

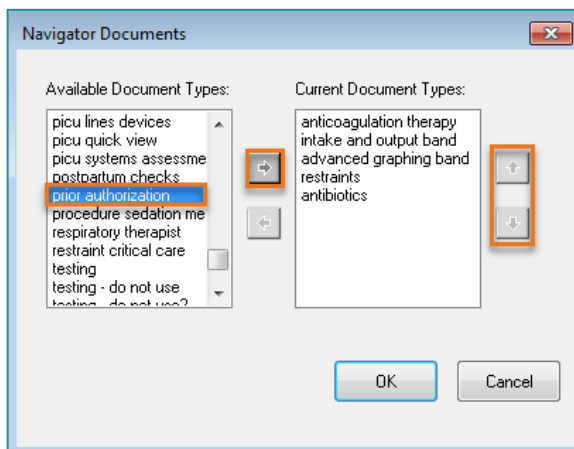
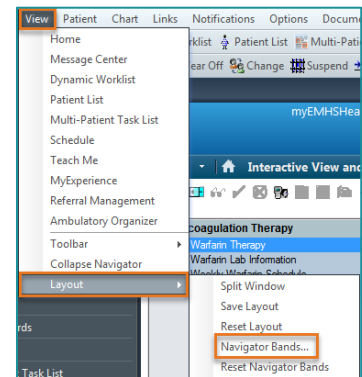
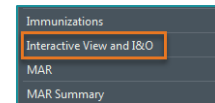
This flyer will demonstrate how to add the prior authorization band for Interactive View and I&O and where to add authorization comments in medications.

Interactive View and I&O

This workflow will originate from the “gray” menu of the patient chart.

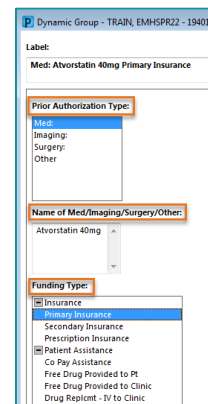
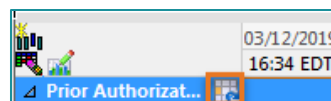
➤ Interactive View and I&O

- From the gray menu, select **Interactive View and I&O**.
- From the task bar select **View**.
- Click on **Layout and Navigator Bands**.
- From the list of “bands” on the left-hand side list, select **Prior Authorization**.
- With Prior Authorization highlighted click on the arrow and move it to the right-hand column.
 - By using the up and down arrows, the order of the bands can be adjusted to what works best for your workflow.



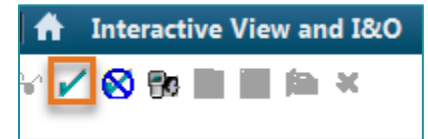
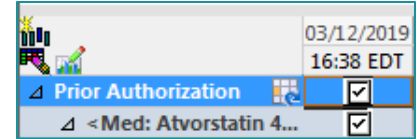
➤ Creating a Dynamic Group

- Click on the icon that looks like a cube.
- Select **Med**.
- Enter in the name of the med (free text).
- Select the funding source and click **OK**.
- This has now formed a Dynamic Group.
 - A new dynamic group will be created for each medication.



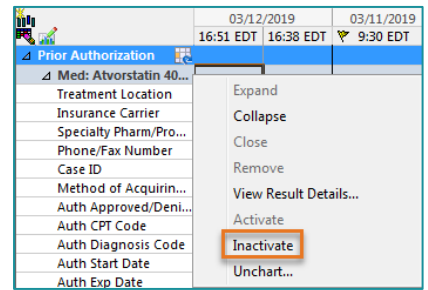
➤ Documenting in Interactive View and I & O

- Double-click in the Blue field below the time and a check box will appear.
- Using your tab key, you can progress to the next field, complete what is appropriate.
- When done with the charting, click the green checkmark.
- Documentation will display in a flowsheet manner, updates can be made by adding another column.



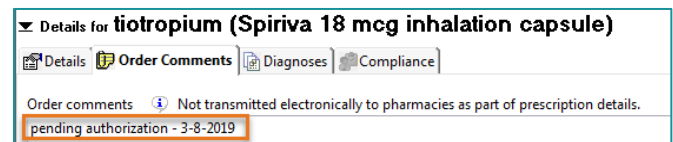
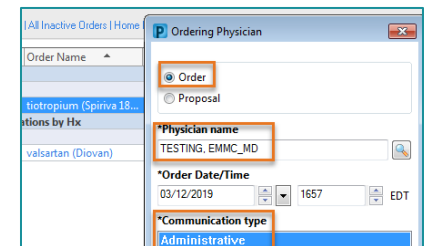
➤ Inactivating Dynamic Groups

- When a medication is discontinued, the dynamic group should be inactivated.
- To inactivate a Dynamic Group, right-click the name and select **Inactivate**.
- This process will help avoid documentation on a medication that is no longer active for the patient.



➤ Adding Insurance Comments to Medications

- From the medication list, highlight the desired medication.
- Double-click the medication.
- From the ordering physician box, select **Order**.
- Enter the provider name.
- For communication type, enter **Administrative**.
- Select OK.
- In order comments, enter the desired comment. For example: pending authorization 3-8-2019 with your initials.



NOTE: Order comments do not get transmitted to the pharmacy.

- Select **Orders for Signature** and **Sign**.
- These comments can be viewed on the medication list.

