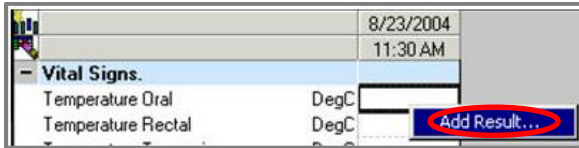


I. Activating Sections and Columns

Documenting a Single Result:

1. Navigate to the appropriate section.
2. **Right click** the desired cell in the appropriate time column.
3. Select **Add Result**.

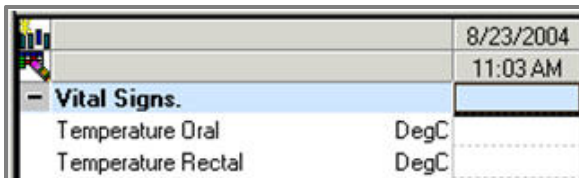


4. **Type** your documentation. Press **Enter** key.
5. **Click Sign**. Signed results will be black with the authentication icon.

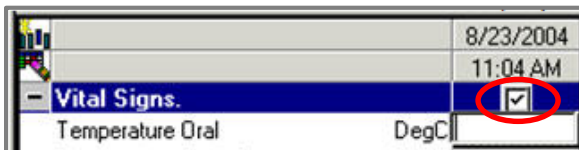


Activating a Single Section:

1. Navigate to the appropriate section.
2. **Double click** the blue cell at the intersection of the section name and the desired time column.



3. A **box with a check mark** is displayed in the cell.



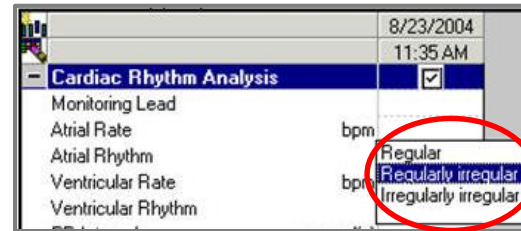
4. Use the **Tab** key to navigate to the appropriate cell, type your documentation.

5. Continue down the **whole column**, if needed, using the tab key.
6. Tab twice to **skip** a cell.
7. Click **Sign** when finished.

II. Documenting Results

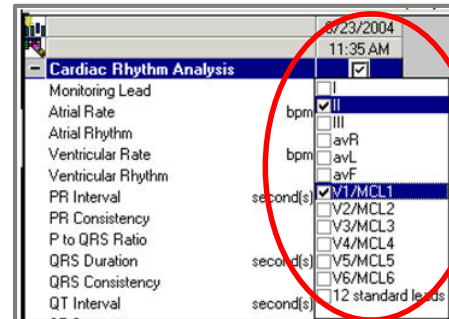
Documenting Single-Select Responses:

1. Tab to the desired cell.
2. Select the appropriate choice from the list.



Documenting Multiple-Select Responses:

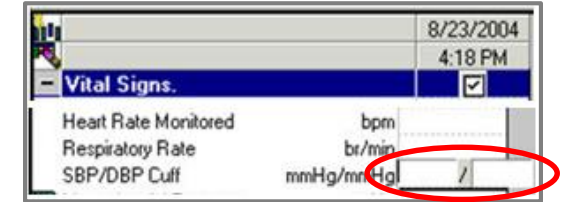
1. Tab to the desired cell.
2. Click on the desired option box(es).



Note: if results are needed in multiple sections, entering the result in one section will populate the result to the other sections, ie: Vital Signs documented in Quick View will also populate in the Blood Transfusion band.

Documenting Complex Results:

1. Tab to the desired cell, two boxes will appear.



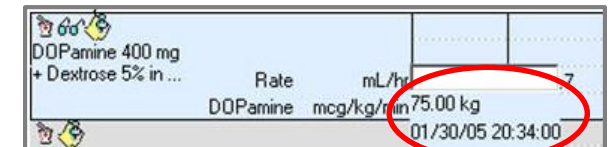
2. Enter your **first** response, press the **Tab** key, enter your second response.



3. Press the **Tab** key to move to the next cell.

Documenting Titrations from IView:

1. **Begin Bag** must be done on the **MAR**.
2. Go to **Iview**.
3. Navigate to the **IV Drips** section. Right click the time header, select **Actual Time**.
4. **Activate** the section by double clicking the **section header**. The weight will display below the charting box.



5. Document the appropriate **Dose**. The **Rate** will **auto calculate**.
6. Click **Sign**.

Clearing Values:



To clear all unsigned results at once, click the **Cancel button** on the toolbar.

To clear individual results, **right click** the desired cell, select **Clear**.

Adding Comments:

1. **Right click** the desired cell, select **Add Comment**.
2. **Free text** your comment in the pop up box.
3. Click **OK**. There will be a tiny triangle in the right upper corner of the cell. Hover over the triangle to get the pop up window with your comment.



Flag/Flag with a Comment:

1. **Right click** the desired cell.
2. Select **Flag**.
3. The yellow flag will be added to the selected cell.
4. Iview may be **filtered** by clicking the **Flag option box** at the top of the flow sheet.



5. To **unflag** a result, right click the desired cell.
6. Select **Unflag**.

Note: if you select Flag with Comment, hover your mouse over the flag to get the comment in a pop up window. Flagged documentation goes to the provider's Mpage.

Modify/Unchart:

1. **Right click** the desired cell, select **Modify**.
2. Make necessary changes, click **Sign**.
3. There will be a **Delta** (triangle) in the cell to indicate a correction was made.
4. Right click the desired cell, select **Unchart**.
5. Select a **Reason** from the drop down arrow.
6. Click **Sign**.
7. Your documentation is removed, the cell will state **In Error**.

Iview Buttons & Icons	
	Show/Hide Navigator
	Show/Hide Empty Columns
	Sign
	Cancel (prior to signing)
	Associate Monitor
	Actions (copy forward)
	Current Tasks
	Overdue Tasks
	Customize View
	Conditional Logic (more documentation is needed depending on choice made, ie: Pain Assessment tool used)
	Dynamic Groups (when you have multiples of the same things, ie: IVs)

Department of Clinical Transformation 444-6952/1338
12/16/14

Stony Brook University Medical Center



Iview Documentation for Student Nurses



Quick Reference Guide

See your Champion for
Additional help using
PowerChart

OR

Call the HELP desk
At 4-HELP (444-4357)