

This Quick Reference Guide (QRG) review the RT iView documentation process.

Common Buttons & Icons

	Sign icon
 AdHoc	AdHoc icon

Charge Documentation

➤ From the Multi-Patient Task List:

STEP 1: Click the patient's name located in the blue banner bar. The **Interactive View and I&O** will display.

NOTE: Most charges can be documented within Activity View when the task is documented from the MPTL.

STEP 2: Double-click the RT Charge cell.

NOTE: Some RT charges may have a hospital name that follows the charge name. If hospital names are present and you do not see your facility name after the charge, your facility does not currently charge for this item and no documentation of charge is needed.

STEP 3: Click the charge with the proper location in parenthesis.

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

NOTE: The documentation changes from purple to black text.

Unchart Charge Documentation

➤ From the Interactive View and I&O within the patient's chart:

STEP 1: Right-click the RT Charge cell that was documented in error.

STEP 2: Click **Unchart**.

STEP 3: Use the **Reason** drop-down arrow to document the reason for uncharting the charge.

STEP 4: Click the **Comment** field to add any specifics, for example, the wrong facility was used.

STEP 5: Click **Sign**.

STEP 6: Review that the RT Charge procedure is now listed In Error.

NOTE: Correction of charge documentation will automatically make the update in Charge Viewer.

Document Respiratory Description/Assessment

➤ **From the Interactive View and I&O within the patient's chart under Respiratory Therapy heading:**

- STEP 1:** Scroll to **Respiratory Description/Assessment**.
- STEP 2:** Click the appropriate section for documentation.
- STEP 3:** Click the appropriate cell under the correct date and time.
- STEP 4:** Document as appropriate.
- STEP 5:** Scroll down under the Respiratory Therapy heading and click additional sections for documentation, as appropriate.
- STEP 6:** Sign documentation by clicking the green check mark.

Document AdHoc Charting

➤ **Within the patient's chart:**

- STEP 1:** Click the **AdHoc** icon from the top toolbar.
- STEP 2:** Review the **Respiratory Therapy** folder items in the right pane.
- NOTE:** The Respiratory Therapy folder should default open, if not you can click the folder to open it.
- STEP 3:** Select the appropriate check box.
- STEP 4:** Scroll down.
- STEP 5:** Click **Chart**.
- STEP 6:** Document as much relevant information as possible, though not all fields are required.
- STEP 7:** Scroll down to document additional items as needed.
- STEP 8:** Review for accuracy.
- STEP 9:** Click the **Sign** icon.