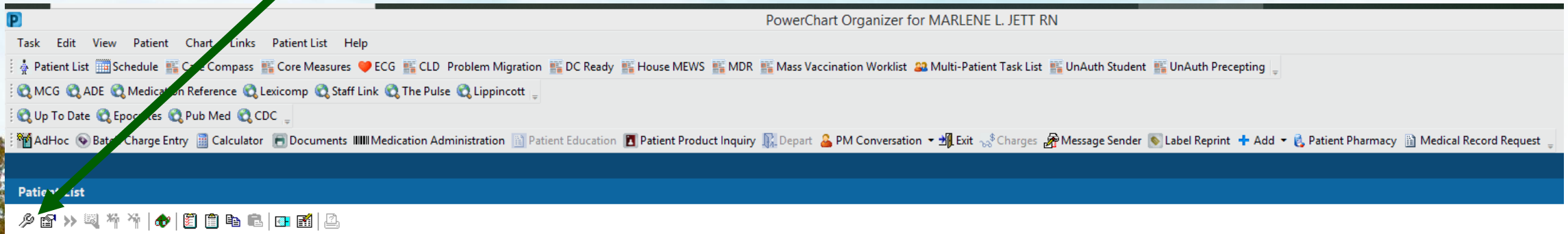
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# Make Patient List



- Click wrench to make your patient list



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# Make Patient List



To make a patient list:  
1. Click New

Modify Patient Lists

Available lists:

Active lists:

New OK Cancel

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# Make Patient List



2. Click:

- Location
- Then Next

Patient List Type

Select a patient list type:

- Assignment
- Assignment (Ancillary)
- CareTeam
- Custom
- Location
- Medical Service
- Provider Group
- Query
- Relationship
- Scheduled

Back Next Finish Cancel

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# Select Locations



3. Click + sign in front of  
Locations

Location Patient List

|                                              |                                           |
|----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> *Locations          | <input type="checkbox"/> Locations        |
| <input type="checkbox"/> Medical Services    | <input type="checkbox"/> Locations Groups |
| <input type="checkbox"/> Encounter Types     |                                           |
| <input type="checkbox"/> Care Teams          |                                           |
| <input type="checkbox"/> Relationships       |                                           |
| <input type="checkbox"/> Time Criteria       |                                           |
| <input type="checkbox"/> Discharged Criteria |                                           |
| <input type="checkbox"/> Admission Criteria  |                                           |

Enter a name for the list: (Limited to 50 characters)

Back Next Finish Cancel

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# LOCATIONS



4. Click + before Wood  
County Hospital Assn

5. Click + in front of  
Wood County  
Hospital Association

The screenshot shows a software window titled "Location Patient List". On the left, there is a list of checkboxes: ☐ \*Locations, ☐ Medical Services, ☐ Encounter Type, ☐ Care Teams, ☐ Relationships, ☐ Time Criteria, ☐ Discharged Criteria, and ☐ Admission Criteria. A green arrow points from the text "Click + before Wood County Hospital Assn" to the plus sign icon next to the "Locations" folder. Another green arrow points from the text "Click + in front of Wood County Hospital Association" to the plus sign icon next to the "Wood County Hospital Association" entry. The right pane shows a tree view with "Locations" expanded, containing "Wood County Hospital Assn", "Wood County Hospital Association", and "Locations Groups". Below the panes is a text input field labeled "Enter a name for the list: (Limited to 50 characters)". At the bottom right are buttons for "Back", "Next", "Finish", and "Cancel".

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# Location Patient List



6. Click in front of WCH 2 South (test location) & WCH 2 West
7. Click Finish

**You may want to do this process (slides 9 -14) two times to get your 2 West and 2 South Separate I highly recommend this!**

The screenshot shows the 'Location Patient List' window. On the left, a list of criteria includes: ☒ \*Locations [WCH 2 South, W], ☐ Medical Services, ☐ Encounter Types, ☐ Care Teams, ☐ Relationships, ☐ Time Criteria, ☐ Discharged Criteria, and ☐ Admission Criteria. The main list on the right contains various locations, with 'WCH 2 South' and 'WCH 2 West' both checked. 'WCH 2 West' is highlighted with a blue selection box. At the bottom, there is a text field labeled 'Enter a name for the list: (Limited to 50 characters)' containing the text 'WCH 2 South, WCH 2 West'. Below the text field are four buttons: 'Back', 'Next', 'Finish', and 'Cancel'. Two green arrows originate from the text box on the left: one points to the 'WCH 2 West' entry in the list, and the other points to the 'Finish' button.



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# Location Patient List



## FOR OB

6. Click in front of

WCH OB

WCH Nursery

6. Click **Encounter Types**  
and choose

Inpatient

Newborn

Outpatient

7. Click **Finish**

The screenshot shows the 'Location Patient List' application window. It has a blue title bar and a red close button. The window is divided into two main sections. The left section contains a list of criteria with checkboxes: ☒ \*Locations [WCH Nursery, W], ☐ Medical Services, ☒ Encounter Types [Inpatient,], ☐ Care Teams, ☐ Relationships, ☐ Time Criteria, ☐ Discharged Criteria, and ☐ Admission Criteria. The right section is a scrollable list of locations, each with a plus icon, a checkbox, and a wheelchair icon. The locations are: WCH Cardiac Rehab, WCH Cardiovascular Services, WCH ED BOARD, WCH Emergency Department, WCH FHC, WCH FLR TO OR, WCH Heart Failure Clinic, WCH ICU, WCH Lab, WCH North Baltimore Diagnostics Center, WCH Nursery (highlighted with a blue selection bar), WCH Nutritional Services, WCH OB (checked), WCH OB Triage, WCH Occupational Health, and WCH Outpatient Surgery. Below these sections is a text input field labeled 'Enter a name for the list: (Limited to 50 characters)' with the text 'WCH Nursery, WCH OB' entered. At the bottom right are four buttons: 'Back', 'Next' (highlighted with a blue border), 'Finish', and 'Cancel'. Green arrows from the text on the left point to the 'WCH OB' checkbox, the 'WCH Nursery' checkbox, and the 'Finish' button.

Location Patient List

☒ \*Locations [WCH Nursery, W]  
☐ Medical Services  
☒ Encounter Types [Inpatient,]  
☐ Care Teams  
☐ Relationships  
☐ Time Criteria  
☐ Discharged Criteria  
☐ Admission Criteria

☐ WCH Cardiac Rehab  
☐ WCH Cardiovascular Services  
☐ WCH ED BOARD  
☐ WCH Emergency Department  
☐ WCH FHC  
☐ WCH FLR TO OR  
☐ WCH Heart Failure Clinic  
☐ WCH ICU  
☐ WCH Lab  
☐ WCH North Baltimore Diagnostics Center  
☒ WCH Nursery  
☐ WCH Nutritional Services  
☒ WCH OB  
☐ WCH OB Triage  
☐ WCH Occupational Health  
☐ WCH Outpatient Surgery

Enter a name for the list: (Limited to 50 characters)  
WCH Nursery, WCH OB

Back Next Finish Cancel

us.

# Location Patient List



## FOR OB

8. Hit the wrench, repeat clicking locations, NEW, then click 2 South (test patient to practice)

7. Click **Finish**

A screenshot of a software window titled "Location Patient List". On the left, there is a list of checkboxes: 

- ☒ \*Locations [WCH 2 South, W
- ☐ Medical Services
- ☐ Encounter Types
- ☐ Care Teams
- ☐ Relationships
- ☐ Time Criteria
- ☐ Discharged Criteria
- ☐ Admission Criteria

On the right, there is a list of locations with checkboxes and icons: 

- ☐ BD-A-PAIN
- ☐ BV Bridge Hospice
- ☐ Pain Consult WC
- ☐ Pain WC
- ☐ PAT WC
- ☐ Surgery WC
- ☐ WCCYSTO1
- ☐ WCENDO1
- ☐ WCENDO2
- ☐ WCH 2 East
- ☒ WCH 2 South
- ☐ WCH BGSU REHAB
- ☐ WCH Blood Draw Center
- ☐ WCH BMDI
- ☐ WCH Cardiac Rehab

A red box highlights the "WCH 2 South" entry. Below the lists, there is a text input field with the placeholder "Enter a name for the list: (Limited to 50 characters)" and the text "WCH 2 South, WCH 2 West". At the bottom right are four buttons: "Back", "Next", "Finish", and "Cancel". A green arrow points from the instruction "Hit the wrench" to the wrench icon next to "WCH 2 South". Another green arrow points from the instruction "Click Finish" to the "Finish" button.

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# Modify Patient Lists

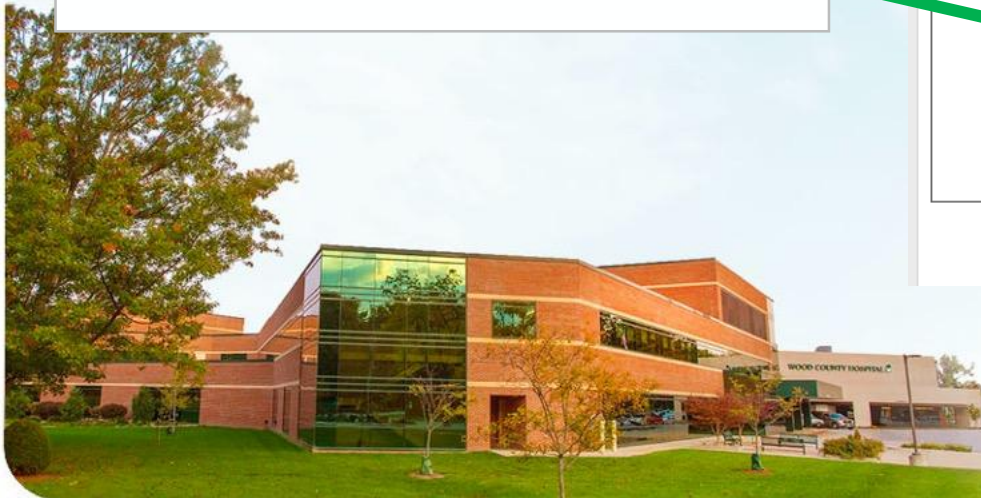


8. Highlight Available Lists

WCH 2 South, WCH 2West

9. Click Blue arrow to move to Active Lists

10. Click OK

A screenshot of the 'Modify Patient Lists' dialog box. The dialog has a title bar with a 'P' icon and the text 'Modify Patient Lists'. It contains two main sections: 'Available lists:' and 'Active lists:'. The 'Available lists:' section contains a list box with the text 'WCH 2 South, WCH 2 West'. The 'Active lists:' section contains a list box with the text 'WCH 2 East, WCH 2 West, WCH ED BOARD, WCH Em...', 'WCH 2 South'. Between the two list boxes are two buttons: a blue arrow pointing right and a grey arrow pointing left. To the right of the 'Active lists:' list box are two small buttons: an up arrow and a down arrow. At the bottom of the dialog are three buttons: 'New', 'OK', and 'Cancel'. Three green arrows originate from the text instructions on the left: the first points to the 'Available lists:' list box, the second points to the blue arrow button, and the third points to the 'OK' button.

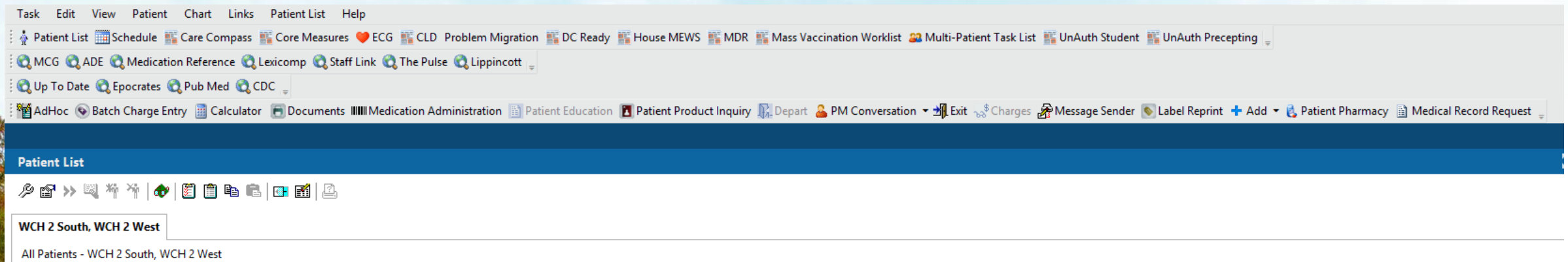
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# You have created your Patient List



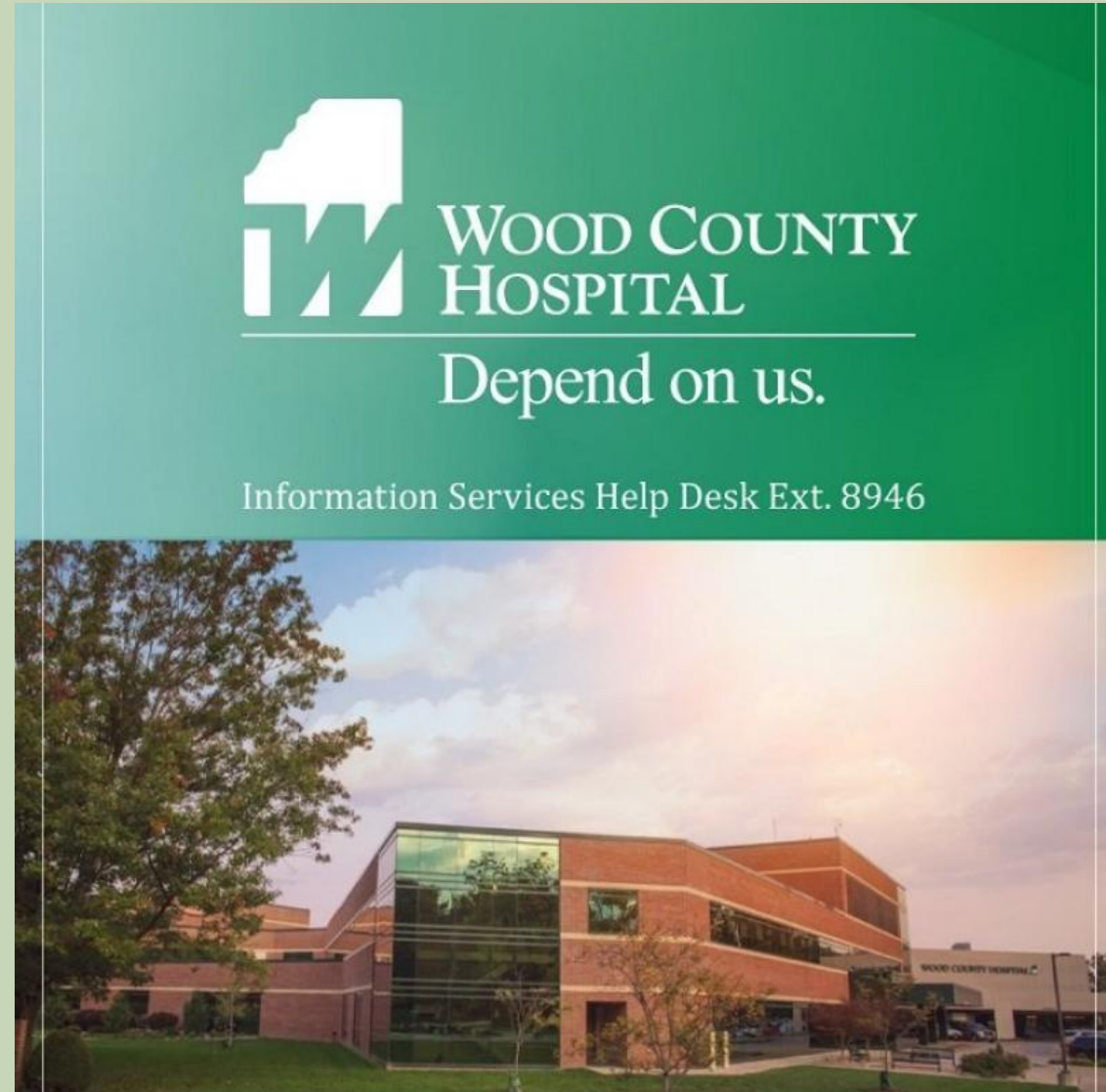
**You are ready to select the ZZZTESTPATIENT and begin documentation training with students**



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# NEED HELP?

Every  
computer  
background  
includes the  
Information  
Services  
Help Desk  
number



# 8946

# The PULSE



The Pulse is WCH's Intranet where you can find a lot of information such as:

- Latest News
- Cafeteria hours/daily menu
- Staff/department directory (phone numbers)
- Policies/Lippincott (procedures)/Lexicomp
- Safety Event Forms
- oneSOURCE (Safety Data Sheets, IFUs, etc.)





# The PULSE



[Home](#) [My Team](#) [My Apps](#) [My Resources](#) [Form & Document Center](#) [CEO Corner](#)

## Latest News

[See all](#)

## Quick Links



3 of 8

2025/2026 EMPLOYEE FLU VACCINE  
CAMPAIGN BEGINS ON OCT. 1

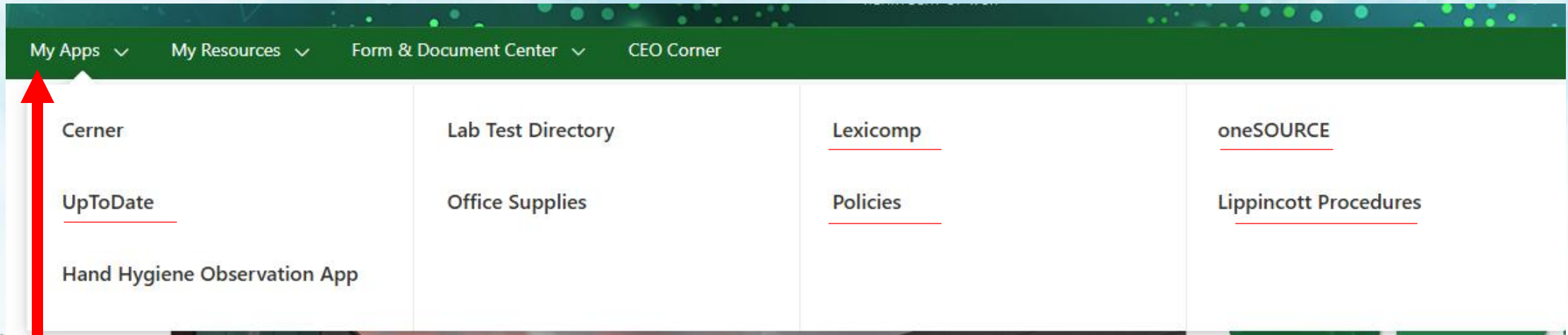
[LEARN MORE](#)



The circled sections open to more options to find what was on the previous slide

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# The PULSE



Under My Apps, you will find multiple resources you may need

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# The PULSE



## Work orders can be placed for multiple reasons:

- Equipment failure
- IS concerns/needs related to computer/Cerner
- Ask staff for help if needed to determine department to consult

Home My Team ▾ My Apps ▾ My Resources ▾ Form & Document Center ▾ CEO Corner

Latest News See all Quick Links

 **CEO Corner**

3 of 8

**2025/2026 EMPLOYEE FLU VACCINE CAMPAIGN BEGINS ON OCT. 1** [LEARN MORE](#)

**Quick Links:**

- CEO CORNER
- PEOPLE SEARCH
- EMPLOYEE RESOURCES
- EMPLOYEE SPOTLIGHT
- DAISY AWARD
- WELLNESS
- TEMPLATES
- TRAINING
- COMMUNITY RESOURCES
- WORK ORDERS**
- SHIFTWIZARD
- workday

Tell Me GOOD



# The PULSE



HEARTBEAT OF WCH

My Resources ▾ Form & Document Center ▾ CEO Corner

|                           |                       |                                |
|---------------------------|-----------------------|--------------------------------|
| Benefits                  | Biggby Coffee         | Cafe Menu                      |
| Health & Wellness         | Employee Health       | Employee Resources             |
|                           |                       | CDI Tip Sheets                 |
|                           |                       | Lab Test Directory             |
| Time & Attendance         | Requests              | <b>Training</b>                |
| Workday SW Education Page | Meeting Room Request  | Security Questions             |
| Old Pay Stubs / W2        | Meeting Room Calendar | Computer Acceptable Use Policy |
|                           | Marketing             | Biometric Data Privacy Policy  |

**Instructors:**  
Go to My Resources and fill out all 3 Training links yourself and have each student do the same.  
Review policies before signing with students



# LOCKING YOUR COMPUTER



**Windows L** will lock your computer for you to fingerprint or log back into or you can go to your desktop and hit this button:



- Please do this if you are walking away from your computer with intention to return
- NEVER just shut off your monitor and walk away



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# LOGGING OFF YOUR COMPUTER



**To Log Off your computer, there are several options:**

1. F4
2. Windows button, click on your picture, hit Sign Out
3. On computer desktop, there is a Log Off button



Search



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# NEED HELP?



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Information Services Help Desk Ext. 8946



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