This Quick Reference Guide (QRG) reviews 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.
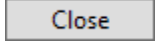
STEP 2:   Click the Assessments folder.

STEP 3:   Select the iView Proxy Charting check box.

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: You can use this process both when add documentation to a patient's chart, and when you remove documentation from a patient's chart.