UW Medicine

INFORMATION TECHNOLOGY
SERVICES

CLINICAL APPLICATIONS

Documenting Vital Signs in IVIEW

1. In **IVIEW**, select either the **Med Surg** or **ICU Frequent Assessment Band**.

2. If you do not see the correct time column for documenting vital signs in IView, you will need to insert a time column. Right-click the top of a time column and select **Insert Date/Time**.
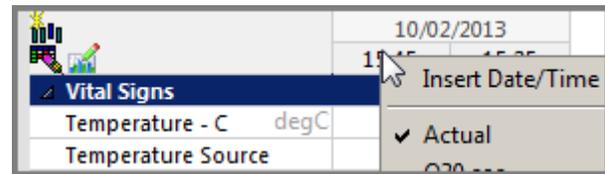
3. Adjust the **Date/Time** and press **Enter** to create a new time column.

4. In the **Vital Signs** row, double-click the blue cell in the correct time column to activate the cells for documentation.
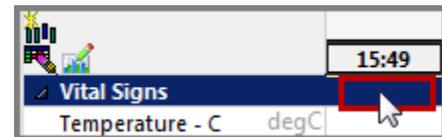
5. A checkmark will appear above the activated cell group.
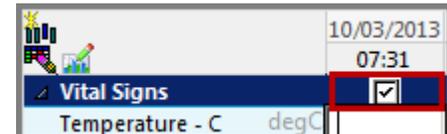
6. To document vital signs, use either the mouse or keyboard to navigate cells and select items from the drop-down menus. To use the keyboard:
   a. Use the **Tab** key to move between cells.
   b. Use the **Arrow** keys to navigate the drop-down list.
   c. Use the **Spacebar** to select an item from the drop-down list.

7. Document the **Vital Sign Reason**. Options include **Pre Dialysis** and **Post Dialysis.**

8. Click the **Green Checkmark** to sign IVIEW documentation.