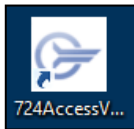


## Downtime- 724 Access Viewer Overview

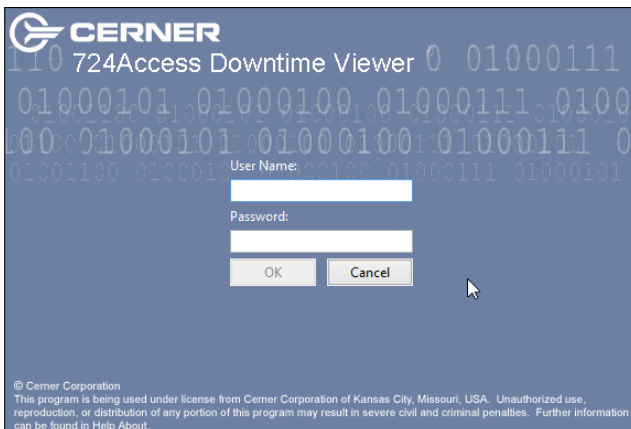
The **724Access Viewer** is a view-only Application and receives information from PowerChart in real time. It is used during *Downtime* to access patient information. Only information from the current encounter can be accessed. Each ward has a dedicated Desktop PC to be used during Downtime.

### Logging in to the 724Access Viewer

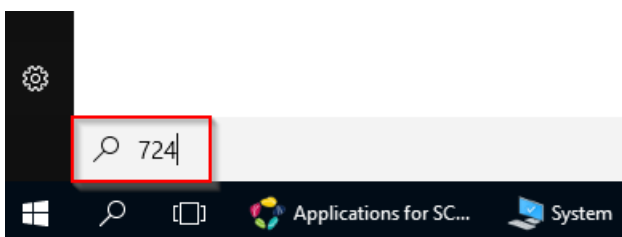
- Use the allocated Downtime Desktop PC
- Double-click the **724AccessViewer** icon on the desktop



- Log in using the downtime viewer username and password, found in the Downtime box specific to the ward



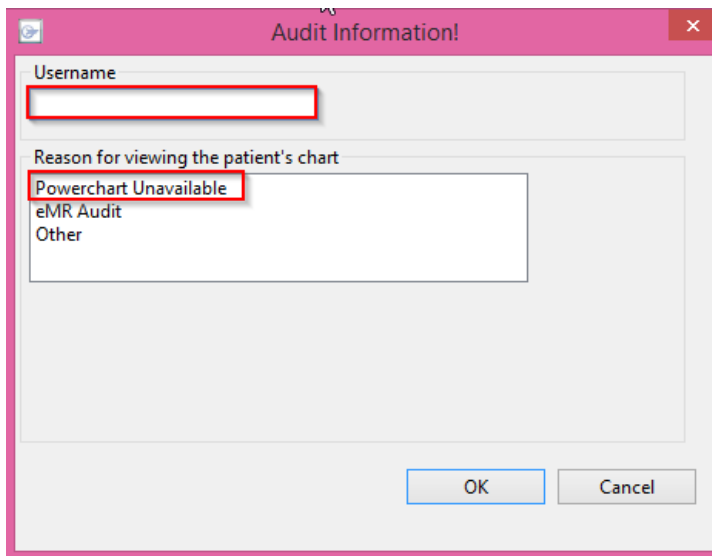
- Note if there is no icon found use the search function in the bottom left of the screen, click the magnifying glass and type "724AccessViewer". Double click the Application to open



- Enter your own PowerChart username in the Audit Information window

## Downtime- 724 Access Viewer Overview

- Select *PowerChart Unavailable* as the Reason for viewing the patient's chart
- Click **OK**



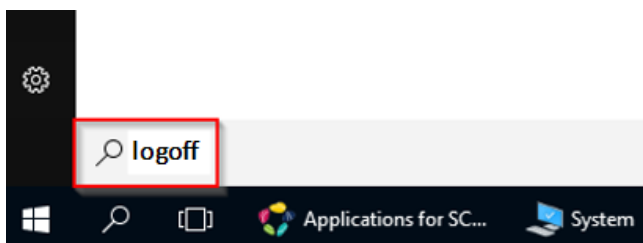
- If logging in to '724AccessViewer' is unsuccessful, restart the Desktop PC
- Personal and Ward logins do not work during a network outage.
- Log onto the computer using the 'local user' login details:

Username: **.\localuser**

Password: **(\*\$%)))**

*i.e. hold the Shift key and type 9845 0000*

- If the desktop logs in automatically manually log off by typing "logoff" in the search field



- Use the local user login details to login to the computer.
- Repeat the steps to login to the 724AccessViewer

## Downtime- 724 Access Viewer Overview

### Accessing Patient Charts

#### Select a patient using *Patient List* tab

- Select your ward
- Double-click on a patient to open the patient's chart.

Only information from the current encounter can be accessed. Click on column headers to sort information e.g. click Name to sort patients by alphabetical order. NHS is the patient's Medicare number.

Patient List   Patient Search   Appointment Search   Lab Collection Search   Unverified Medications											
<input type="checkbox"/> Patient List											
Print Chart											
C3S - Adolescent SCH			C3W - General Medical/Isolation SCH			C3N - Sleep Studies SCH					
Name	NHS	FIN	MRN	Age	Sex	DOB	Visit Reason	Encounter Type	Room/Bed	Med Service	
TEST, Peter	123 123 12310		2570059	9999997	5 years	Male	12/10/2013	NEED TO HAVE A LIMB REMOVED			
TESTONE, Katia	251 611 04874		2679834	1051831	10 years	Female	29/08/2008	BLOOD TRANSFUSION			
TEST, Peter	123 123 12310		3252603	9999997	5 years	Male	12/10/2013	MRI			
TESTONE, Katia	251 611 04874		3263780	1051831	10 years	Female	29/08/2008	ADMISSION FOR IRON INFUSION			
TESTONE, Katia	251 611 04874		3677304	1051831	10 years	Female	29/08/2008	OGTT			
TESTONE, Katia	251 611 04874		3748040	1051831	10 years	Female	29/08/2008	HAEMATOLOGY - PACKED CELLS			
TEST, Test	123 123 12310		201053748	1237061	17 years	Female	22/10/2001	FEVER			

#### Select a patient using *Patient Search*

- Search for a patient by Name or MRN
- Click **Search**
- Double- click on the patient from the list to open their chart

## Downtime- 724 Access Viewer Overview

Name	NHS	FIN	MRN
TEST, Peter	123 123 12310	2570059	9999997
TESTONE, Katia	251 611 04874	2679834	1051831
TEST, Peter	123 123 12310	3252603	9999997
TESTONE, Katia	251 611 04874	3263780	1051831
TESTONE, Katia	251 611 04874	3677304	1051831
TESTONE, Katia	251 611 04874	3748040	1051831
TEST, Test	123 123 12310	201053748	1237061

- Patient's demographics are displayed in the blue banner bar
- The Navigator Menu on the left contains different information tabs. Click on a tab to see more information.
- The left hand side contains different information tabs
- Click on a tab to see more information

Select	FIN	Adm
<input checked="" type="checkbox"/>	2296260 (Primary Encou...	11/0
<input type="checkbox"/>	2296254	06/0
<input type="checkbox"/>	2296237	21/1
<input type="checkbox"/>	2296218	15/1
<input type="checkbox"/>	2296206	08/1

Patient Information

Full Name: WHITE, Snow

Age: 5 years

Date of Birth: 26/03/2010

NHS: 123 123 12310

- **Patient Information:** Click on the different tabs to see Demographics, Allergies, Problems and Diagnosis

## Downtime- 724 Access Viewer Overview

Patient Information							
Priority	Clinical Dx	Classification	Date	Dx Type	Ranking	Confirmation	Re
Acute asthma	Medical		11/01/2016	Working		Confirmed	

- **Lab Results:** Change timeframe as required. Only results from the current encounter are displayed

Patient Information		Lab Results	
Start Date Between:	10/01/2016	11/01/2016	
Lab Results Filter:	All Lab Results		
	Category	Procedure	
1	Chemistry	Sodium	
2	Chemistry	Potassium	
3	Chemistry	Chloride	

- **Patient Care Results:** Measurement Information, Forms and Assessments are available
- **Medication Administration:** Change timeframe as required. Select Current, Future or Discontinued medications

Patient Information					Lab Results					Patient Care Results					Medication Administration					
Clinical Date Range Between: 11/01/2016 11/01/2016																				
Order Type: Current																				
Medication Orders					11/01/16 07:57	11/01/16 08:00	11/01/16 12:00	11/01/16 14:00												
<b>Scheduled</b>																				
amoxicillin (amoxicillin) 300 mg, Oral, TDS, Pneumonia Ordering Provider: Test, Consultant Order Placed By: Schormuller, Stefanie-DBA Target Dose: amoxicillin 15 mg/kg (Actual Dose: 15 mg/kg) 11/01/2016 07:52:51					300 mg Oral Auth (Verified)				Scheduled - 300 mg, Oral											
fluticasone (Flutide 125 mcg/inh pressurised inhalation) 1 puff(s), Inhaled, BD, Asthma maintenance (>1 year) Ordering Provider: Test, Consultant Order Placed By: Schormuller, Stefanie-DBA Rinse mouth with water and expel after use					1 puff(s) Inhaled Auth (Verified)															
prednisolone (prednisolone) 20 mg, Oral, BD (with or after food), Asthma Ordering Provider: Test, Consultant Order Placed By: Schormuller, Stefanie-DBA Target Dose: prednisolone 1 mg/kg (Actual Dose: 1 mg/kg) 11/01/2016 07:55:35						OVERDUE! - Scheduled - 20 mg, Oral														

- **Orders:** All orders for this encounter are listed
- **Vital Signs:** This tab contains measurements and in the future BTF.

## Downtime- 724 Access Viewer Overview

- **Documents:** All Documents for this encounter are listed, double click on a document to open it
- **Intake&Output:** A balance of intake and output is listed

24 Hour Total: 0:00 - 23:59		
	10/01/2016	11/01/2016
<b>Intake and Output</b>	00:00 - 23:59	00:00 - 23:59
<b>Intake Total</b>		200.0
<b>Output Total</b>		100.0
<b>Balance</b>		100.0

- **Scheduled Appointments:** Future and Past appointments are listed

<input type="checkbox"/> Patient Information <input type="checkbox"/> Patient Care Results <input type="checkbox"/> Medication Administration <input type="checkbox"/> Orders <input type="checkbox"/> Vital Signs <input type="checkbox"/> Documents						
Future Appointments						
Begin Date/Time	Duration	State	Appointment Type	Appointment Reason	Primary Resource	Location
04/02/16 10:00	15	Confirmed	Asthma New		Fitzgerald, Dominic	Asthma Clin 1
04/02/16 11:00	60	Confirmed	Asthma Education		Asthma Educator CNC	Dept of Res Med

- **Microbiology Viewer:** All Microbiology results for this encounter are listed
- **Medication Profile:** A list of all future, current and discontinued medications