

ieMR Advanced

724Access Downtime Viewer

Quick Reference Guide

Step 1. Turn on the DTV – if there is no KVM switch go to step 2

- Press the DTV button on the KVM switch (located next to the monitor).
- By adjusting the input source, the monitor will now display the Downtime Viewer device login screen (purple).



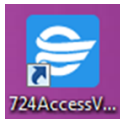
Step 2. Login to the Computer

- Click OK.
- Enter the generic ward username and password (found in the downtime kit) and click OK.

If you are having issues logging on please call PFSU NM, 3068 1999 or 1800 198 175.

Step 3. Login to the DTV

- Double-click the 724 Access Viewer icon on the computer desktop.



- When prompted, enter the same generic ward username and password used in the previous step and click OK.

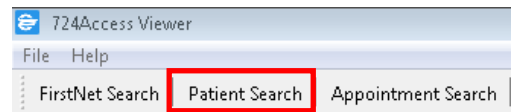


- Enter your Full name and Audit reason



Access a list of patients for my area

- From the toolbar, select **Patient Search**



- Select your ieMR **location** from the location drop-down list (e.g. LCCH MB 10B) on the left hand side. A list of ieMR locations can be found in your area's Downtime Kit.
- Click **Search**.
A list of patients currently in your area will be displayed.
- You can **sort** the list by clicking on the column headings e.g. if you wanted to sort the list by bed number, you can click on the bed number column.

Print this list

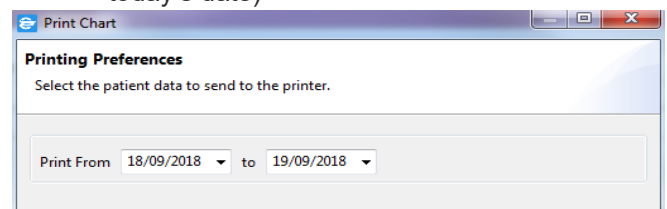
- Select Print List.
- Select the information you need to print – i.e. Name, DOB, Sex, etc.
- Click Finish.
- Select the Downtime Viewer printer and click print.

Access chart for a specific patient

You can access a specific patient's chart by double-clicking on their name.

Print chart information

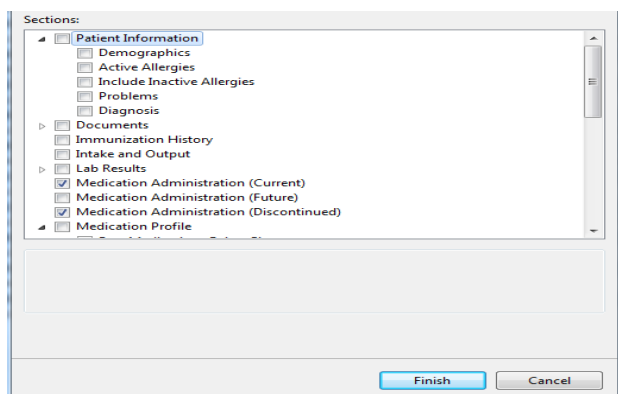
- If patient's chart is open, Select **File** → **Print**
- If patient list is open, highlight the **Patient** and then click **Print Chart**
- Select the **Date Range** (use yesterday's date – today's date)



Print medication order information

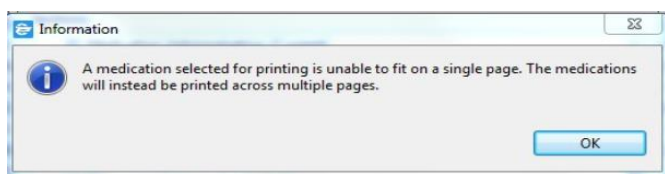
Medication order information should be printed first for every patient.

1. Select the **Medications Administration Current** and **Medication Administration Discontinued** and click **Finish**



2. Select the printer and click **Print**.

Note: If you receive this medication printing error, click on OK and Print medications again in **Landscape** (e.g. select Preferences and change Orientation to Landscape, click OK and Print)



Every Downtime Viewer will be connected to a printer – this will allow you to print even when the network is not available.

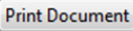
To print additional documentation from the chart

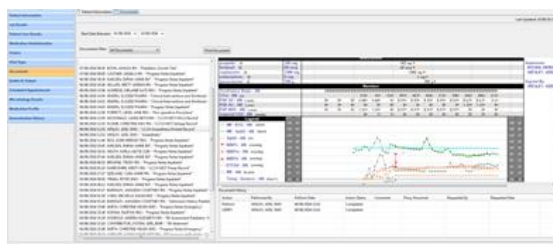
1. Repeat steps **Print Chart Information** steps (above)
2. Select required documents, for example:
 - a. **Orders (Current)**
 - b. **Patient Care Results** (open subfolder) and find Periop Documentation (if needed)
 - c. **Intake and Output**
 - d. **Documents** (open subfolder) and find Progress Notes and Perioperative record (if required)

Note: **Vital Signs** should be printed separately in Landscape

3. Click **Finish** and **Print**

Printing Anaesthesia Record

1. In the patient chart select documents
2. Find Anaesthesia record
3. Print Document 



Information available on the DTV

- The DTV provides read only access to seven days of historical clinical data currently available in the ieMR when access is not available.
- Summary patient information can be viewed and/or accessed, allowing clinical staff to continue to provide care.
- Printing from the DTV devices will be available in all locations whilst the network is available. Specific locations are listed in the downtime kit.

Information not available on the DTV

It is important to note that the 724 DTV will not provide a view of any prior scanned documents.

Where you can access information not available on the DTV

Some information will be stored within the paper charts that will remain with the patient.

For example, the Current Encounter Chart (CEC) will contain the following:

- Consent Forms
- Paediatric Advanced Resuscitation Plans (PARP) and Advanced Health Directives.

Assistance

If you need further assistance, please contact the ieMR support team on extension 3068 1999.

All staff should be aware of the location of the DTV in their department and how to access it.

<https://www.childrens.health.qld.gov.au/chq/about-us/digitalfuture/ieMR-resources/>