

How to assign a Surrogate for Notifications

The screenshot shows the CareVue interface with the 'Tools' menu open and the 'Notifications' tab selected. The 'Surrogate Settings...' dialog box is open, showing the 'Surrogate' dropdown menu set to 'Manager, System'. The 'Date Range' dialog box is also open, showing the 'Start Date' and 'Stop Date' fields.

Patient	Loc...	Notification
TEST_PROB NO...	ME...	Critical lab: APTT 999.0 11/02 21:10
TEST_PROB NO...	ME...	Critical labs - [PTT AND CONTROL]
TEST_ADMIT ...	ICU ...	COMPLETED 12 LEAD EKG available for ADD'L SIGNATURE.
TEST_GREEN ...	ME...	UNCOSIGNED NJV VITAL RD Dated 09/26/17 OVERDUE for COSIGNATURE.
TEST_PROB NO...	ME...	[MS] New orde
TEST_PROB NO...	ME...	Labs resulted
TEST_CROP JO...	UNSIGN	UNSIGN 12
PRODUCT_CAR...	ICU	[ICU] New orde
TEST_PEARL ...	ME...	UNCOSIGNED
TEST_PEARL ...	ME...	[MS] New orde
TEST_PEARL ...	ME...	Labs resulted
TEST_PEARL ...	ME...	UNSIGN D
TESTPATIENT,...	PSY...	[PSY] New orde
TESTPATIENT,...	PSY...	UNSIGN S
TESTPATIENT,...	PSY...	UNSIGN S
TEST_PEARL ...	ME...	[MS] New orde
TESTPAT		
TESTPAT		
TESTPAT		

1. Log into CareVue
2. Click on Tools
3. Open the Notification Tab in the Tools window
4. Click on Surrogate Settings
 - a. Add the Surrogate name
 - b. If there is a specific time frame you can add that to Surrogate Date Range
 - there is no way for the system to automatically know when a specific Dr is on or off