

## 1. Open Chart Viewer:

- Access via the Chart Viewer button within the black navigation bar
- This will open a read-only version of the chart within a new tab of your browser
- This allows you to review the patient's chart in one tab and document within another

## 2. Review the clinical documentation to date:

- Select the Provider Notes tab to review all documentation by doctors
- Click on the paper icon to open and review each document
- Use the Filter button to filter by timeframe or speciality
- View nursing documentation in the Nursing/Allied Health tab and filter in the same way

## 3. View trends in clinical observations:

- Select the Flowsheets tab
- All Critical Care flowsheets start with CC apart from Tubes, lines and drains
- Favourite these by clicking the star on the right-hand side
- Select each flowsheet and review in turn
- To view the 24h and length of stay fluid balance, navigate to the Summary tab and click on the I&O 24 Hour Summary widget

## 4. Review the investigation results:

- Select the Diagnostics tab to view all investigations in chronological order
- View by category by clicking the Activity log button and selecting Subcategory
- For lab results, click on the specific line item to view the numerical and graphic trend
- Radiology results will open the report only - launch Sectra separately to view the images

## 5. View the Medications Administration Record (MAR):

- Select the Medications tab to view a list of your patient's current medication
- To access the MAR, click the Current Visit button and select Mar
- Click on Medication within the blue banner to sort the drugs in alphabetical order
- Use the Filter button to filter by route or schedule
- To view more than two days of the administration record, select Change View and edit the 'Days into the past to view MAR' field

## 7. Document your daily ICU review:

- Select the Document button in the black navigation bar
- Use the following document templates for your daily reviews:
  - **Critical Care Ward Round:** used for morning ward round review
  - **Critical Care Doctor Review:** used by RDs for PM and Night reviews
  - **Crit Care Consultant Review:** to document Consultant Intensivist review
- See the 'Selecting the right document for use in ICU' cribsheet for more information on ICU documentation