From the Office of Health Informatics

Cerner Patient Observer
Viewing Patient Assignmets in Clairvia

July 2, 2025

During nursing change of shift, it may be necessary for the Virtual Observation Technician to look up a nursing assignment on Clairvia so the nursing contact information can be updated.

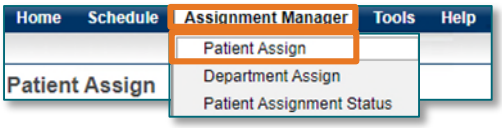
Viewing Patient Assignments

STEP 1: From the **Intranet** page, select **Clairvia** from the **Quick Links** search and save as a **Quick Link**.

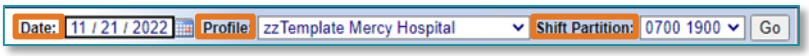
STEP 2: Sign in to **Clairvia Web.**

STEP 3: In the toolbar, select **Assignment Manager**.

- Then click Patient Assign.

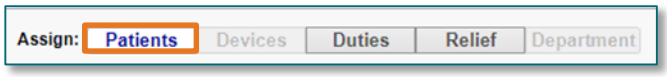


STEP 4: In the top right-hand side of the screen, click **Profile**.

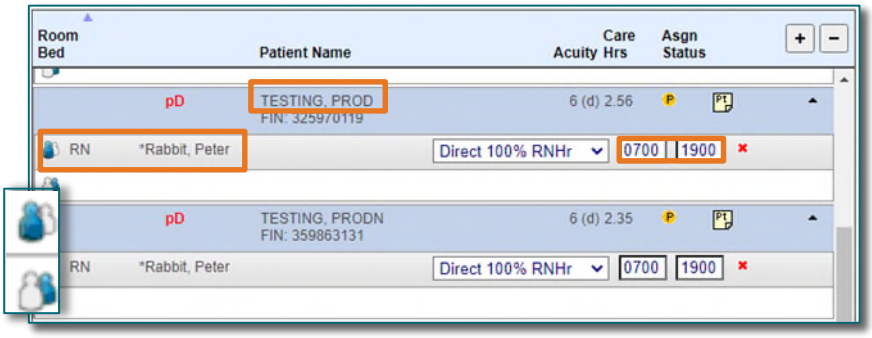


- Select which hospital and unit to view the patient assignment.
- Make sure the **Date** and **Shift Partition** are correct.

STEP 5: In the top left corner of the screen, click **Patients**, next to **Assign**.



STEP 6: The first box below the patient is reserved for the **primary caregiver**, as indicated by the icon with the blue person on the **left.** Assigned care hours for the nurse's shift displays on the right.



- The second box below the patient is reserved for **relief staff**, as indicated by the icon with blue person on the **right**.

STEP 7: From the touch screen, update the nurse's name and any contact information for each patient in the Note.

NOTE: **Repeat Step 3 through Step 6 for each patient under observation.**

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