Northern Light Health℠

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.
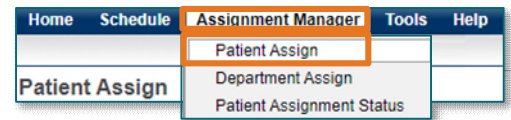

Viewing Patient Assignments

STEP 1:   From the **Intranet** page, select **Clairvia** from the **Quick Links** search and save as a **Quick Link**.
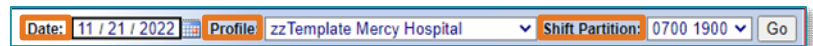
STEP 2:   Sign in to **Clairvia Web**.

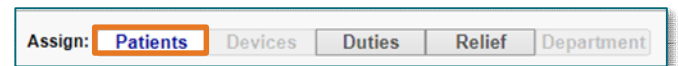**STEP 3:**   In the toolbar, select **Assignment Manager**.

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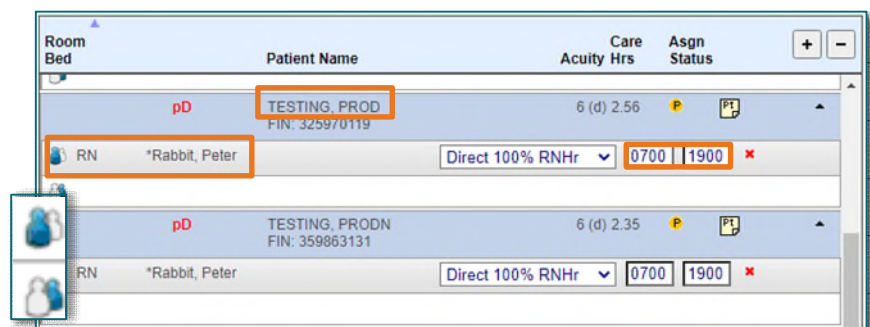
- The second box below the patient is reserved for **relief staff**, as indicated by the icon with blue person on the **right**.

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 or Clinical Informaticist. For any other questions please contact the Customer Support Center at:
207-973-7728 or 1-888-827-7728.