

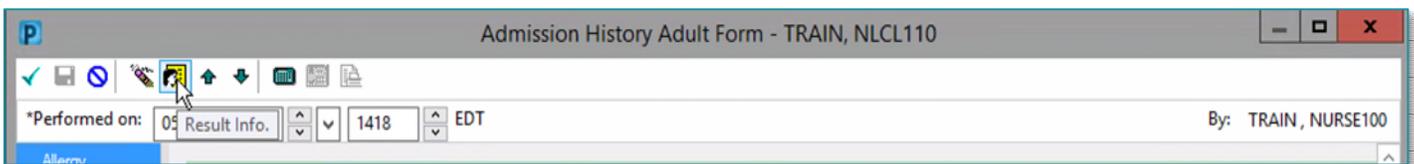
At times, end users are called upon to enter documentation into the electronic medical record for a peer. This is called “charting by proxy” or “proxy charting.”

This commonly occurs in the recovery period following a Millennium downtime.

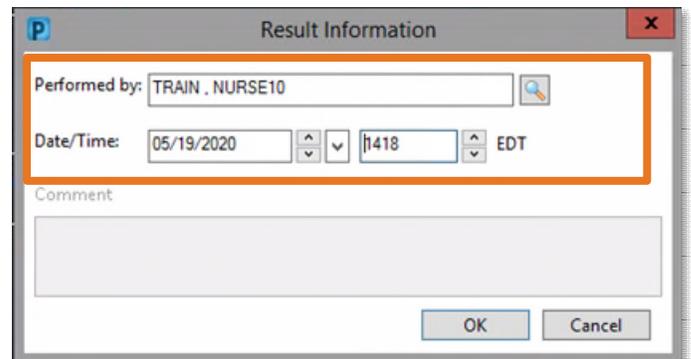
### PowerForm Proxy Charting

The name in the upper right corner of a PowerForm is the name of the person to whom the documentation will be attributed. The date and time also display on this line. Follow these steps to change the name (and date and time, if needed).

**STEP 1:** Click the **Result Info**  icon in the PowerForm menu.

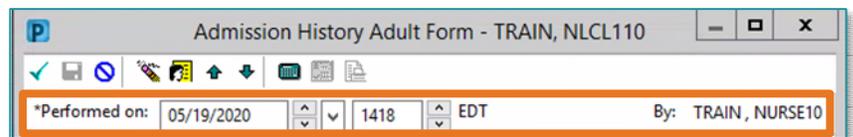


**STEP 2:** Click the **Search**  icon if needed to find the correct end-user’s name. Update the Date/Time.



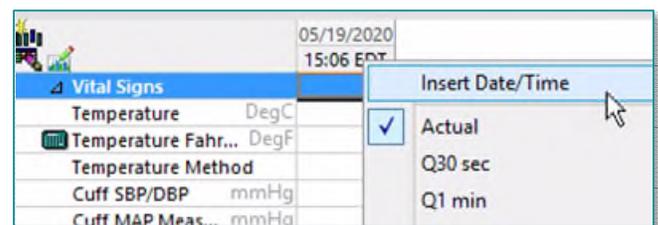
**STEP 3:** Click **OK** to return to the PowerForm and complete documentation.

**STEP 4:** Click the green checkmark  to **Sign** the PowerForm.



### Interactive View and I&O Proxy Charting

**STEP 1:** Enter and sign results in **Interactive View** in the usual manner. Use the **Insert Date/Time** option when documenting retrospectively.



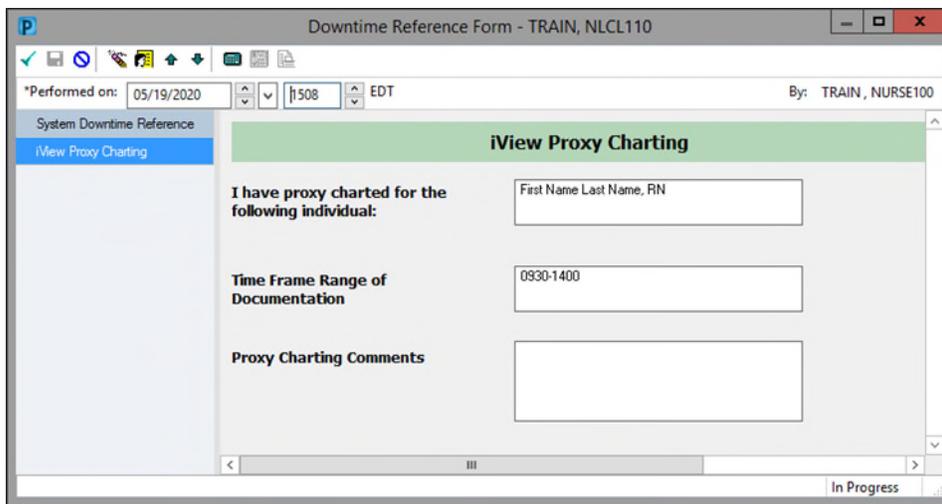
**NOTE:** The **Insert Date/Time** option may be used to document in multiple time columns, if needed.

**STEP 2:** Click AdHoc  in the Millennium toolbar.

**STEP 3:** Choose the appropriate PowerForm.

- **Downtime Reference:** Used for Proxy Charting resulting from a Millennium downtime.
- **iView Proxy Charting:** Used for Proxy Charting NOT resulting from a Millennium downtime.

**STEP 4:** In the **iView Proxy Charting** section (available in both PowerForms), enter the **name** of the individual you charted for, the **time frame**, and any **comments**.



**STEP 5:** Click the green checkmark  to **Sign** the PowerForm.

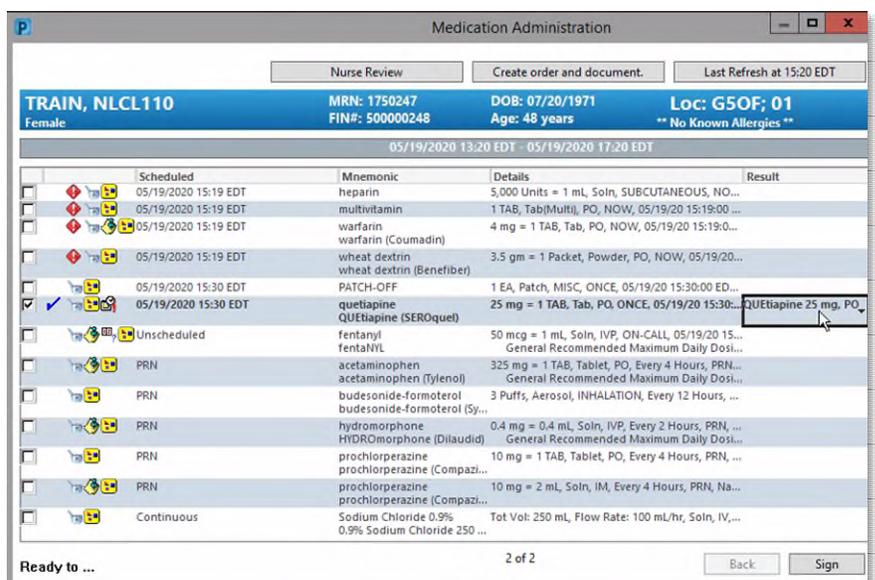
## Medication Administration Proxy Charting

### Medication Administration Wizard

**STEP 1:** Select the medication task.

**NOTE:** Unless documentation is in real-time, it will be necessary to bypass the scan.

**STEP 2:** Open the **Chart Details** window by clicking inside the Result cell.



Scheduled	Mnemonic	Details	Result
05/19/2020 15:19 EDT	heparin	5,000 Units = 1 mL, Soln, SUBCUTANEOUS, NO...	
05/19/2020 15:19 EDT	multivitamin	1 TAB, Tab(Multi), PO, NOW, 05/19/20 15:19:00 ...	
05/19/2020 15:19 EDT	warfarin warfarin (Coumadin)	4 mg = 1 TAB, Tab, PO, NOW, 05/19/20 15:19:0...	
05/19/2020 15:19 EDT	wheat dextrin wheat dextrin (Benefiber)	3.5 gm = 1 Packet, Powder, PO, NOW, 05/19/20...	
05/19/2020 15:30 EDT	PATCH-OFF quetiapine QUETiapine (SEROquel)	1 EA, Patch, MISC, ONCE, 05/19/20 15:30:00 ED... 25 mg = 1 TAB, Tab, PO, ONCE, 05/19/20 15:30:...	QUETiapine 25 mg, PO, ...
05/19/2020 15:19 EDT	fentanyl fentanyl	50 mcg = 1 mL, Soln, IVP, ON-CALL, 05/19/20 15:...	
PRN	acetaminophen acetaminophen (Tylenol)	325 mg = 1 TAB, Tablet, PO, Every 4 Hours, PRN...	
PRN	budesonide-formoterol budesonide-formoterol (Sy...	3 Puffs, Aerosol, INHALATION, Every 12 Hours, ...	
PRN	hydromorphone HYDRomorphone (Dilaudid)	0.4 mg = 0.4 mL, Soln, IVP, Every 2 Hours, PRN, ...	
PRN	prochlorperazine prochlorperazine (Compaz...	10 mg = 1 TAB, Tablet, PO, Every 4 Hours, PRN, ...	
PRN	prochlorperazine prochlorperazine (Compaz...	10 mg = 2 mL, Soln, IM, Every 4 Hours, PRN, Na...	
Continuous	Sodium Chloride 0.9% 0.9% Sodium Chloride 250 ...	Tot Vol: 250 mL, Flow Rate: 100 mL/hr, Soln, IV, ...	

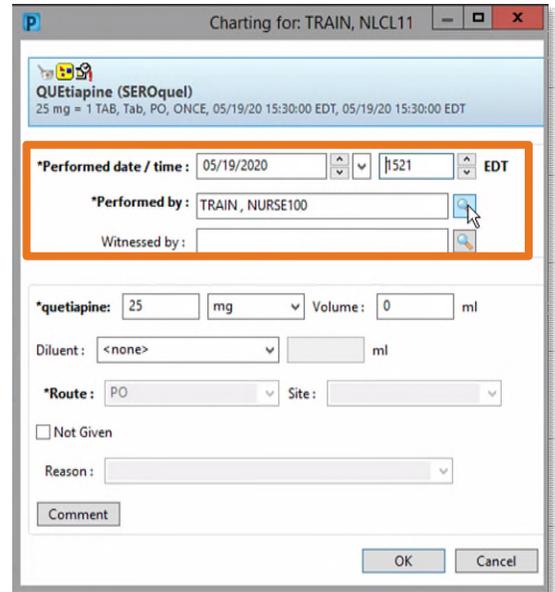
From the Office of Clinical Informatics  
Charting By Proxy in Millennium  
March 1, 2017  
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**STEP 3:** Click the **Search**  icon if needed to find the correct end user's name. Update the **Date/Time**.

**STEP 4:** Click **OK** to return to the Medication Administration Wizard.

**STEP 5:** Repeat for each additional medication, being sure to update the name, date and time for each one.

**STEP 6:** Click **Sign** to close the window. Each task will be credited to its selected nurse/respiratory therapist at the indicated date and time.



**MAR (When Available)**

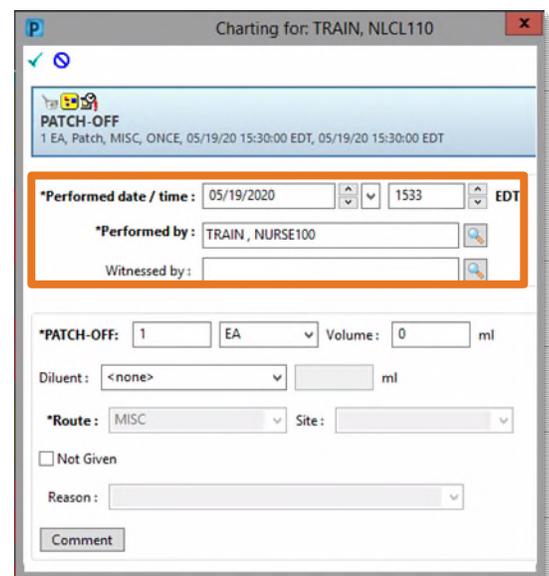
**IMPORTANT:** Areas using the Medication Administration Wizard will have access to charting from the MAR after extended planned downtime. Refer to pertinent directives for more information on downtime recovery documentation

**STEP 1:** Double-click the medication task. This opens the **Chart Details** window.

**STEP 2:** Enter the correct end-user's **name**. If needed, click the **Search**  icon. Update the **Date/Time**, if needed.

**STEP 3:** Click the green checkmark  to **Sign**.

**STEP 4:** Repeat for each additional medication, being sure to update the name, date and time for each one.



For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:  
207-973-7728 or 1-888-827-7728.