QUICKSTART

A series of helpful guides provided by the Information Technology Department
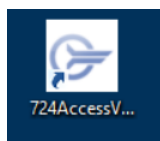
724 – Outpatient Downtime Viewer

Information is sent from PowerChart/Scheduling to the 724 Access Viewer in real time. 724 is a view only program and is used when Scheduling/PowerChart is unavailable. Only information from the current encounter can be accessed.

Log in to 724 Access Viewer

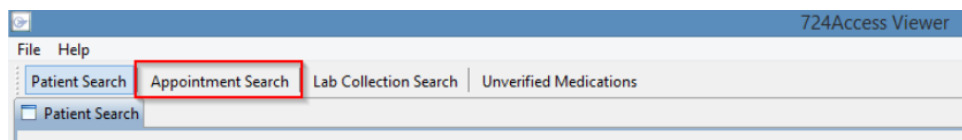- Click on the **724 Access Viewer** icon on your desktop

- Log in using your ward specific 724 Access Viewer username and password (found in the Downtime box/folder)
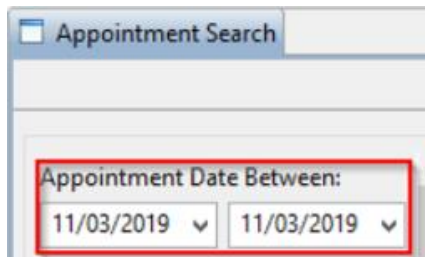

Find a Schedule

- The Patient Search screen appears, select **Appointment Search** from the tool bar
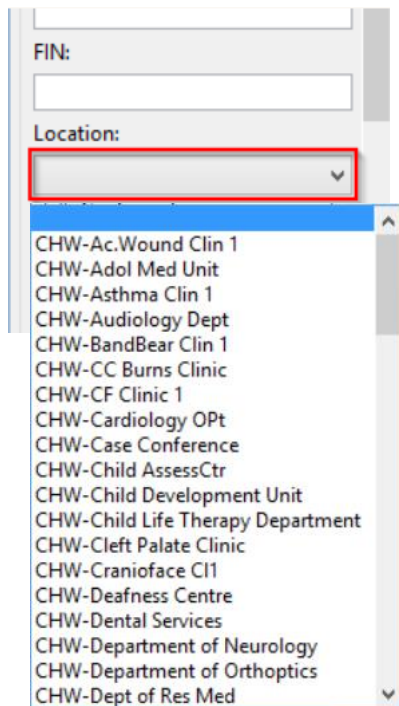
724 – Outpatient Downtime Viewer

- Select **Dates** that you require
- Select **Location** drop down box and select your clinic

- Click **Search**
- Enter your **Username**
- Select **PowerChart Unavailable**
- Click **OK**

724 – Outpatient Downtime Viewer

- A schedule will populate for the selected list by appointment times

Printing a Schedule

- Click **Print**

724 – Outpatient Downtime Viewer
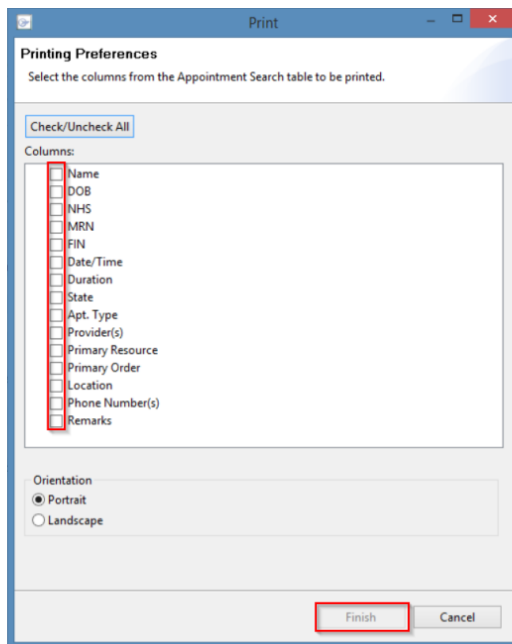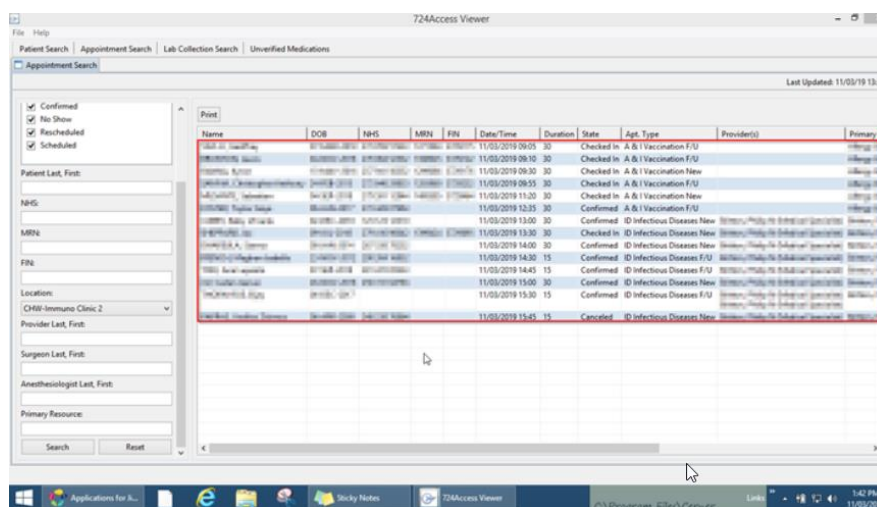
- Select appropriate options from Printing Preferences by using the tick boxes

- Click **Finish**

Viewing patient information

- Double click on a name to open patient demographic

724 – Outpatient Downtime Viewer

- Select the **encounter** and press **OK**

- The patient demographic window will open. Use the left hand menu to open appropriate sections of information to be view

NOTE: Only information relating to the current encounter will display