
This Quick Reference Guide (QRG) demonstrates the steps for proxy charting.

Complete the Proxy Charting PowerForm

To correct the documentation of another nurse, first, make the appropriate changes to the patient's chart; then, complete the Proxy Charting PowerForm to document the corrections.

STEP 1: Click **AdHoc**.

- The Ad Hoc Charting window opens.

STEP 2: Click the **Assessments** folder.

STEP 3: Select the iView Proxy Charting checkbox.

STEP 4: Click **Chart**.

- The iView Proxy Charting window opens.

STEP 5: Complete the form.

STEP 6: Click the **Sign** icon.

STEP 7: Click **Close** to close the Ad Hoc Charting window.

NOTE: This process can be used both when adding documentation to a patient's chart and when removing documentation from a patient's chart.