

This Quick Reference Guide (QRG) demonstrates the workflow for transferring patients for ED nurses.

Common Buttons & Icons

	Bed icon
	Sign icon
	Home icon
	Discharge Planning Down Arrow icon
	Back icon

Complete iView Documentation

➤ From the ED LaunchPoint screen:

STEP 1: Click the patient's name. The patient's chart opens.

STEP 2: Click the **Handoff** tab. The Handoff page displays.

STEP 3: Click the desired component to document on in the Table of Contents.

STEP 4: Click the component's header. The Interactive View and I&O screen displays.

STEP 5: Document information.

- To activate a section for documentation, double-click the cell to the right of the section name. The first cell for that section opens for documentation.
- Advance to the next cell by pressing the Tab key.

STEP 6: Complete steps 6 and 7, if applicable; then click the **Sign** icon.

Document IV Stop Times

➤ From the Interactive View and I&O screen:

STEP 1: Click the **Home** icon.

STEP 2: Click the **ED Nursing Workflow** tab.

STEP 3: Click **IV Stop Times** in the Table of Contents.

STEP 4: Click **Document**. The IV Stop Times window displays.

STEP 5: Select the appropriate checkbox(es).

STEP 6: Click **Document**. The Infusion Billing window for the first or only medication displays.

STEP 7: Enter the medication stop date and time; then click **Sign**.

STEP 8: Complete step 7, if applicable.

Complete Disposition Documentation

➤ **From the ED View screen:**

STEP 1: Click the **ED Nursing Workflow** tab.

STEP 2: Click **Discharge Planning** in the Table of Contents. The Override Discharge Requirements window displays.

STEP 3: Click the **Patient Education** dropdown arrow; then click **Transfer**.

STEP 4: Click the **Follow Up** dropdown arrow; then click **Transfer**.

STEP 5: Click **Submit**. The NLH Discharge Visit window displays.

STEP 6: Document information; then click **OK**.

NOTE: **Required fields display with red asterisks.**

STEP 7: Click the **Chart X Close** button to close the patient's chart.

Document on a Discharged Patient

➤ **From the ED LaunchPoint screen:**

STEP 1: Click the **ED LOS** tab.

NOTE: **Display additional patients by selecting a specific time frame of 24, 48, or 72 hours, or by specifying a custom time frame.**

STEP 2: Click the patient's name. The patient's chart opens.

STEP 3: Complete iView documentation and/or document IV stop times.

STEP 4: Click the **Sign** icon.