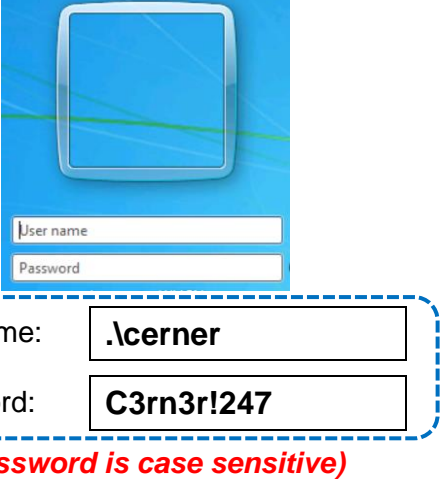

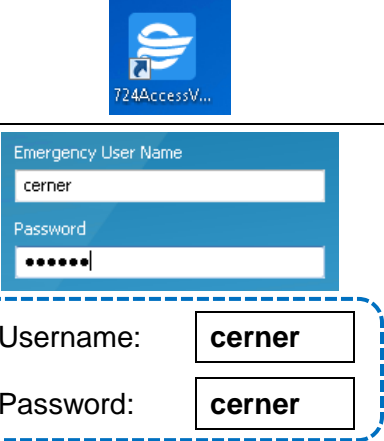





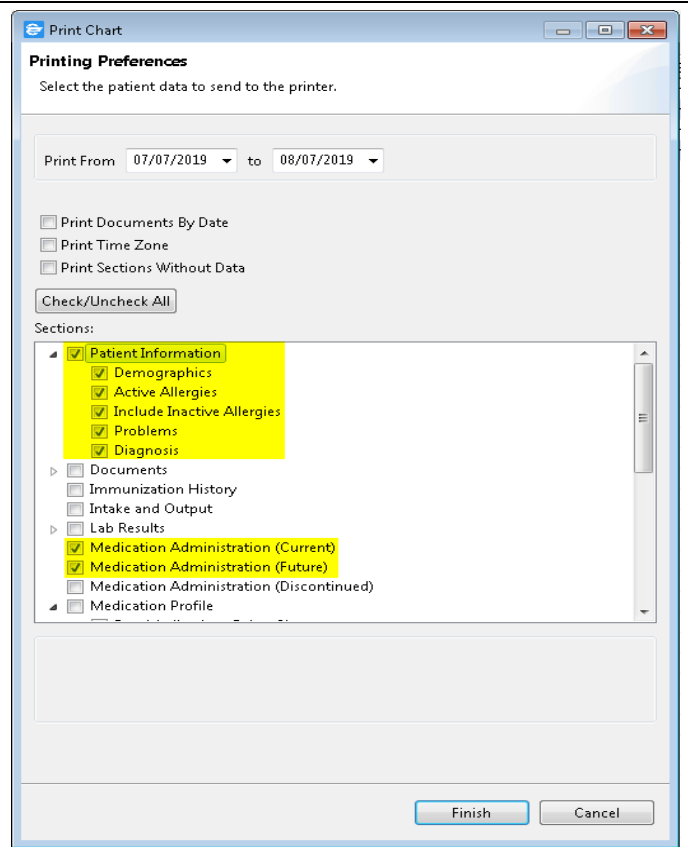
EMR Quick Reference Guide

Downtime - Downtime Viewer Weekly Checklist

<p>1. Check for DTV Login</p>	<ul style="list-style-type: none"> • Open Laptop • Ensure laptop is turned on • Log into the laptop with these credentials 	 <p style="text-align: center;"><i>(Password is case sensitive)</i></p>
	<ul style="list-style-type: none"> • For any log in issues, please log a ticket with the Service desk (56777) quoting the <ol style="list-style-type: none"> DTV asset number (to be found on the yellow label attached to the DTV system) 	 <ol style="list-style-type: none"> Location of the DTV (Ward ex: FH – EMERG)
<p>2. Check for 724 Application Login</p>	<ul style="list-style-type: none"> • Double click 724 icon on desktop • Enter username and password 	
	<ul style="list-style-type: none"> • Enter your name • Select Audit Reason: Other • Type “EMR downtime viewer testing” as reason 	

	<ul style="list-style-type: none"> For any log in issues, please log a ticket with the Service desk (56777) quoting the <ol style="list-style-type: none"> DTV asset number (to be found on the yellow label attached to the DTV system) <div data-bbox="418 138 699 235" data-label="Image"> </div> Location of the DTV (Ward ex: FH – EMERG) 	
<p>3. Checking the Downtime Viewer is up-to-date</p>	<p style="text-align: center;">Look for the Last Updated date and time</p> <ul style="list-style-type: none"> Look for the timestamp on the right hand corner of the 724Access Viewer. The Last Updated field should always be in consistent with the Last transaction occurred in the EMR. <div data-bbox="331 456 1485 741" data-label="Image"> </div> <ul style="list-style-type: none"> If Last Updated timestamp is not appropriate, please log a ticket with the Service desk (56777) quoting the <ol style="list-style-type: none"> DTV asset number (to be found on the yellow label attached to the DTV system) <div data-bbox="418 887 699 983" data-label="Image"> </div> Location of the DTV (Ward ex: FH – EMERG) 	
<p>4. Test the Printing of Patient Charts</p>	<p style="text-align: center;">Downtime printing of patient charts is limited to current encounter only. Previous encounters will not be accessible</p> <ul style="list-style-type: none"> To test the print, Tick the boxes to select patient charts you want to print. (For testing purpose, only select 1-2 patients from the patient list) <div data-bbox="1043 1151 1321 1346" data-label="Image"> </div> <ul style="list-style-type: none"> Click Print Chart <div data-bbox="1043 1397 1321 1451" data-label="Image"> </div>	

- Tick the boxes to print the required patient information and downtime medication administration record (MAR)



- If it doesn't print, please log a ticket with the Service desk (56777) quoting the
 - a) DTV asset number (to be found on the yellow label attached to the DTV system)



- b) Location of the DTV (Ward ex: FH – EMERG)

Weekly Check Is Complete!