



ieMR Advanced

Transfer Report - DTV

Quick Reference Guide

Turn on the 724 Downtime Viwer (724 DTV)

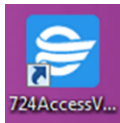
1. Press the **724 DTV** button on the KVM switch (located next to the monitor)
2. By adjusting the input source, the monitor will now display the Downtime Viewer device login screen (purple)



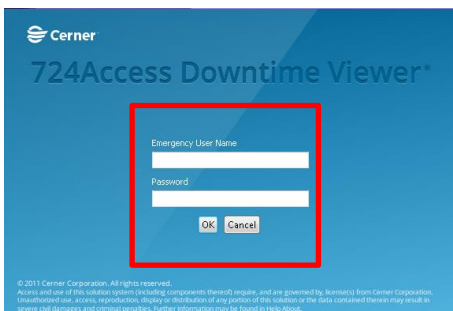
Login to the Computer

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

Login to the DTV

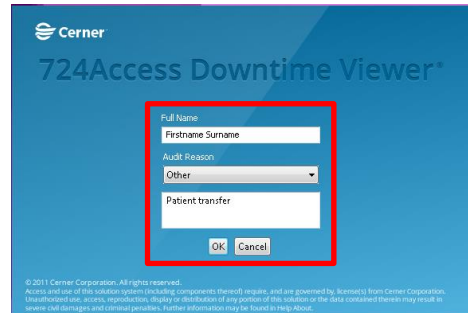


1. Double-click the **724 Access Viewer** icon on the computer desktop
2. When prompted, enter the same generic ward username and password used in the previous step and click **OK**



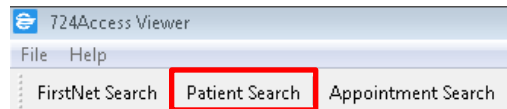
Note: If you are unable to locate the password, contact the NUM / Team Leader

1. Enter your **Full name** and **Audit Reason** as **Other – Patient Transfer** and select **OK**



Search for Patient

1. From the toolbar, select **Patient Search**



2. Enter patient identification details in the search fields on the left hand side, i.e. URN, First Name and Last Name
3. Click **Search**

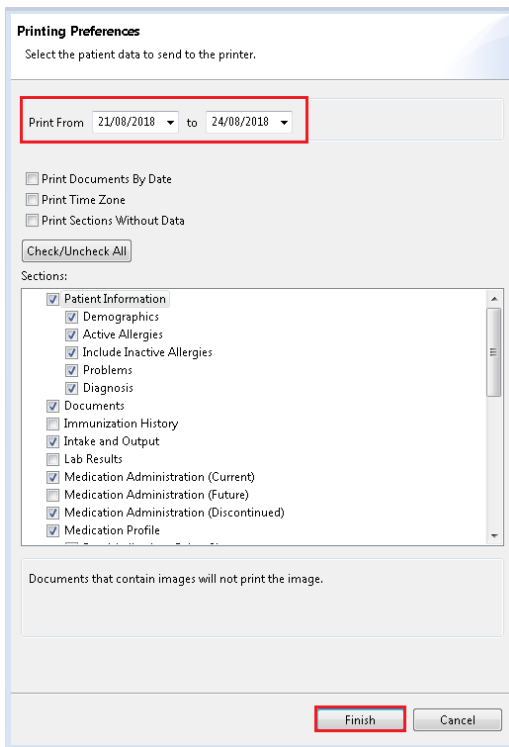
4. Select the correct patient encounter and double click on the patient to open the chart



Print Chart Information

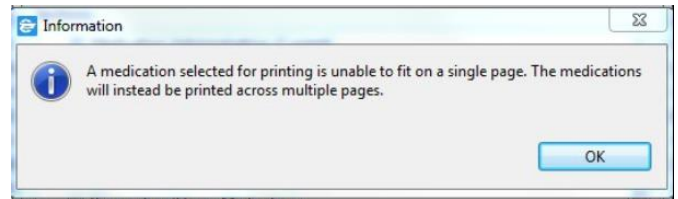
1. Select **File**
2. Select **Print**
3. Select a relevant date range (maximum 7 days within the DTV)
4. Select the information you need to print. At a minimum select:
 - a. **Patient Information**
 - b. **Documents**
 - c. **Intake and Output**
 - d. **Medication Administration (Current)**
 - e. **Medication Administration (Discontinued)**
 - f. **Medication Profile**
 - g. **Prescription Home Medications**
 - h. **Vital Signs**

Note: If you require a copy of BGL results, select *Patient Care Results* → *Vital Signs*



5. Click **Finish**
6. Select the correct printer and click **Print**

7. If you receive the medication error below, click on **OK** and **Print** again



8. When printing Vital Signs, you may receive the error message below. To rectify:
 - Untick Vital Signs and print the rest of the transfer documentation
 - Select Vital signs separately
 - Click on Finish
 - Select **Preferences**
 - Change orientation to **Landscape**

Note: If the above process is unsuccessful untick *Patient Information* instead of vital signs and follow the same process as above.

