**Activate Sections**

**Insert Date and Time \_\_\_\_\_\_**

1. Open I-View from the IView-I/O- PN menu tab.
2. Right-click on any time cell in I-View window.

 or use icon

1. Select Insert Date/Time.
2. Enter the date/time that you need.
3. Tab key or click anywhere else.
4. New column will be added.

**Activate an Individual Cell \_\_\_\_\_\_**

1. Select Band and Section from the Navigator.
2. Right-Click the cell in the chosen time column.
3. Select <Add Results>.

**Activate a Single Section \_\_\_\_\_**

1. Select Band and Section from the Navigator.
2. Double-click yellow cell in chosen time column.
3. Note the **🗹** indicating readiness to chart.
4. Enter results in cell.
5. Press
6. Continue to enter and TAB.
7. When done entering results, sign data.

**Activate an Entire Time Column \_\_\_\_\_\_**

1. Select Band from the Navigator.
2. Double-click cell in the chosen time column.
3. All Sections show charting indicator🗹.
4. Enter results in cell.
5. Press
6. Continue to enter and TAB.
7. When done entering results sign data.

**Documenting Data**

**Document Numeric/Free-Text Responses\_\_\_\_\_\_**

1. Activate the cell or cells.
2. Enter text or numerals.
3. Results will be purple until signed

**Document Single-Select Responses \_\_\_\_\_\_**

1. Activate the cell or cells.

2. Select a result from drop down list.

3. Press to move to the next cell.

4. Sign data when finished

**Document Multiple-Select Responses \_\_\_\_\_\_**

1. Activate the cell or cells.

2. Insert check marks next to appropriate choices from the drop down list.

3. Press to move to the next cell.

4. Sign data when finished

**Dynamic Groups**

**Add Dynamic Group \_\_\_\_\_\_**

1. Select Band and Section from the Navigator.
2. Double-click section cell in chosen time column.
3. Note the 🗹 indicating readiness to chart.
4. Click on Dynamic group icon .
5. Fill in required information (location, type)
6. Click <OK>.
7. Fill in insertion date if prompted.
8. Dynamic Group is now labeled
9. Continue documentation process as usual.

**Inactivate Dynamic Group \_\_\_\_\_\_**

1. Select Band and Section from the Navigator.
2. Locate Dynamic Group no longer in use
3. Right-click on label of group
4. Select <Inactivate>
5. Group is now gray.

**Miscellaneous**

**Add Comments \_\_\_\_\_\_**

Comments can be added when

* data in the cell is purple (before signing data)
* data in cell is black (after signing)
	1. Right-click on the result.
	2. Select <Add Comment> from drop down list.
	3. Free text commentary
	4. Click <OK>
	5. If result is purple; Sign data

**Modify Results \_\_\_\_\_\_**

**Always add a comment after modifying data.**

1. Right-click the result
2. Select <Modify> from drop down list.
3. Make necessary changes.
4. Enter modified information.
5. Sign data

**Unchart Results \_\_\_\_\_\_**

**Always add a comment when un-charting data.**

1. Right-click the result
2. Select <Unchart> from drop down list.
3. Enter Reason
4. Enter Comments if needed
5. Sign data

**Customize Display (Add sections to chart on)\_\_\_**

* 1. Click on Customize View icon
	2. Select <Customize> tab.
	3. Click on to view all choices
	4. Click the 🞧 next to section of choice
	5. Place a **🗹** in the box to selections desired
	6. Click <OK>

**BMDI (Bedside Medical Device Interface)**

**General Information \_\_\_ \_\_\_\_\_\_**

1. Always manually disassociate the patient from the device at time of patient discharge/transfer. No automatic disassociation occurs.
2. Before associating a patient to a monitor, you must first ensure that the prior patient was disassociated.  This must be done within the first patient’s chart.
3. You will need to wait approximately 1 minute after associating a patient to pull in results.

**Associate Monitor to Patient \_\_\_\_\_\_**

1. Click on Associate Monitor icon

2. Select the monitor ID

3. Verify the following are correct:

* Monitor ID
* Nurse- Unit
* Room
* Bed
* Person Name
1. Click button.
2. Click button.

Once the patient is associated to the monitor,

Double-click the time column to manually

activate and pull in results.

**Disassociate Monitor from Patient \_\_\_\_\_\_**



1. Click on

2. Select the monitor ID for the patient.

3. Click button

|  |  |
| --- | --- |
| **ICON** | **purpose** |
|  | **Sign**Enters data into CIS |
|  | **Cancel**Cancels unsigned data |
|  | **Actions**Allows for ‘duplication’ or copying of data.**DO NOT USE THE FLAGGING/ANNOTATION FUNCTION UNTIL FURTHER NOTICE** |
|  | **Show Empty Columns**Allows viewer to ‘hide’ empty rows & columns for easier viewing and duplication of data. |
|  | **Insert Date/Time** Use to insert new time column |
|  | **Add Dynamic Group**Use to add specific tube, drain or wound site. |
|  | **Customize View**Use to add/remove specific sections for charting purposes. |
|  | **View PRN/Continuous tasks**Click to show PRN/Continuous Tasks that need to be addressed |
|  | **View Current Tasks**Click to show tasks due this hour  |
|  | **View Over Due Tasks**Click to see this hour’s over due tasks |
|  | **Incomplete Task**Indicates that the nursing task has not been addressed. |
|  | **Completed Task**Indicates that the nursing task was completed. |
|  | **Calculation**Hover over icon to view calculation used to result the data in the row. |
|  | **Conditional Field Trigger**Indicates that there is required field. |
|  | **Associate Monitor (BMDI)**Used to link medical devices that can input data on to IView screen. |



Interactive View (IView)

**Quick Reference Guide**

**Professional Development Department**

 **Spring 2011**

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