Offline Views CHEAT SHEET

Interior Health

Offline Views is:

- an application used during MEDITECH downtimes to view patient clinical information
- NOT available when MEDITECH is running

**IMPORTANT NOTE **

- Clinical information available in Offline Views is from 15-30 minutes **before** MEDITECH went down
- **Does not update** with any new clinical information while the system is still down

Access: Offline Views is available on the **Application Portal**
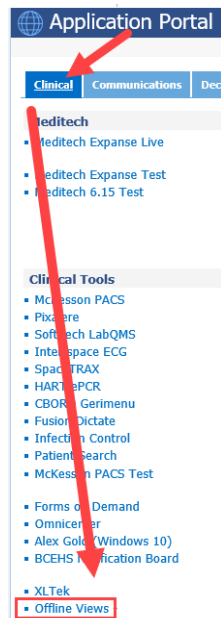
Click on Internet Explorer. This opens the InsideNet.

Step 1

Step 2

Step 3

Finding Clinical Information:

EMR information is found in the buttons along the left hand side of the screen.

** You cannot enter data into Offline Views, it is a **view only** application.**

Finding and Opening a Patient Chart:

- Search by: Name, PHN, Account # or Location
- Patient Type: Inpatient is automatically pre-checked. For outpatients such as the Emergency department, must check off the outpatient check box to bring up the patient/location.

IMPORTANT NOTE clinical information is visit specific; selecting a patient account number only provides information from that patient visit.

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Navigation within the Views

Within the views, most of the navigation techniques are intuitive, however here are some **key points**:

- Click on the Rpt to open the report

Report Date	Exam Report	Rpt	Status
16/07/2020 08:45	Emergency Room Visit Notes	Rpt	Signed

- Click **back button** on the navigation toolbar to go back a screen Do NOT use the browser back button.
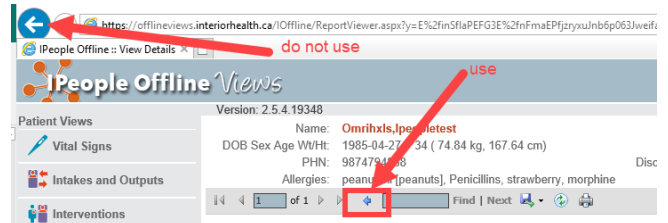
- In Lab Results view, results from the last 5 days will display.
  To see further back, click on the **<< Earlier link**

Patient Reports and Printing:

Click the 'Patient Reports' option from the available menu options found in the **top right corner** of the screen.
There are 3 options: MARs, Rounds Report and Batch Print.

Print a MAR:

1. Select MAR By Location
2. Select the location
3. Check off the patient(s) MARs you want to print
4. Select Print MAR
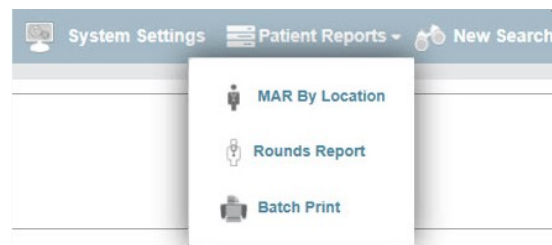
View Physicians Rounds Report:

1. Select Rounds Reports
2. Select physician name from the drop down list
3. Optional: Check off Include Physician Group box

Batch Print: used to print all available clinical information from the Offline Views for a Patient Encounter to a single PDF file. Can view or print. However printing would not be typically used as it would be a large amount of pages per patient.

1. Select Batch Print
2. Enter Account Number(s)