



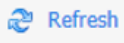

This Quick Reference Guide (QRG) reviews documenting an ED assessment.

Common Buttons & Icons

	Activities icon
	Document icon
	Review and Not Done icon
	Sign icon
	Refresh button

Review Patient Activities

➤ **From the ED LaunchPoint screen:**

STEP 1: Click the **Activities** icon in the patient row. The patient Activities tab displays.

STEP 2: Review the activities for the patient.

Document an Assessment

➤ **From the patient Activities tab:**

STEP 1: Click the **Document** icon next to the assessment activity.

STEP 2: Click the **Document** button. The patient's chart opens to the IView and I&O.

STEP 3: Click the **Current Time** cell for the assessment.

STEP 4: Document all the fields as appropriate for the patient.

NOTE: Use the **Tab** key to proceed to the next cell.

STEP 5: Click the **Sign** icon. Then, close the patient's chart to return to ED LaunchPoint.

STEP 6: Click the **Refresh** button in the Activities tab to confirm all activities are complete.

STEP 7: Click Close once all activities are documented.