

ieMR Advanced

Downtime Viewer Checklist

Quick Reference Guide

Downtime Viewer (DTV) checks are to be completed weekly by the administration or nursing staff

Step 1. Switch computer to 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)



Step 2. Login into the DTV

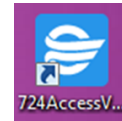
- Move the mouse to wake up the screen
- The logon screen with purple Downtime Viewer background should appear



- Enter the generic ward username and password and click OK

NB. If you do not use a generic username and password, log on using your personal logon credentials

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 step 2 and click OK

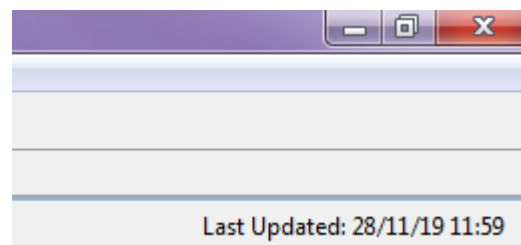


- Enter your Full name and Audit reason of Other when Testing



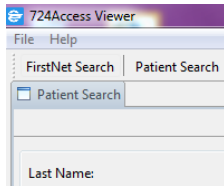
Step 4. Check Patient Data is up to date

- Check the 'last update' time stamp (right hand corner) matches the current date and time (up to 5 minutes discrepancy is acceptable)



Step 5. Confirm Patient medical record exist within the DTV

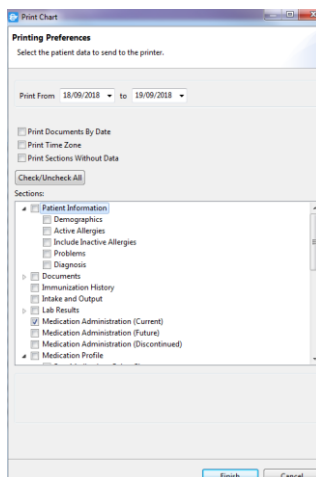
- Generate a patient list for your current location
 - Click *Patient Search* (menu bar at top of screen)





- Select *Location* (menu bar on left side of screen) and find inpatient unit from the list displayed (for example LCCH MB 10 10A) MB = Main Building
 - Click *Search*
- Confirm that the DTV location list matches the HBCIS and ieMR (PowerChart) ward location

Step 6. Confirm patient data can be printed from the DTV

- Select any patient from the patient list by ticking the box next to the patients
- Click *Print chart* or *File and Print*
- Click *Medication Administration (Current)*
- Click *Finish and Print*



- Print to both USB and network printer
 (USB) = USB printer  = network printer
- Confirm a cover sheet with patient's details and the medication orders have printed
- Confirm the record contains all expected information. Please check this with your NUM or Team Leader if necessary
- Always discard of patient information in the confidential bins
- To close the 724 Access Viewer using the red X or File → Exit

Step 7. Log off through the start button and complete the rest the Downtime Checklist

Step 8. Switch KVM switch back to the PC if required

Assistance

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