



This job aid will assist the provider and the Interdisciplinary Team (IDT) when OneView cannot be accessed, and providers must round on paper.

## Downtime Plan for Rounding on Paper for Providers

**STEP 1:** Notify the facility that you will be **rounding** in their facility

**STEP 2:** Request they print the **IDT Patient Profile Worksheet** for all patients for the day

**NOTE:** The **IDT Patient Profile Worksheet** is a single patient view of the most relevant information needed during rounding.

**STEP 3:** Indicate which section should be **omitted**, if needed

**IDT Patient Profile Worksheet**  
Select sections to print for the IDT Patient Profile Worksheet

**Section Name**

- ☐ Allergies/Medication Refusals (Active)
- ☐ Comments & Signature Sign and retain paper documentation relating to patient's diagnosis, treatment, and care
- ☐ Dialysis Access(es) (Active)
- ☐ Hospitalization Event(s) Within the last 31 Days
- ☐ Labs
  - ☐ Additional Labs
  - ☐ Microbiology Culture and Antibiotic Order(s)
  - ☐ Monthly Labs
  - ☐ PD Adequacy Labs and Peritoneal Equilibrations Test(s) (PET)
- ☒ Medication(s) Eligible for DaVita to Provide
  - Eligible Medication(s)
    - ☒ Binders: Eligible ☐ Binders: Not Eligible
- Order(s) (Active)**
  - ☐ Diet
  - ☒ Medication (Includes orders, clinical documentation, and prescription medications)
    - Inactive Medication History: ☐ Exclude ☒ Include
    - Med Order History
      - ☒ Past 30 Days
      - ☐ Past 30 Days
      - ☐ Past 60 Days
      - ☐ Past 90 Days
- ☐ Problem List
- ☒ Transplant & Social Work (Includes Transplant information and latest results of PHQ-9, Distress Thermometer and PRAPARE)
  - KDQOL Results: Score Readout for Clinician (Print Only): ☒ Exclude ☐ Include
- ☐ Treatment Info
- ☐ Visit Info

**STEP 4:** Collect the **rounding worksheet** from the facility when you arrive

**STEP 5:** Conduct **rounds with the worksheet**

**STEP 6:** Return your **worksheet** to the facility after rounds

## Downtime Plan for Rounding on Paper for Teammates

The IDT can be proactive during system downtime by printing the **IDT Patient Profile Worksheet** for all providers rounding that day. To print the worksheet, follow the steps below:

**STEP 1:** In CWOW, navigate to **Reporting**

**STEP 2:** Select the **IDT Patient Profile Worksheet**

**STEP 3:** Select **Patients** and click **Next**

**NOTE:** The worksheets can be filtered by **Primary Nephrologist**.

The screenshot shows the 'IDT Patient Profile Worksheet' filter dialog in the Cielo Vista Dialysis system. The dialog is titled 'IDT Patient Profile Worksheet' and includes the instruction 'Select patients for whom to print the IDT Patient Profile Worksheet.' Below the instruction is a 'Filter' button. The filter options are organized into three columns:

- Patient Status:** Includes radio buttons for 'Pending', 'Ready to Treat', and 'Active', with a dropdown arrow.
- Day:** A dropdown menu with 'Select' as the current value.
- Modality:** A dropdown menu with 'Select' as the current value.
- RD Assignment:** A dropdown menu with 'Select' as the current value.
- Primary Nephrologist:** A dropdown menu with 'Select' as the current value.
- Shift:** A dropdown menu with 'Select' as the current value.
- Access Type:** A dropdown menu with 'Select' as the current value.
- MSW Assignment:** A dropdown menu with 'Select' as the current value.
- Patient Census:** A dropdown menu with 'Select' as the current value.
- Area:** A dropdown menu with 'Select' as the current value.
- RN Assignment:** A dropdown menu with 'Select' as the current value.

At the bottom of the dialog, there are links for 'Restore Defaults' and 'Clear All', and buttons for 'Cancel' and 'Apply'.

**STEP 4:** Select the appropriate **sections**

**STEP 5:** Deselect **Medication(s) Eligible for DaVita to Provide**

**STEP 6:** Click the **Print Report** button

**STEP 7:** Give the **rounding worksheet** to the **provider** when they arrive

**STEP 8:** **Collect the worksheets** after the provider has conducted their rounds