

# CST Manual

## 7/24 Downtime Access Viewer

Sept 4, 2018



## 724Access Viewer User Guide

This User Guide explains how to access and use the 724Access Viewer application in the event of a Cerner Downtime. 724Access Viewer provides near “real-time” transfer of clinical data to workstations.

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## Downtime – 724 Access Viewer

### 1.0 Introduction

In the event of a planned or unplanned downtime, **724Access Viewer** provides 7x24 historical access to all clinical data currently available in **PowerChart**. The data provided in **724Access Viewer** is typically less than two minutes older than the data found in **PowerChart**. You will be able to retrieve data as far back as **7 days** if you are on an inpatient unit, and 30 days if you are in an outpatient clinic.

724Access Viewer is installed on designated computers in clinical areas which are separate from other Cerner applications. Each computer is connected to a dedicated printer to be used in the event of a downtime, and should be connected to a red outlet.

### 2.0 Logging in to Downtime Computer

**724Access Viewer** can only be accessed through designated PCs labelled with:



Login to the computer with the following credentials:

Username: **.724Access**

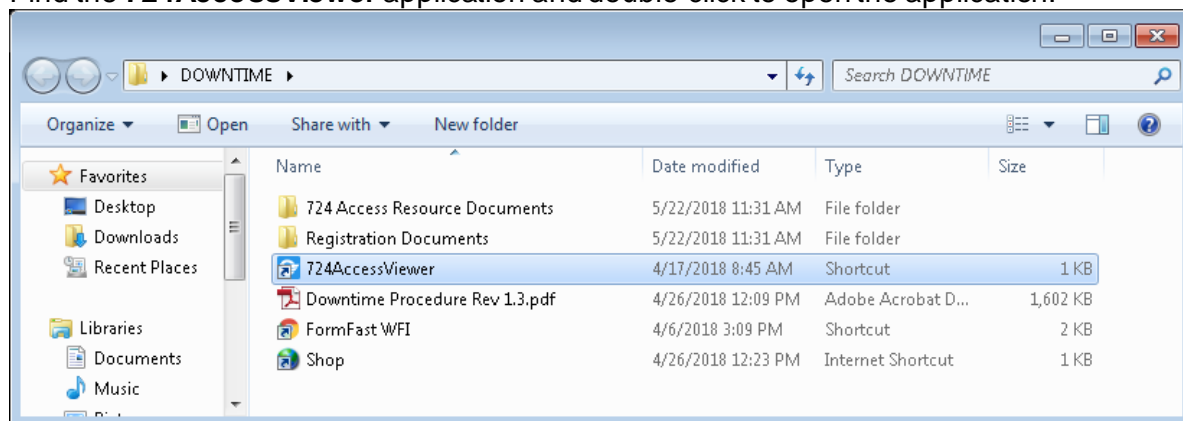
Password: **\$Downtime\$**

### 3.0 Logging in to 724Access Viewer

1. Open the **Downtime** folder from the Desktop of the designated downtime computer.



2. Find the **724AccessViewer** application and double-click to open the application.




3. The **Cerner 724Access Downtime Viewer** log-in window opens. Login using the following credentials:

Username: 724Access

Password: Call the Command Centre for the password at 604-675-4299



**NOTE:** The **724Access Viewer** password changes after every downtime event.



**Cerner**

# 724Access Downtime Viewer®

User Name  
724Access

Password  
●●●●●●●●

OK Cancel

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Unauthorized use, access, reproduction, display or distribution of any portion of this solution or the data contained therein may result in  
severe civil damages and criminal penalties. Further information may be found in Help About.

4. Enter your **Full Name** and select **Audit Reason: Downtime**. Click **OK**.



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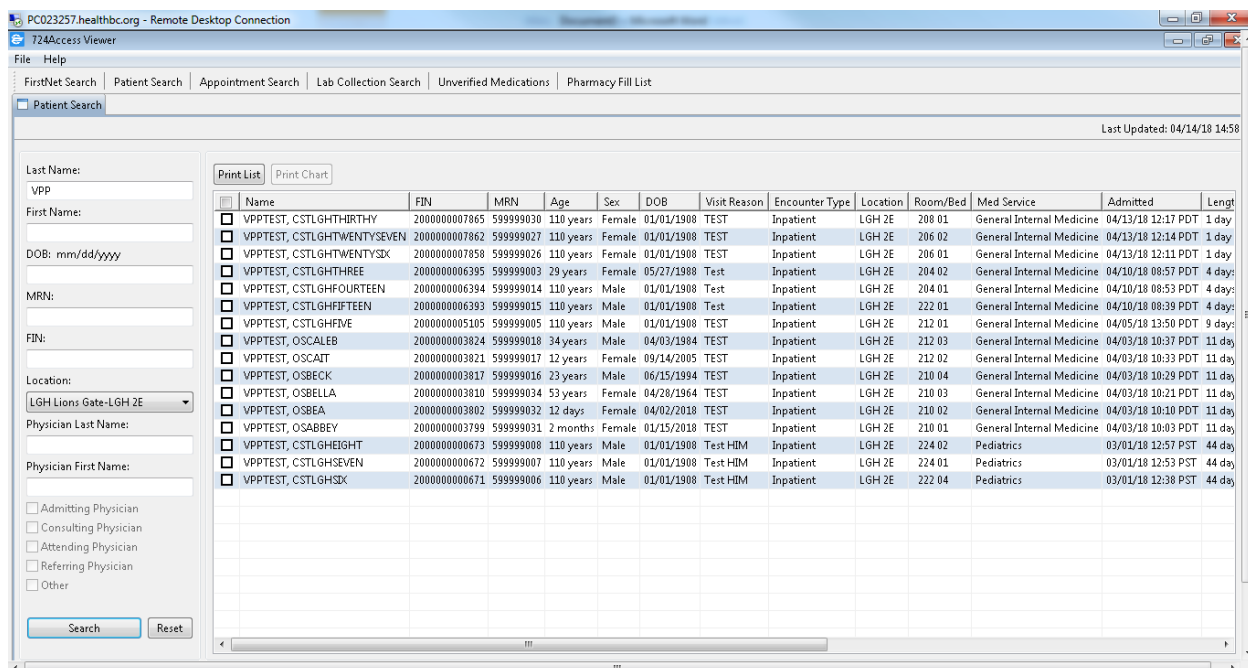
## 4.0 Opening a Patient Chart in 724Access Viewer

1. The *Patient Search* tab opens. All the units on your floor display in the Location list box. Click your unit to bring up a list of patients in your unit.



**NOTE:** You will only be able to see the information for your floor, but in an emergency, you can access other units on your floor by choosing the name of the location in the Location list box.

2. The *Patient Search* tab is now populated with information about the patients on your unit. Use this tab to view basic demographics for each patient and their location on your unit.



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724Access Viewer

File Help

FirstNet Search Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

Patient Search

Last Updated: 04/14/18 14:58

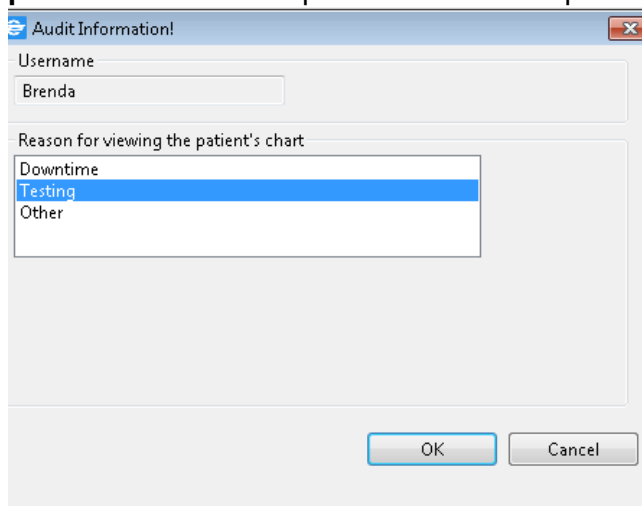
Last Name: VPP  
First Name:  
DOB: mm/dd/yyyy  
MRN:  
FIN:  
Location: LGH Lions Gate-LGH 2E  
Physician Last Name:  
Physician First Name:  
☐ Admitting Physician  
☐ Consulting Physician  
☐ Attending Physician  
☐ Referring Physician  
☐ Other

Print List Print Chart

Name	FIN	MRN	Age	Sex	DOB	Visit Reason	Encounter Type	Location	Room/Bed	Med Service	Admitted	Length
<input type="checkbox"/> VPPTEST, CSTLGHTHIRTTHY	2000000007865	599999030	110 years	Female	01/01/1908	TEST	Inpatient	LGH 2E	208 01	General Internal Medicine	04/13/18 12:17 PDT	1 day
<input type="checkbox"/> VPPTEST, CSTLGHTWENTYSEVEN	2000000007862	599999027	110 years	Female	01/01/1908	TEST	Inpatient	LGH 2E	206 02	General Internal Medicine	04/13/18 12:14 PDT	1 day
<input type="checkbox"/> VPPTEST, CSTLGHTWENTYSIX	2000000007858	599999026	110 years	Female	01/01/1908	TEST	Inpatient	LGH 2E	206 01	General Internal Medicine	04/13/18 12:11 PDT	1 day
<input type="checkbox"/> VPPTEST, CSTLGHTTHREE	2000000006395	599999003	29 years	Female	05/27/1988	Test	Inpatient	LGH 2E	204 02	General Internal Medicine	04/10/18 08:57 PDT	4 days
<input type="checkbox"/> VPPTEST, CSTLGHTFOURTEEN	2000000006394	599999014	110 years	Male	01/01/1908	Test	Inpatient	LGH 2E	204 01	General Internal Medicine	04/10/18 08:53 PDT	4 days
<input type="checkbox"/> VPPTEST, CSTLGHTFIFTEEN	2000000006393	599999015	110 years	Male	01/01/1908	Test	Inpatient	LGH 2E	222 01	General Internal Medicine	04/10/18 08:39 PDT	4 days
<input type="checkbox"/> VPPTEST, CSTLGHTFIVE	2000000005105	599999005	110 years	Male	01/01/1908	TEST	Inpatient	LGH 2E	212 01	General Internal Medicine	04/05/18 13:50 PDT	9 days
<input type="checkbox"/> VPPTEST, OSCALB	2000000003824	599999018	34 years	Male	04/03/1984	TEST	Inpatient	LGH 2E	212 03	General Internal Medicine	04/03/18 10:37 PDT	11 days
<input type="checkbox"/> VPPTEST, OSCAIT	2000000003821	599999017	12 years	Female	09/14/2005	TEST	Inpatient	LGH 2E	212 02	General Internal Medicine	04/03/18 10:33 PDT	11 days
<input type="checkbox"/> VPPTEST, OSBECK	2000000003817	599999016	23 years	Male	06/15/1994	TEST	Inpatient	LGH 2E	210 04	General Internal Medicine	04/03/18 10:29 PDT	11 days
<input type="checkbox"/> VPPTEST, OSBELLA	2000000003810	599999034	53 years	Female	04/28/1964	TEST	Inpatient	LGH 2E	210 03	General Internal Medicine	04/03/18 10:21 PDT	11 days
<input type="checkbox"/> VPPTEST, OSBEA	2000000003802	599999032	12 days	Female	04/02/2018	TEST	Inpatient	LGH 2E	210 02	General Internal Medicine	04/03/18 10:10 PDT	11 days
<input type="checkbox"/> VPPTEST, OSABBEY	2000000003799	599999031	2 months	Female	01/15/2018	TEST	Inpatient	LGH 2E	210 01	General Internal Medicine	04/03/18 10:03 PDT	11 days
<input type="checkbox"/> VPPTEST, CSTLGHEIGHT	2000000000673	599999008	110 years	Male	01/01/1908	Test HIM	Inpatient	LGH 2E	224 02	Pediatrics	03/01/18 12:57 PST	44 days
<input type="checkbox"/> VPPTEST, CSTLGHEVEN	2000000000672	599999007	110 years	Male	01/01/1908	Test HIM	Inpatient	LGH 2E	224 01	Pediatrics	03/01/18 12:53 PST	44 days
<input type="checkbox"/> VPPTEST, CSTLGHSIX	2000000000671	599999006	110 years	Male	01/01/1908	Test HIM	Inpatient	LGH 2E	222 04	Pediatrics	03/01/18 12:38 PST	44 days

Search Reset

- In the *Patient Search* tab, double-click a **patient name**.
- When you open the first patient chart in a viewing session, the *Audit Information* dialog box opens. Enter your username and choose **Downtime** as the **Reason for viewing the patient's chart**. The patient's chart will open.



Audit Information!

Username  
Brenda

Reason for viewing the patient's chart  
Downtime  
Testing  
Other

OK Cancel

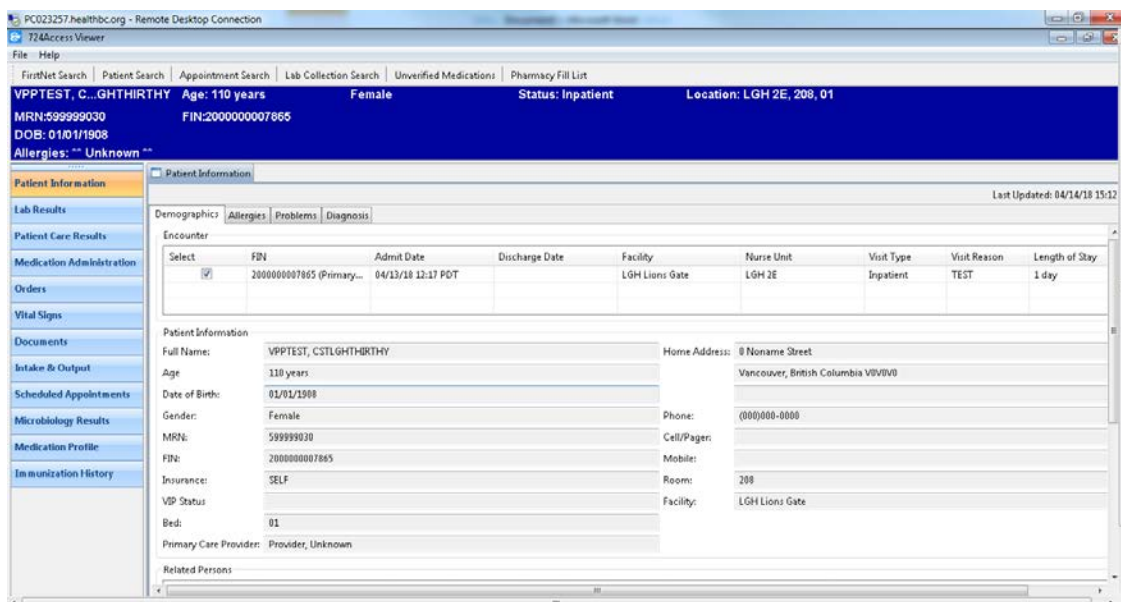
- Click **OK**. The patient chart opens.

The **Banner bar** will display similar information as **PowerChart**, and the **Menu** will help you navigate to the necessary part of the patient's chart.

## 5.0 Navigating the Patient's Chart

When the patient's chart opens in 724Access Viewer:

- The banner bar displays information about the patient. This information displays wherever you are in a patient chart.
- The Patient Information tab opens, with the Demographics subtab displayed. This subtab lists encounters from the past 30 days. If there is more than one encounter, each encounter displays separately. Select the appropriate checkbox for the encounter you want to view. The current encounter is the default (checked).
- You can view other sections of the patient's chart by clicking a menu item on the left side of the 724Access window to open the corresponding tab. Once you open a tab, it remains available even after you click other menu items.



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724Access Viewer

File Help

FirstNet Search Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

**VPTEST, C...GHTHIRTHY** Age: 110 years Female Status: Inpatient Location: LGH 2E, 208, 01

MRN: 599999030 FIN: 2000000007865

DOB: 01/01/1908

Allergies: \*\* Unknown \*\*

**Patient Information**

Demographics Allergies Problems Diagnosis

Encounter

Select	FIN	Admit Date	Discharge Date	Facility	Nurse Unit	Visit Type	Visit Reason	Length of Stay
<input checked="" type="checkbox"/>	2000000007865 (Primary...	04/13/18 12:17 PDT		LGH Lions Gate	LGH 2E	Inpatient	TEST	1 day

Patient Information

Full Name: VPTEST, CSTLGHTRTHY Home Address: 8 Noname Street

Age: 110 years Vancouver, British Columbia V6V0V0

Date of Birth: 01/01/1908

Gender: Female Phone: (000)000-0000

MRN: 599999030 Cell/Pager:

FIN: 2000000007865 Mobile:

Insurance: SELF Rooms: 208

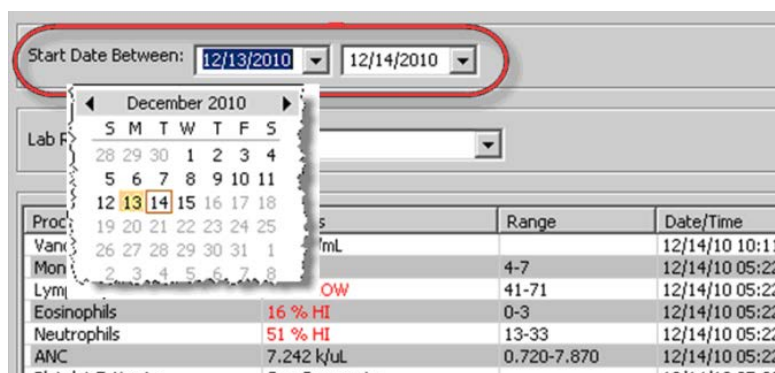
VSD Status: Facility: LGH Lions Gate

Bed: 01

Primary Care Provider: Provider, Unknown

Related Persons:

By default, the 724Access Viewer displays the current data. Change the range if you need to view data for any of the past 30 days. Use the arrow key to go back one month to change the result display.



Start Date Between: 12/13/2010 12/14/2010

December 2010

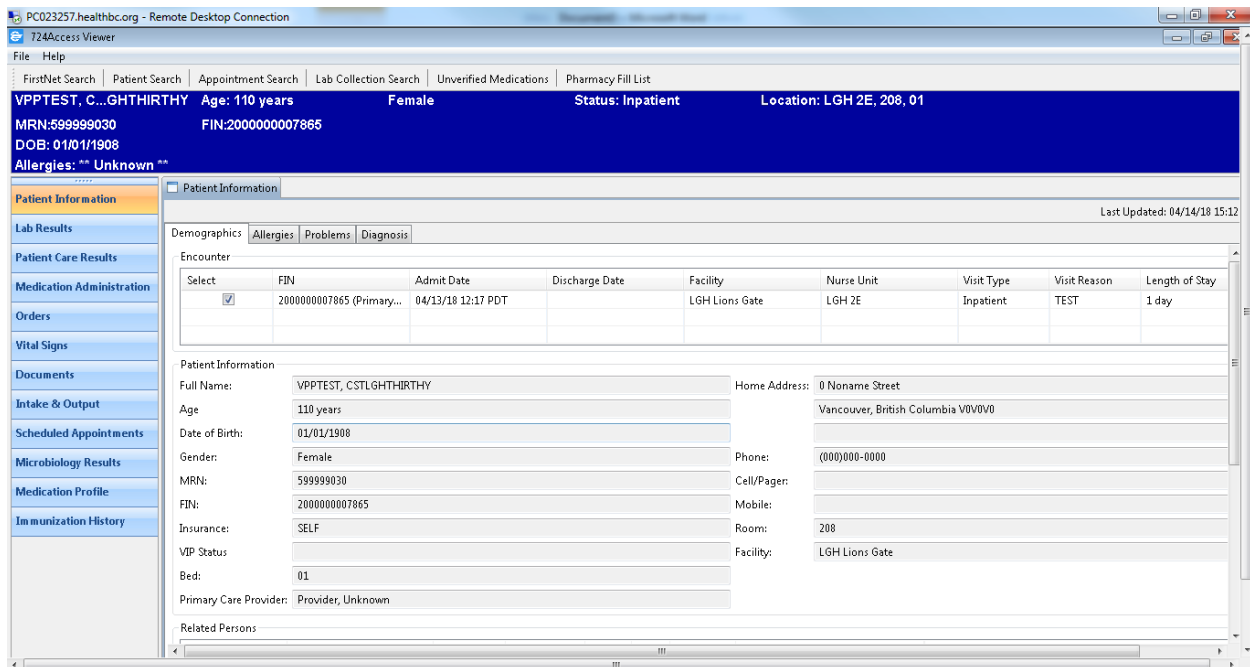
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Proc	Range	Date/Time
Vanx		12/14/10 10:11
Mon	4-7	12/14/10 05:22
Lym	41-71	12/14/10 05:22
Eosinophils	16 % HI	12/14/10 05:22
Neutrophils	51 % HI	12/14/10 05:22
ANC	7.242 k/uL	12/14/10 05:22

## 5.1 Patient Information Tab

The *Patient Info* tab is the first tab that displays when you open a patient chart. Select the Demographics, Allergies, Problems, or Diagnosis tabs to view additional information.

1. Information displayed in the *Demographics* tab is associated with the primary encounter, which is the encounter for the patient row selected to view the patient's chart. The patient information data does not flex when different encounters are selected from the list of encounters within this view.
2. The *Allergies* tab contains all documented allergies for the patient.
3. The *Problems* tab contains all active problems for the patient
4. The *Diagnosis* tab contains the active diagnosis for the encounter.



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724Access Viewer

File Help

FirstNet Search Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

VPPTST, C...GHTHIRTHY Age: 110 years Female Status: Inpatient Location: LGH 2E, 208, 01

MRN: 599999030 FIN: 2000000007865

DOB: 01/01/1908

Allergies: \*\* Unknown \*\*

Patient Information

Demographics Allergies Problems Diagnosis

Encounter

Select	FIN	Admit Date	Discharge Date	Facility	Nurse Unit	Visit Type	Visit Reason	Length of Stay
<input checked="" type="checkbox"/>	2000000007865 (Primary...	04/13/18 12:17 PDT		LGH Lions Gate	LGH 2E	Inpatient	TEST	1 day

Patient Information

Full Name: VPPTST, CSTLGHTHIRTHY Home Address: 0 Noname Street

Age: 110 years Vancouver, British Columbia V0V0V0

Date of Birth: 01/01/1908

Gender: Female Phone: (000)000-0000

MRN: 599999030 Cell/Pager:

FIN: 2000000007865 Mobile:

Insurance: SELF Room: 208

VIP Status: Facility: LGH Lions Gate

Bed: 01

Primary Care Provider: Provider, Unknown

Related Persons

## 5.2 Lab Results Tab

The Lab Results tab displays two days of results by default and allows you to filter data by selecting a date range. You can also filter data using the drop-down list that contains the first level of children. Text, numeric, and date results are supported.



## Downtime – 724 Access Viewer

☐ Patient Information
 ☒ Lab Results

Start Date Between:

Lab Results Filter: 
 

All Lab Results
 

- All Lab Results
- Blood Gases
- Body Fluids
- Chemistry
- Coagulation
- Cytogenetics
- Flow Cytometry
- Hematology
- Immunology/Serology
- Miscellaneous Tests
- Molecular Diagnostics
- Stool
- Therapeutic Drug Monitoring
- Toxicology
- Urinalysis

Category	Procedure	Range	Date/Time	Notes
Chemistry	Phos	2.5-4.6	05/30/12 15:30 CDT	
Chemistry	Potas	3.6-5.0	05/30/12 13:00 CDT	
Chemistry	Magn	1.7-2.8	05/30/12 13:00 CDT	
Hematology	Imma		05/30/12 03:35 CDT	
Hematology	Abs L		05/30/12 03:35 CDT	
Hematology	Abs B		05/30/12 03:35 CDT	
Chemistry	Potas	3.6-5.0	05/30/12 03:35 CDT	
Hematology	Neutro Auto	75.4 % HI	50.0-65.0	05/30/12 03:35 CDT
Hematology	MCV	98.1 fL	81.0-99.0	05/30/12 03:35 CDT
Chemistry	Magnesium	1.8 mg/dL	1.7-2.8	05/30/12 03:35 CDT
Hematology	Hct	25.2 % LOW	37.0-47.0	05/30/12 03:35 CDT
Chemistry	Glucose Level	128 mg/dL HI	70-110	05/30/12 03:35 CDT
Chemistry	Chloride	106 mmol/L	101-111	05/30/12 03:35 CDT
Hematology	Basophil Auto	0.2 %	0.0-1.0	05/30/12 03:35 CDT
Hematology	Differential Method	AUTOMATED		05/30/12 03:35 CDT
Hematology	Abs Monocyte	0.3 Thou/cu mm		05/30/12 03:35 CDT
Hematology	Abs Neutro	8.0 Thou/cu mm		05/30/12 03:35 CDT
Hematology	RBC	2.57 Mill/cu mm LOW	3.80-5.40	05/30/12 03:35 CDT

To filter lab results, use the Lab Results Filter list box to view specific results.



**NOTE:** Microbiology results can be viewed on the Microbiology tab. See Microbiology Viewer for more information.

☐ Patient Information
 ☐ Immunization History
 ☒ Lab Results
 ☐ Patient Care Results
 ☐ Orders
 ☐ Documents

Start Date Between:

Lab Results Filter: 
 

All Lab Results

	Category	Procedure	06/03/15 12:21 EDT
1	Chemistry	Sodium	140 mmol/L
2	Chemistry	Potassium	3.8 mmol/L
3	Chemistry	Chloride	102 mmol/L
4	Chemistry	Bicarbonate (TCO2)	23 mmol/L
5	Chemistry	Anion Gap	15 mmol/L HI
6	Chemistry	Urea	10.0 mmol/L
7	Chemistry	Creatinine	78 umol/L
8			

Based on site-specific settings, the columns for lab results Name, and the Action date and time are displayed. Results are displayed in the corresponding row in the Action Date and Time column.



**NOTE:** By default, the last 48 hours of results are displayed.

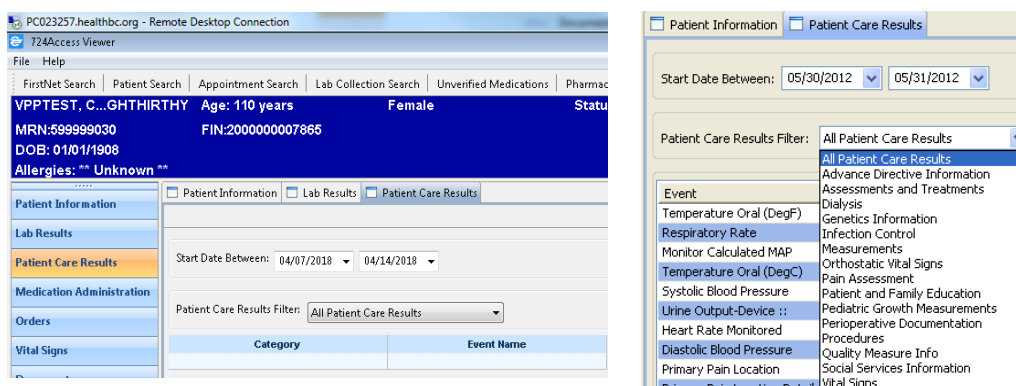
## Downtime – 724 Access Viewer

Complete the following steps to view lab results:

1. Select Start and End dates from the Start Date Between boxes.
2. Select a lab results filter from the Lab Results Filter list.
3. Double-click or position your pointer over a result to view more information.
4. If a paperclip icon is displayed next to a result, right-click the result to view the comment.  
If a result is out of range, the result value is displayed in **red** text with HIGH or LOW text attached.

## 5.3 Patient Care Results Tab

The Patient Care Results tab displays anything documented in IView. Click the Event column header to list the events in alphabetical order. Use the Patient Care Results Filter list box to filter by specific result categories.



Select a date range to view Patient Care Results information. Two days of results are displayed by default. For results with notes, a paperclip icon is displayed next to the result. For a result that is out of range, the result value is displayed in red with HIGH or LOW text attached.

## 5.4 Medication Administration Tab

The Medication Administration tab is similar to the MAR Summary in PowerChart. It displays:

- All ordered (active) medications and IV fluids for the selected date range. Use the Order Type list box to filter by Current, Future, or Discontinued.
- Future - Use the date range feature to view one day for next dose due.
- Medications given prior to downtime (exception: discontinued meds do not show time or date last given).
- Order comments - Right-click on the medication if a paper clip icon displays, and click on Order Comment Info.

The left column shows active medication orders, and the right-side column shows administration information.

## Downtime – 724 Access Viewer

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FirstNet Search | Patient Search | Appointment Search | Lab Collection Search | Unverified Medications | Pharmacy Fill Li

VPPTTEST, C...GHTHIRTHY Age: 110 years Female Status: Inp

MRN:599999030 FIN:2000000007865

DOB: 01/01/1908

Allergies: \*\* Unknown \*\*

☐ Patient Information ☐ Lab Results ☐ Patient Care Results ☐ Medication Administration

Clinical Date Range Between: 04/07/2018 04/15/2018

Order Type: All

Scheduled	Unscheduled	PRN	Continuous Infusions	Titratable Continuous Infusion	Future	Discontinued Scheduled	Discontinued Unscheduled	Discontinued PRN	Discontinued Continuous	Titratable Discontinued Continuous

Medications

**Current**

albuterol inhalation (albuterol CPC free MDI)  
2 puff(s) Inhalation q4Resp

Scheduled - 2 puff(s), Inhalation

amLODipine (Norvasc)  
5 mg PO (oral) bid

Scheduled - 5 mg, 1 tab(s), PO (oral)

At home, patient was taking medication with the following d

Comments: \*

**Unscheduled**

near message (near message)  
As Directed Subjected

**PRN**

acetaminophen (Tylenol)  
650 mg PO (oral) q4h PRN/Mid Pain headache or temp greater t  
F (38.3 C). PRN rectal form if unable to take PO. Max 2  
soften.

PRN: 650 mg, 2 1/2 (oral), q4h, PRN: F

**Continuous Infusions**

**Future**

discontinued Scheduled  
albuterol inhalation (albuterol inhalation)  
2.5 mg Nebulized q4Resp

discontinued

## 5.5 Orders Tab

The Orders tab displays active orders and their details. Click the down arrow on the Clinical Category list box to filter the orders by type.



**NOTE:** Orders in the Planned status do not display.

FirstNet Search | Patient Search | Appointment Search | Lab Collection Search | Unverified Medications | Pharmacy Fill List

VPPTTEST, C...GHTHIRTHY Age: 110 years Female Status: Inpatient Location: LGH 2E, 208, 01

MRN:599999030 FIN:2000000007865

DOB: 01/01/1908

Allergies: \*\* Unknown \*\*

☐ Patient Information ☐ Lab Results ☐ Patient Care Results ☐ Medication Administration ☒ Orders

Last Updated: 04/14/18 15:12

Orders

Clinical Category: All Orders Status: All Statuses

Order	Status	Details	Current Start	Projected Stop	Child Orders	Comments
Basic Admission Information Adult	Ordered	13-Apr-2018 12:19 PDT, Stop: 13-Apr-2018 12:19 PDT	04/13/18 12:19 PDT	04/13/18 12:19 PDT		SYSTEM, SYSTEM Cerner - 04/13/18 12:19 PDT - Order entered s to inpatient admission.
Admission History Adult	Ordered	13-Apr-2018 12:19 PDT, Stop: 13-Apr-2018 12:19 PDT	04/13/18 12:19 PDT	04/13/18 12:19 PDT		SYSTEM, SYSTEM Cerner - 04/13/18 12:19 PDT - Order entered s to inpatient admission.
Braden Assessment	Ordered	13-Apr-2018 12:19 PDT, Stop: 13-Apr-2018 12:19 PDT	04/13/18 12:19 PDT	04/13/18 12:19 PDT		SYSTEM, SYSTEM Cerner - 04/13/18 12:19 PDT - Order entered s to inpatient admission.
Morse Fall Risk Assessment	Ordered	13-Apr-2018 12:19 PDT, Stop: 13-Apr-2018 12:19 PDT	04/13/18 12:19 PDT	04/13/18 12:19 PDT		SYSTEM, SYSTEM Cerner - 04/13/18 12:19 PDT - Order entered s to inpatient admission.
Infectious Disease Screening	Ordered	13-Apr-2018 12:19 PDT	04/13/18 12:19 PDT	04/13/18 12:19 PDT		SYSTEM, SYSTEM Cerner - 04/13/18 12:19 PDT - Order entered s to inpatient admission.

Scroll to the right to view the Child Orders column. If there are Child Orders, click **Yes** to open the Child Orders window. Click **OK** to close the Child Orders window and continue viewing the Orders tab.

Child Orders				
Order	Status	Details	Current Start	Projected Stop
POC Blood Glucose	Ordered	Check POC Blood Glucose q6h if patient is NPO or on continuous feeds	05/25/12 18:00 CDT	05/25/12 18:00 CDT
POC Blood Glucose	Ordered	Check POC Blood Glucose q6h if patient is NPO or on continuous feeds	05/26/12 00:00 CDT	05/26/12 00:00 CDT
POC Blood Glucose	Ordered	Check POC Blood Glucose q6h if patient is NPO or on continuous feeds	05/26/12 06:00 CDT	05/26/12 06:00 CDT

When information is available, 724Access Viewer displays future orders up to the next 12 hours from the time the system closed. Completed orders and medication orders are not included in the Orders tab.

## Planned PowerPlans

To view planned PowerPlans in 724Access Viewer, click the **Planned PowerPlans** tab. Only care plans (single phase) and multi-phase plans are available. This does not include plans with Day of Treatment (DOT) or Taperplan phases. Sub-phases are supported for the supported plan types. Plans are grouped into their corresponding Plan Type Category. The Planned PowerPlans tab indicates planned orders that have not been initiated.

724Access Viewer supports Notes, Prescription, and Order components. Only components that are selected to be included in the plan are displayed in 724Access Viewer. Free text offsets and Time Zero offsets are supported.

Warning: These are uninitiated orders and may not have had interaction checking or duplicate checking performed.

Medical	Phase Start	Offset	Details	Order Comment	Type	Last Updated	Status
OPHTH - One Day Stay, Post-Op							
OPHTH - Cataract Suite							
CARDIO - Admission							
Cardiac Diet(Cardiac Diet LHSC)					Note		Planned
Diabetic Diet(Diabetic Diet LHSC)					Order		Planned
Activity as Tolerated					Order		Planned
Vital Signs			q6 hours		Order		Planned
Saline Lock Insertion					Order		Planned
Peripheral IV Insertion					Order		Planned
POC Blood Glucose			Before Meals and at Bedtime		Order		Planned
sodium chloride 0.9%(sodium chloride 0.9% flush)			3 mL, syringe, ...ce maintenance		Order		Planned
sodium chloride 0.9%(sodium chloride 0.9% flush)			3 mL, syringe, IV direct, daily		Order		Planned
Creatinine (Cr)			Routine, T,N, Blood		Order		Planned
Urea (U)			Routine, T,N, Blood		Order		Planned
Electrolytes,Serum,Plasma (LYTE)			Routine, T,N, Blood		Order		Planned
Glucose,Random (GLUR)			Routine, T,N, Blood		Order		Planned
Creatine Kinase (CK)			Routine, T,N, Blood		Order		Planned
Complete Blood Count (CBC)			Routine, T,N, Blood		Order		Planned
ECG Nurse order when			pt has new ons...r ECG changes		Order		Planned



**IMPORTANT:** If these planned plans were used for patient care during downtime these plans will need to be initiated when the system is available.

## Downtime – 724 Access Viewer

### 5.6 Vital Signs

The Vital Signs tab displays all recorded vitals signs in Interactive View (IView).

<input type="checkbox"/> Patient Information <input type="checkbox"/> Lab Results <input type="checkbox"/> Patient Care Results <input type="checkbox"/> Medication Orders <input type="checkbox"/> Orders <input checked="" type="checkbox"/> Vital Signs				
Start Date Between: 05/22/2012 05/23/2012				
Vital Signs	05/23/12 14:00 CDT	05/23/12 12:00 CDT	05/23/12 10:00 CDT	05/23/12 09:41 CDT
Monitor Calculated MAP	104 mmHg >HHI	100 mmHg		
Heart Rate Monitored	100 bpm	95 bpm	93 bpm	
Respiratory Rate	16 br/min	15 br/min	13 br/min	11 br/min
Diastolic Blood Pressure	94 mmHg	85 mmHg	81 mmHg	85 mmHg
Systolic Blood Pressure	127 mmHg	115 mmHg	111 mmHg	124 mmHg
Temperature Oral (DegF)		98.3 DegF		
Peripheral Pulse Rate				94 bpm
Measured Weight (kg)				
Measured Weight in Kilograms				

### 5.7 Documents

You can change the date range and filter the documents to locate documents you are looking for.

- Hover over a document to view the full title.
- Double-click a document to open it in the window.
- Click Print Document to print to the printer attached to the computer.

VPTEST, C. GHTHIRTY Age: 110 years Female Status: Inpatient Location: LGH 20  
MRN:599999020 FIN:200000007865  
DOB: 01/01/1908  
Allergies: "Unknown"

☐ Patient Information   ☐ Lab Results   ☐ Patient Care Results   ☐ Medication Administration   ☐ Orders   ☐ Vital Signs   ☒ Documents

Start Date Between: 04/13/2018 04/14/2018  
Documents Filter: Consult Notes

Patient Information  
Lab Results  
Patient Care Results  
Medication Administration  
Orders  
Vital Signs  
**Documents**  
Intake & Output  
Scheduled Appointments  
Microbiology Results  
Medication Profile  
Immunization History

☐ Patient Information   ☐ Medication Administration  
Start Date Between: 06/03/2015 06/05/2015  
The following types of documents are not supported:  
Documents Filter: All Documents  
06-03-2015 07:52 Akkila, Ali - "Chest PA/Lat"  
06-03-2015 07:52 Akkila, Ali - "Wrist Lt Routine"

☐ Patient Information   ☐ Lab Results   ☒ Microbiology Viewer   ☐ Medication Orders   ☐ Orders   ☐ Vital Signs   ☒ Documents   Last Update: 05/25/12 15:34 CDT

Start Date Between: 05/24/2012 05/25/2012

The following types of documents are not supported: Anatomic Pathology, SurgNet, PowerForms and CPD1 Scanned Documents.

Documents Filter: All Documents

05/25/12 15:30 CDT Mandarville, Amy D MA CCC-SLP - "Assessment Speech..."  
05/25/12 15:30 CDT Mandarville, Amy D MA CCC-SLP - "Assessment Speech..."  
05/25/12 13:33 CDT Hargrave, Katherine R - "Assessment Nutrition Forms"  
05/25/12 13:27 CDT Buckles, Candace L RN - "Education Forms"  
05/25/12 10:16 CDT Mulasigna, Stephanie R PT - "Assessment PT Forms"  
05/25/12 10:15 CDT Mulasigna, Stephanie R PT - "Assessment PT Forms"  
05/25/12 09:31 CDT Gilbreath-Wright, Marsha W LMSW - "Case Mgmt/Social..."  
05/25/12 02:15 CDT Hume, Michael RN - "Assessment Nursing Forms"  
05/25/12 01:57 CDT Hume, Michael RN - "Education Forms"  
05/25/12 01:15 CDT Hume, Michael RN - "Assessment Nursing Forms"  
05/25/12 00:15 CDT Hume, Michael RN - "Assessment Nursing Forms"  
05/24/12 23:45 CDT Hume, Michael RN - "Assessment Nursing Forms"  
05/24/12 23:00 CDT Hume, Michael RN - "Assessment Nursing Forms"  
05/24/12 20:08 CDT Baxter, Lorna L RN - "Assessment Nursing Forms"  
05/24/12 16:48 CDT Zuckerman, Lauren CA - "Admission Assessment For..."  
05/24/12 16:20 CDT Baxter, Lorna L RN - "Education Forms"  
05/24/12 13:51 CDT Hargrave, Katherine R LMSW - "Case Mgmt/Social Serv Ass..."

Result Type: Education Forms  
Result Date: 05/25/12 13:27 CDT  
Result Status: Auth (Verified)  
Result Title: Education General  
Performed By: Buckles, Candace L RN on 05/25/12 13:27 CDT  
Verified By: Hume, Michael RN on 05/25/12 13:27 CDT  
Encounter Info: Mandarville, Amy D, Brackenridge, 05/24/12 19:47 CDT  
**\* Final Report \***  
(Verified)  
Education General Entered On: 05/25/2012 13:27 CDT  
Performed On: 05/25/2012 13:27 CDT by Buckles, Candace L RN

## Downtime – 724 Access Viewer

### 5.8 Intake and Output

The Intake and Output tab shows 24 hour totals only.

<input type="checkbox"/> Patient Information	<input type="checkbox"/> Lab Results	<input type="checkbox"/> Microbiology Viewer	<input type="checkbox"/> Medication Orders	<input type="checkbox"/> Intake and Output
--	--------------------------------------	--	--	--

Daily I&O Totals (5 days back from midnight to midnight)			
Intake and Output	May 25, 2012	May 24, 2012	May 23, 2012
Intake Total	415.0	500.0	750.0
Output Total	670.0	440.0	0.0
Balance	-255.0	60.0	750.0

### 5.9 Scheduled Appointments

724Access Viewer displays patient schedules in two distinct sections: Future and past appointments. By default, both sections are sorted by Begin Date and Time. The Past Appointments section is sorted in reverse chronological order, and the Future Appointments section is sorted in chronological order.

Click the Appointment Type column heading to sort by Appointment Type. Past Appointments are limited to appointments for the patient's current encounter.

This tab displays scheduled appointments up to 30 days in advance.

VPTEST, C...GHTHIRTY Age: 110 years Female Status: Inpatient Location: LGH 2E, 208, 01 MRN:699999030 FIN:2000000007865 DOB: 01/01/1908 Allergies: ** Unknown **									
<input type="checkbox"/> Patient Information <input type="checkbox"/> Lab Results <input type="checkbox"/> Patient Care Results <input type="checkbox"/> Medication Administration <input type="checkbox"/> Orders <input type="checkbox"/> Vital Signs <input type="checkbox"/> Documents <input type="checkbox"/> Intake and Output <input type="checkbox"/> Scheduled Appointments	<div> <input type="checkbox"/> Patient Information           <input type="checkbox"/> Lab Results           <input type="checkbox"/> Patient Care Results           <input type="checkbox"/> Medication Administration           <input type="checkbox"/> Orders           <input type="checkbox"/> Vital Signs           <input type="checkbox"/> Documents           <input type="checkbox"/> Intake and Output           <input type="checkbox"/> Scheduled Appointments         </div>								
<b>Future Appointments</b>									
Begin Date/Time	Duration	Location	Appointment Type	Appointment Reason	State	Provider(s)	Primary Resource	Primary Order	
No Scheduled Appointments Available									
<b>Past Appointments</b>									
Begin Date/Time	Duration	Location	Appointment Type	Appointment Reason	State	Provider(s)	Primary Resource	Primary Order	
No Scheduled Appointments Available									

### 5.10 Microbiology Viewer

The Microbiology Viewer tab displays information about microbiology tests and results.

Complete the following steps to access the Microbiology Viewer in 724Access Viewer:

1. Select a patient's record. The patient's record is displayed.
2. Click Microbiology Viewer on the left of the screen. The patient's information is displayed.
3. Select the Event End Date Between.
4. Select an order from the Orders list. The information is displayed.
5. The order type drop down is dynamically populated depending on the available active microbiology results in the database. If none are present, all orders are displayed.



## Downtime – 724 Access Viewer

Selecting one of the resulted order rows displays a microbiology report with information in the following sections: specimen information, susceptibility results, reports, previous susceptibility results, susceptibility footnotes, result comments, and order comments.

<ul style="list-style-type: none"> <li>Patient Information</li> <li>Lab Results</li> <li>Patient Care Results</li> <li>Medication Administration</li> <li>Orders</li> <li>Vital Signs</li> <li>Documents</li> <li><b>Microbiology Viewer</b></li> <li>Medication Profile</li> <li>Immunization History</li> </ul>	<div> <input type="checkbox"/> Patient Information             <input type="checkbox"/> Medication Administration             <input type="checkbox"/> Orders             <input type="checkbox"/> Vital Signs             <input type="checkbox"/> Documents             <input checked="" type="checkbox"/> Microbiology Viewer           </div> <div>             Orders           </div> <div>             Event End Date Between: 06/03/2015 - 06/05/2015           </div> <div>             Orders: All Types           </div> <table border="1"> <thead> <tr> <th>Collect Date/Time</th> <th>Order</th> <th>Accession</th> <th>Organisms</th> <th>Growth Ind</th> <th>Status</th> <th>Last Update Date/Time</th> <th>Source</th> <th>Body Site</th> </tr> </thead> <tbody> <tr> <td>06/03/15 12:22 EDT</td> <td>Urine Culture (URNC)</td> <td>0000015154000593</td> <td>Escherichia coli</td> <td>REVIEW</td> <td>Completed</td> <td>06/03/15 12:23 EDT</td> <td>Midstream Urine</td> <td></td> </tr> </tbody> </table>	Collect Date/Time	Order	Accession	Organisms	Growth Ind	Status	Last Update Date/Time	Source	Body Site	06/03/15 12:22 EDT	Urine Culture (URNC)	0000015154000593	Escherichia coli	REVIEW	Completed	06/03/15 12:23 EDT	Midstream Urine	
Collect Date/Time	Order	Accession	Organisms	Growth Ind	Status	Last Update Date/Time	Source	Body Site											
06/03/15 12:22 EDT	Urine Culture (URNC)	0000015154000593	Escherichia coli	REVIEW	Completed	06/03/15 12:23 EDT	Midstream Urine												

## 5.11 Medication Profile

The Medication Profile tab is similar to the Medication List in PowerChart. It shows a comprehensive view of all medications: pending, current, and past, including home and prescription medications. Note that Past medications include all medications that are not in the active statuses of Ordered or Documented.

<div><div>Patient Information</div><div>Lab Results</div><div>Patient Care Results</div><div>Medication Administration</div><div>Orders</div><div>Vital Signs</div><div>Documents</div><div>Microbiology Viewer</div><div>Medication Profile</div><div>Immunization History</div></div>	<div><div><input type="checkbox"/> Patient Information<input type="checkbox"/> Medication Administration<input type="checkbox"/> Orders<input type="checkbox"/> Vital Signs<input type="checkbox"/> Documents<input type="checkbox"/> Microbiology Viewer<input checked="" type="checkbox"/> Medication Profile</div><table><thead><tr><th>Med Name</th><th>Order Details</th><th>Comment</th><th>Ordering Provider</th><th>Order Placed By</th></tr></thead><tbody><tr><td colspan="5">Pending</td></tr><tr><td colspan="5">Medication(s) Being Given</td></tr><tr><td colspan="5">Current</td></tr><tr><td>acetaminophen (acetaminophen)</td><td>650 mg, tab, PERCUTANEO...p date 2015/03/10 08:56</td><td></td><td>PC, Test (HUGO RN)</td><td>Ruggeri, Diana - DBA</td></tr><tr><td>acetaminophen/caffeine/co...Tylenol No 1 oral tablet)</td><td>1 tab, tab, ORAL, q4 hour...ate/Time 2015/06/03 11:14</td><td>Test, Doc (HUGO Physician)</td><td>Ruggeri, Diana - DBA</td><td></td></tr><tr><td>amoxicillin (amoxicillin)</td><td>250 mg, cap, ORAL, q8 hou...op date 2015/03/12 06:00</td><td>PC, Test (HUGO RN)</td><td>PC, Test (HUGO RN)</td><td>HUGO RN</td></tr><tr><td>dalteparin (dalteparin)</td><td>5,000 units, syringe, SUB...ate/Time 2015/03/10 10:00</td><td>PC, Test (HUGO RN)</td><td>PC, Test (HUGO RN)</td><td>HUGO RN</td></tr><tr><td>diltiazem (diltiazem)</td><td>15 mg, tab, PERCUTANEOU...e/Time 2015/03/10 08:56</td><td>PC, Test (HUGO RN)</td><td>Ruggeri, Diana - DBA</td><td></td></tr><tr><td>fentaNYL (fentaNYL 12 mcg/.1 film, extended release)</td><td>1 patch, patch, PERCUTAN...te/Time 2015/03/10 08:56</td><td>PC, Test (HUGO RN)</td><td>Ruggeri, Diana - DBA</td><td></td></tr><tr><td>furosemide (furosemide)</td><td>20 mg = 2 mL, tab, PERCUT...te/Time 2015/03/10 08:56</td><td>PC, Test (HUGO RN)</td><td>Ruggeri, Diana - DBA</td><td></td></tr><tr><td>lisinopril (lisinopril)</td><td>10 mg, tab, ORAL, daily, ...ate/Time 2015/03/10 08:59</td><td>PC, Test (HUGO RN)</td><td>PC, Test (HUGO RN)</td><td>HUGO RN</td></tr><tr><td>verapamil (verapamil)</td><td>120 mg, tab, ORAL, TID, Re...ate/Time 2015/03/10 12:00</td><td>PC, Test (HUGO RN)</td><td>PC, Test (HUGO RN)</td><td>HUGO RN</td></tr><tr><td colspan="5">Past</td></tr><tr><td colspan="5">Prescription(s)/Home Medication(s)</td></tr><tr><td colspan="5">Current</td></tr><tr><td>Hx - digoxin (digoxin 125 mcg (0.125 mg) oral tablet)</td><td>1 tab, ORAL, daily, # 90 tab... Refill(s), 2015/03/12 08:30</td><td></td><td></td><td>PC, Test2 (HUGO Nephrologist) - HUGO Nephrologist</td></tr><tr><td>Rx - diltiazem (diltiazem 30 mg oral tablet)</td><td>15 mg, PERCUTANEOUS, QID, ...fill(s), 2015/03/10 09:21</td><td>PC, Test (HUGO RN)</td><td>PC, Test (HUGO RN)</td><td>HUGO RN</td></tr><tr><td>Rx - hydrochlorothiazide (...iazide 25 mg oral tablet)</td><td>1 tab, ORAL, daily, # 30 ta.../12 10:03, given to patient</td><td>PC, Test (HUGO RN)</td><td>PC, Test (HUGO RN)</td><td>HUGO RN</td></tr><tr><td>Rx - lisinopril (lisinopril 10 mg oral tablet)</td><td>1 tab, ORAL, daily, # 30 ta.../12 10:02, given to patient</td><td>PC, Test (HUGO RN)</td><td>PC, Test (HUGO RN)</td><td>HUGO RN</td></tr><tr><td>Rx - lisinopril (lisinopril 10 mg oral tablet)</td><td>1 tab, ORAL, daily, # 30 ta.../12 09:41, given to patient</td><td>PC, Test (HUGO RN)</td><td>PC, Test (HUGO RN)</td><td>HUGO RN</td></tr><tr><td>Rx - lisinopril (lisinopril 10 mg oral tablet)</td><td>1 tab, ORAL, daily, # 90 tab... Refill(s), 2015/03/12 09:39</td><td>PC, Test (HUGO RN)</td><td>PC, Test (HUGO RN)</td><td>HUGO RN</td></tr></tbody></table></div>	Med Name	Order Details	Comment	Ordering Provider	Order Placed By	Pending					Medication(s) Being Given					Current					acetaminophen (acetaminophen)	650 mg, tab, PERCUTANEO...p date 2015/03/10 08:56		PC, Test (HUGO RN)	Ruggeri, Diana - DBA	acetaminophen/caffeine/co...Tylenol No 1 oral tablet)	1 tab, tab, ORAL, q4 hour...ate/Time 2015/06/03 11:14	Test, Doc (HUGO Physician)	Ruggeri, Diana - DBA		amoxicillin (amoxicillin)	250 mg, cap, ORAL, q8 hou...op date 2015/03/12 06:00	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN	dalteparin (dalteparin)	5,000 units, syringe, SUB...ate/Time 2015/03/10 10:00	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN	diltiazem (diltiazem)	15 mg, tab, PERCUTANEOU...e/Time 2015/03/10 08:56	PC, Test (HUGO RN)	Ruggeri, Diana - DBA		fentaNYL (fentaNYL 12 mcg/.1 film, extended release)	1 patch, patch, PERCUTAN...te/Time 2015/03/10 08:56	PC, Test (HUGO RN)	Ruggeri, Diana - DBA		furosemide (furosemide)	20 mg = 2 mL, tab, PERCUT...te/Time 2015/03/10 08:56	PC, Test (HUGO RN)	Ruggeri, Diana - DBA		lisinopril (lisinopril)	10 mg, tab, ORAL, daily, ...ate/Time 2015/03/10 08:59	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN	verapamil (verapamil)	120 mg, tab, ORAL, TID, Re...ate/Time 2015/03/10 12:00	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN	Past					Prescription(s)/Home Medication(s)					Current					Hx - digoxin (digoxin 125 mcg (0.125 mg) oral tablet)	1 tab, ORAL, daily, # 90 tab... Refill(s), 2015/03/12 08:30			PC, Test2 (HUGO Nephrologist) - HUGO Nephrologist	Rx - diltiazem (diltiazem 30 mg oral tablet)	15 mg, PERCUTANEOUS, QID, ...fill(s), 2015/03/10 09:21	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN	Rx - hydrochlorothiazide (...iazide 25 mg oral tablet)	1 tab, ORAL, daily, # 30 ta.../12 10:03, given to patient	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN	Rx - lisinopril (lisinopril 10 mg oral tablet)	1 tab, ORAL, daily, # 30 ta.../12 10:02, given to patient	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN	Rx - lisinopril (lisinopril 10 mg oral tablet)	1 tab, ORAL, daily, # 30 ta.../12 09:41, given to patient	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN	Rx - lisinopril (lisinopril 10 mg oral tablet)	1 tab, ORAL, daily, # 90 tab... Refill(s), 2015/03/12 09:39	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN
Med Name	Order Details	Comment	Ordering Provider	Order Placed By																																																																																																											
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furosemide (furosemide)	20 mg = 2 mL, tab, PERCUT...te/Time 2015/03/10 08:56	PC, Test (HUGO RN)	Ruggeri, Diana - DBA																																																																																																												
lisinopril (lisinopril)	10 mg, tab, ORAL, daily, ...ate/Time 2015/03/10 08:59	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN																																																																																																											
verapamil (verapamil)	120 mg, tab, ORAL, TID, Re...ate/Time 2015/03/10 12:00	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN																																																																																																											
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Rx - lisinopril (lisinopril 10 mg oral tablet)	1 tab, ORAL, daily, # 30 ta.../12 10:02, given to patient	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN																																																																																																											
Rx - lisinopril (lisinopril 10 mg oral tablet)	1 tab, ORAL, daily, # 30 ta.../12 09:41, given to patient	PC, Test (HUGO RN)	PC, Test (HUGO RN)	HUGO RN																																																																																																											
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**Pending Medications:** Includes orders with a status of incomplete, future, suspended, pending review, and med student.

**Medications being given:** Current includes orders with a status of ordered, in process, and trans/cancel. Past includes orders with a status of pending, canceled, completed, voided with results, and discontinued.

**Prescriptions/Home Medications:** Current includes orders with a status of ordered, in process and trans/cancel. Past includes orders with a status of pending, canceled, completed, voided with results, and discontinued.

## 5.12 Immunization History

The Immunization History tab displays information related to the vaccines that the patient has received and have been documented in CST Cerner.

## Downtime – 724 Access Viewer

PC023257.healthbc.org - Remote Desktop Connection

[FirstNet Search](#) | 
 [Patient Search](#) | 
 [Appointment Search](#) | 
 [Lab Collection Search](#) | 
 [Unverified Medications](#) | 
 [Pharmacy Fill List](#)

**VPPTTEST, C...GHTHIRTHY**   
 Age: **110 years**   
 Female   
 Status: **Inpatient**

MRN:5999999030   
 FIN:2000000007865

DOB: 01/01/1908

Allergies: \*\* Unknown \*\*

<input type="checkbox"/> Patient Inform...	<input type="checkbox"/> Lab Results	<input type="checkbox"/> Patient Care ...	<input type="checkbox"/> Medication A...	<input type="checkbox"/> Orders	<input type="checkbox"/> Vital Signs	<input type="checkbox"/> Documents
--	--------------------------------------	---	--	---------------------------------	--------------------------------------	------------------------------------

Patient Information						
Lab Results	Vaccine	Admin Date	Result Status	Performed By	Order Comments	
Patient Care Results	No Data Available					
Medication Administration						
Orders						
Vital Signs						
Documents						
Intake & Output						
Scheduled Appointments						
Microbiology Results						
Medication Profile						
Immunization History						

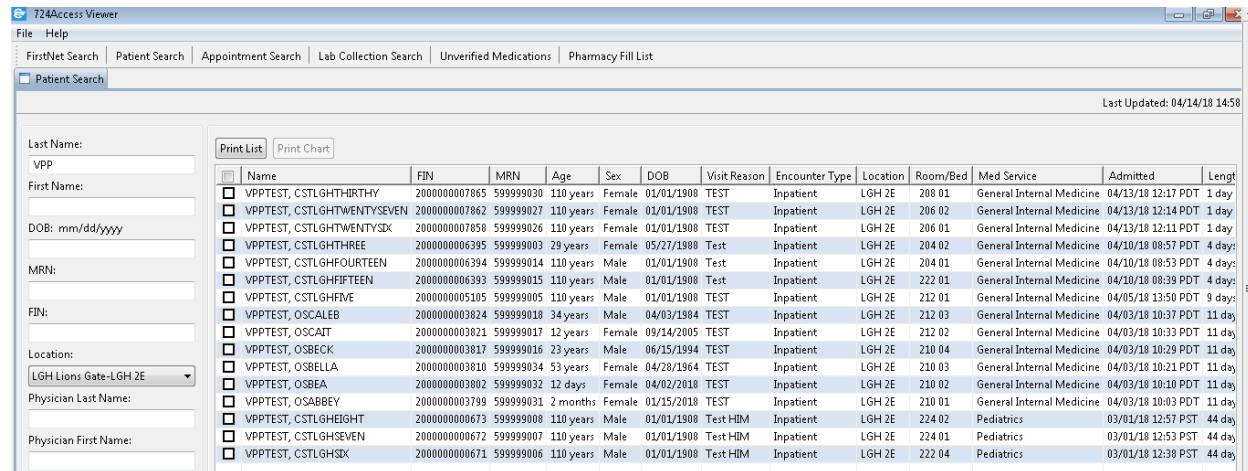


## 6.0 724Access Printing

### 6.1 Viewing and Printing a Patient List

To view the patient list for a unit, select the location that corresponds with the unit you want to view and click **Search**. The Patient List contains patients with active encounters for the nurse, ancillary, or surgical unit defined for the workstation. A workstation can have multiple nurse units, depending on configuration settings.

You can sort the list by patient's name, room, bed, or encounter type.

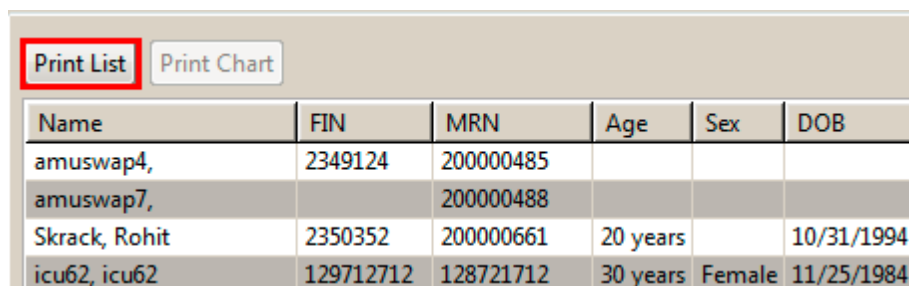


Name	FIN	MRN	Age	Sex	DOB	Visit Reason	Encounter Type	Location	Room/Bed	Med Service	Admitted	Length of Stay
VPPTTEST, CSTLGHTHIRTHY	2000000007865	599999030	110 years	Female	01/01/1908	TEST	Inpatient	LGH 2E	208 01	General Internal Medicine	04/13/18 12:17 PDT	1 day
VPPTTEST, CSTLGHTEWENTYSEVEN	2000000007862	599999027	110 years	Female	01/01/1908	TEST	Inpatient	LGH 2E	206 02	General Internal Medicine	04/13/18 12:14 PDT	1 day
VPPTTEST, CSTLGHTEWENTYSIX	2000000007858	599999026	110 years	Female	01/01/1908	TEST	Inpatient	LGH 2E	206 01	General Internal Medicine	04/13/18 12:11 PDT	1 day
VPPTTEST, CSTLGHTHREE	2000000006395	599999003	29 years	Female	05/27/1908	Test	Inpatient	LGH 2E	204 02	General Internal Medicine	04/10/18 08:57 PDT	4 days
VPPTTEST, CSTLGHFOURTEEN	2000000006394	599999014	110 years	Male	01/01/1908	Test	Inpatient	LGH 2E	204 01	General Internal Medicine	04/10/18 08:53 PDT	4 days
VPPTTEST, CSTLGHFIFTEEN	2000000006393	599999015	110 years	Male	01/01/1908	Test	Inpatient	LGH 2E	222 01	General Internal Medicine	04/10/18 08:39 PDT	4 days
VPPTTEST, CSTLGHFIVE	2000000005105	599999005	110 years	Male	01/01/1908	TEST	Inpatient	LGH 2E	212 01	General Internal Medicine	04/05/18 13:50 PDT	9 days
VPPTTEST, OSCALEB	2000000003824	599999018	34 years	Male	04/03/1984	TEST	Inpatient	LGH 2E	212 03	General Internal Medicine	04/03/18 10:37 PDT	11 days
VPPTTEST, OSCAIT	2000000003821	599999017	12 years	Female	09/14/2005	TEST	Inpatient	LGH 2E	212 02	General Internal Medicine	04/03/18 10:33 PDT	11 days
VPPTTEST, OSBECK	2000000003817	599999016	23 years	Male	06/15/1994	TEST	Inpatient	LGH 2E	210 04	General Internal Medicine	04/03/18 10:29 PDT	11 days
VPPTTEST, OSBELLA	2000000003810	599999034	53 years	Female	04/28/1964	TEST	Inpatient	LGH 2E	210 03	General Internal Medicine	04/03/18 10:21 PDT	11 days
VPPTTEST, OSBEA	2000000003802	599999032	12 days	Female	04/02/2018	TEST	Inpatient	LGH 2E	210 02	General Internal Medicine	04/03/18 10:10 PDT	11 days
VPPTTEST, OSABBEY	2000000003799	599999031	2 months	Female	01/15/2018	TEST	Inpatient	LGH 2E	210 01	General Internal Medicine	04/03/18 10:03 PDT	11 days
VPPTTEST, CSTLGHHEIGHT	2000000000673	599999008	110 years	Male	01/01/1908	Test HIM	Inpatient	LGH 2E	224 02	Pediatrics	03/01/18 12:57 PST	44 days
VPPTTEST, CSTLGHSEVEN	2000000000672	599999007	110 years	Male	01/01/1908	Test HIM	Inpatient	LGH 2E	224 01	Pediatrics	03/01/18 12:53 PST	44 days
VPPTTEST, CSTLGHSDX	2000000000671	599999006	110 years	Male	01/01/1908	Test HIM	Inpatient	LGH 2E	222 04	Pediatrics	03/01/18 12:38 PST	44 days

Double-click a patient on the list to open the patient's chart. You can access only one patient's chart at a time.

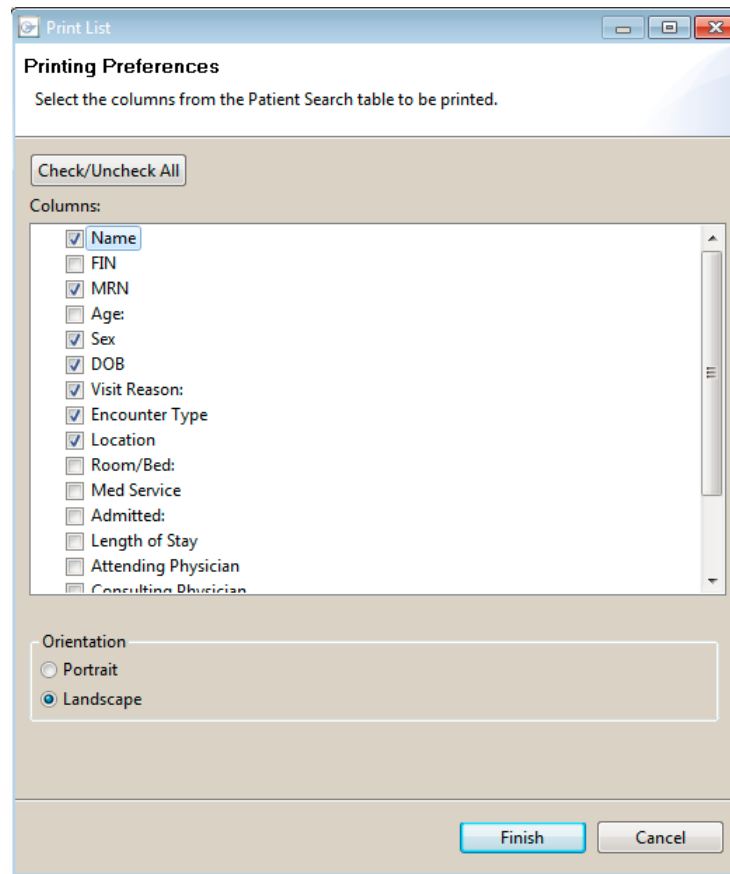
Complete the following steps to print the Patient List:

1. Click **Print List** from the search results. The Print List dialog box is displayed.

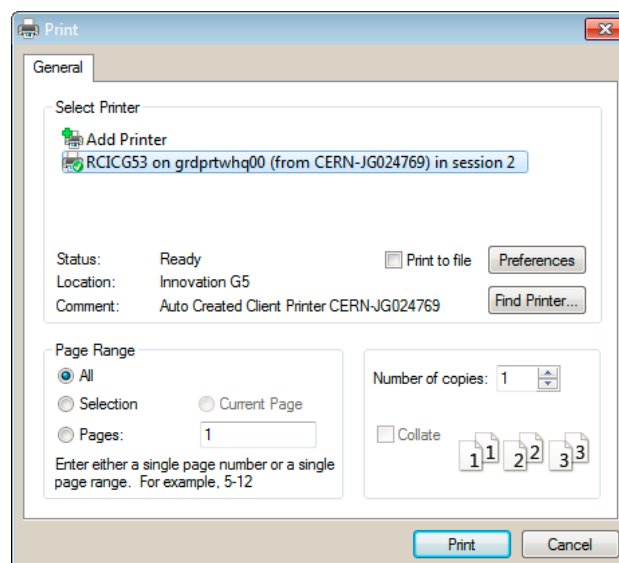


Name	FIN	MRN	Age	Sex	DOB
amuswap4,	2349124	200000485			
amuswap7,		200000488			
Skrack, Rohit	2350352	200000661	20 years		10/31/1994
icu62, icu62	129712712	128721712	30 years	Female	11/25/1984

2. Select the columns you want to print. To print all available columns, click **Check/Uncheck All**.
3. Select either the **Portrait** or **Landscape** orientation option.



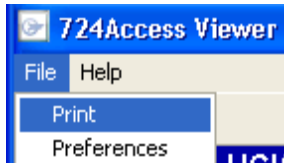
4. Click **Finish**. The Print dialog box is displayed.
5. Select a **printer** or **Print to File**.
6. Click **Print**. If you selected Print to File, enter an output file name and click **OK**.



## 6.2 Printing Patient Information

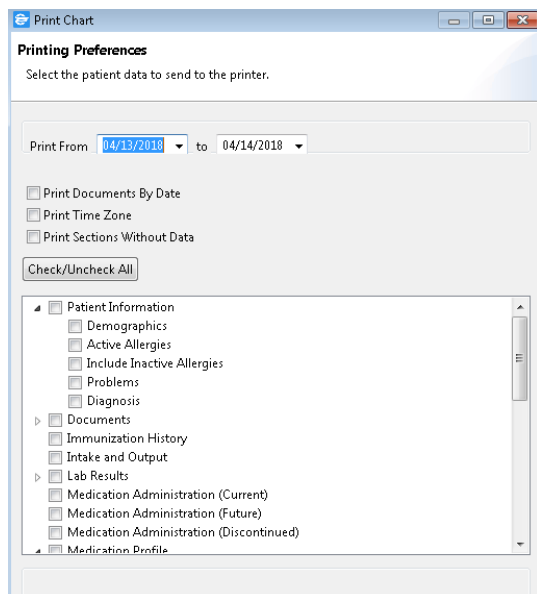
In the event of a downtime, you can print **all** or **part** of a patient's chart from the designated printer attached to the 724Access Viewer computer.

1. Click **File** from the menu, select **Print**. The Printing Preferences screen will display.



2. Select the **date range** you want to print, and then do one of the following:

- Click **Check/Uncheck All** to print all sections.
- Place a **check mark** next to the individual sections you want to print. Note that the items with an arrow in front of them contain subsections. Clicking in a box will print all items in that subsection.
- Click the arrow to view and select subsections.

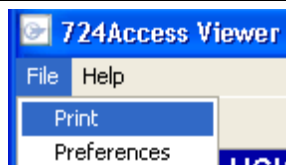


**NOTE:** A patient's chart can contain over 100 pages of documentation.

3. Click **Finish**. The patient information prints to the printer attached to the computer. A cover sheet containing basic patient information prints as the first page.

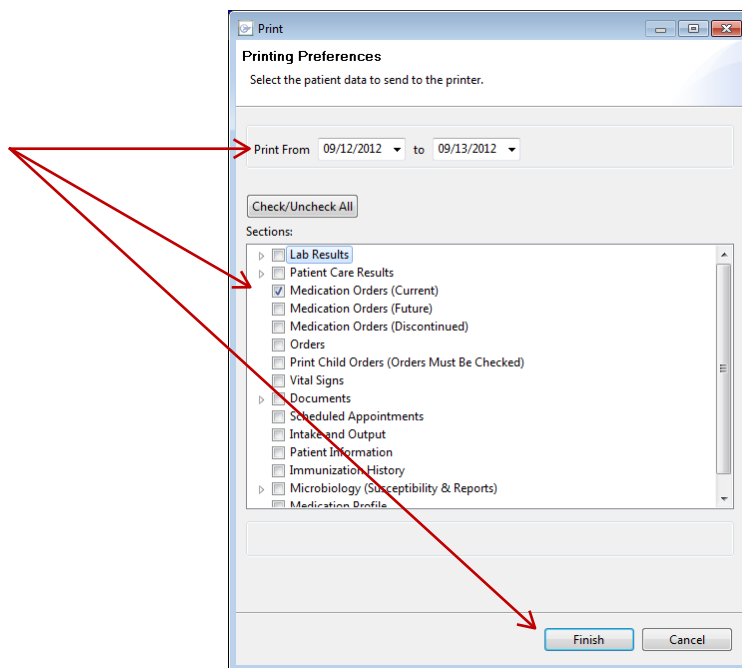
## 6.3 Printing a Patient MAR

1. Go to the **File** menu in the upper left corner of the screen and select **Print**.



The **Printing Preferences** screen will display.

2. Select the desired **Data Range** and check the **Medication Orders** box.
3. Click **Finish**.



**IMPORTANT:** The Medication Orders will print displaying the name, detail, scheduled time, admin time, and performed by columns for documenting the medication administration. It is important that you review the **medication order details** found at the top of the columns so that you are aware of the scheduled administration times.

**Medication Orders (Current) \*\*\*\* Print From 09/16/2012 to 09/18/2012 \*\*\*\***

<b>Scheduled</b>	abacavir (Ziagen) 300 mg = 1 Tab, Tablet, Oral, 2 times a Day, Start: 09/12/12 21:00:00 EDT, Duration: 30 Day, Stop: 10/12/12 20:59:00 EDT		
<b>Detail</b>	<b>Scheduled Time</b>	<b>Admin Time</b>	<b>Performed By:</b>
300 mg Oral Auth (Verified)		09/16/12 08:52 EDT	GOODMAN RN, MATTHEW S
300 mg Oral Auth (Verified)		09/16/12 20:50 EDT	LABENDIA RN, CHARITA
300 mg Oral Auth (Verified)		09/17/12 08:27 EDT	GOODMAN RN, MATTHEW S
300 mg, 1 Tab, Oral	09/17/12 21:00 EDT		

The **Detail** column displays the dosage, route, and any action the nurse takes in response to the administered medication. For example: Blood Pressure.

Scheduled	cloNIDine (cloNIDine) 0.1 mg = 1 Tab, Tablet, Oral, 2 times a Day, Start: 09/14/12 9:00:00 EDT, Duration: 30 Day, Stop: 10/14/12 8:59:00 EDT Order Comment: 09/14/12 07:53 EDT Rawla MD, Prashanth Hold for SBP<100			
Detail	Scheduled Time	Admin Time	Performed By:	
0.1 mg Oral Auth (Verified) Systolic Blood Pressure: 150 Diastolic Blood Pressure: 93 Peripheral Pulse Rate: 62		09/16/12 08:51 EDT	GOODMAN RN, MATTHEW S	
0.1 mg Oral Auth (Verified) Systolic Blood Pressure: 142 Diastolic Blood Pressure: 92 Peripheral Pulse Rate: 63		09/16/12 20:53 EDT	LABENDIA RN, CHARITA	
GIVEN at 650 am -Not Done Not Done Systolic Blood Pressure: 156 Diastolic Blood Pressure: 96 Peripheral Pulse Rate: 63		09/17/12 06:50 EDT	GOODMAN RN, MATTHEW S	
0.1 mg, 1 Tab, Oral	09/17/12 21:00 EDT			

The **Scheduled Time** column displays the next scheduled time for the medication. Depending on the date range you selected to be printed, you may see more than one entry under the **Scheduled Time** column.

For example: if a med was ordered for three times a day and your date range was out to the next full calendar day, you may see three times listed under **Scheduled Time**.

Scheduled	efavirenz (Sustiva) 600 mg = 1 Tab, Tablet, Oral, Daily, Start: 09/13/12 9:00:00 EDT, Duration: 30 Day, Stop: 10/12/12 20:59:00 EDT			
Detail	Scheduled Time	Admin Time	Performed By:	
600 mg Oral Auth (Verified)		09/16/12 20:50 EDT	LABENDIA RN, CHARITA	
600 mg Oral Auth (Verified)		09/16/12 21:00 EDT	LABENDIA RN, CHARITA	
600 mg, 1 Tab, Oral	09/17/12 21:00 EDT			

The **Admin Time** column will display the last time(s) the medication as administered. The **Performed By** column displays who administered the medication.

Scheduled	FLUoxetine (FLUoxetine) 20 mg = 1 Cap, Capsule, Oral, Daily, Start: 09/13/12 9:00:00 EDT, Duration: 30 Day, Stop: 10/13/12 8:59:00 EDT			
Detail	Scheduled Time	Admin Time	Performed By:	
20 mg Oral Auth (Verified)		09/16/12 08:51 EDT	GOODMAN RN, MATTHEW S	
20 mg Oral Auth (Verified)		09/17/12 08:27 EDT	GOODMAN RN, MATTHEW S	

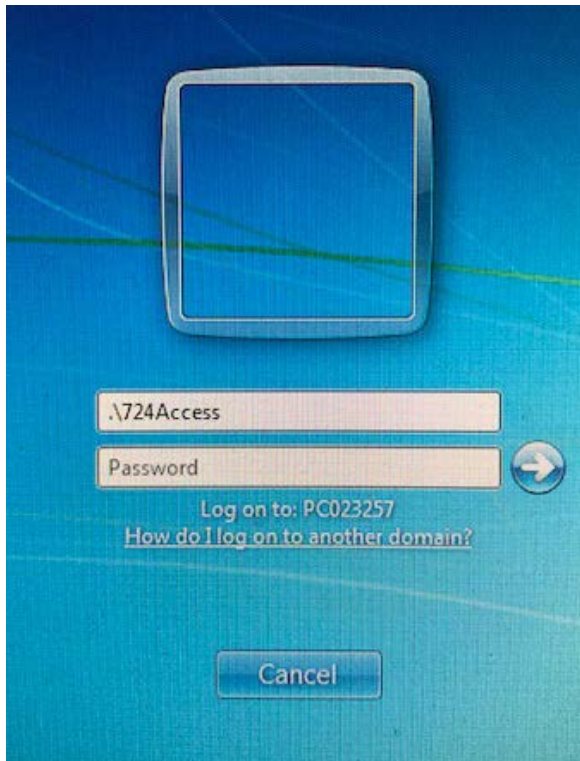
**PRN medications** may not have any information displayed if the medication was not given within the selected time frame.

PRN	acetaminophen (acetaminophen) 650 mg = 2 Tab, Tablet, Oral, Every 6 Hr, PRN Other (See Comments), Start: 09/12/12 9:06:00 EDT, Duration: 30 Day, Stop: 10/12/12 9:05:00 EDT, for headache or fever greater than 101.5F (38.6 C)		
Detail	Scheduled Time	Admin Time	Performed By:

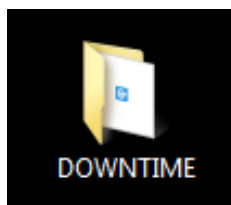
## 7.0 Troubleshooting

What to do if you do not see the **DOWNTIME** folder on the desktop:

- 1) Ensure the PC is the designated 724 machine.
- 2) Log in with the following login: **.\724Access** (include all characters)



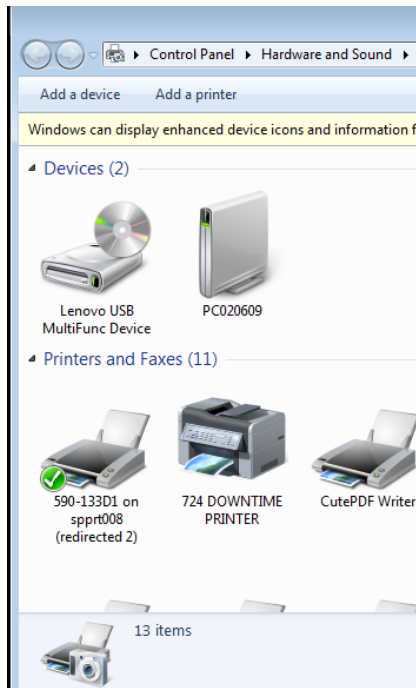
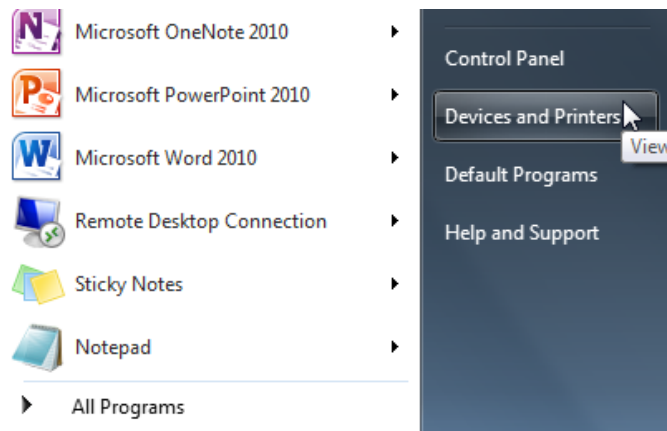
You should now see the **DOWNTIME** folder displayed on the desktop:



## How to print during a complete network downtime

Most downtimes occur when the network is up and running allowing users to print via their usual printer queue. If the network is down, or during a power outage, most 724 PC's have been enabled with a local print queue and a USB printer Cable.

1. In the Start Menu > Devices and Printers – verify that the user sees a printer called 724 DOWNTIME PRINTER





## Downtime – 724 Access Viewer

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2. If so, verify that the printer cable is running from the printer to the PC (if the cable is coiled at the printer, plug this into the PC).
3. Select this printer when printing from 724

Note: due to distance from PC's, the cable may be coiled at the printer and need to be plugged into the PC. In areas where this was not possible, the user's companion location (ie. 7E has 7W data) will need to print the information.