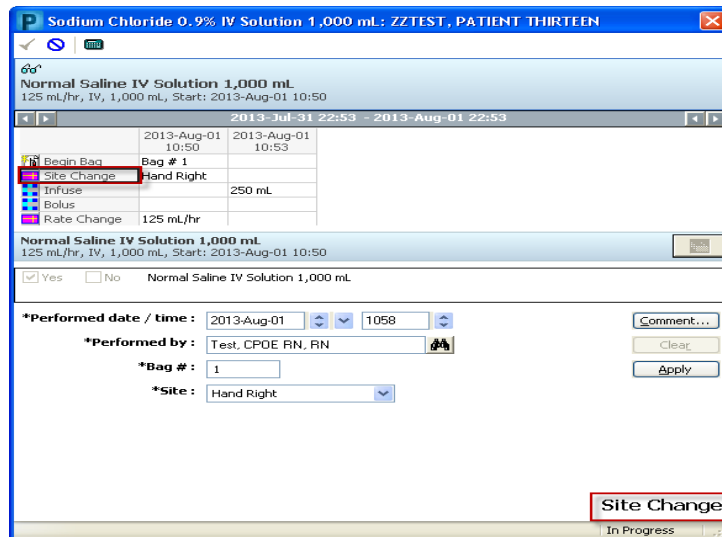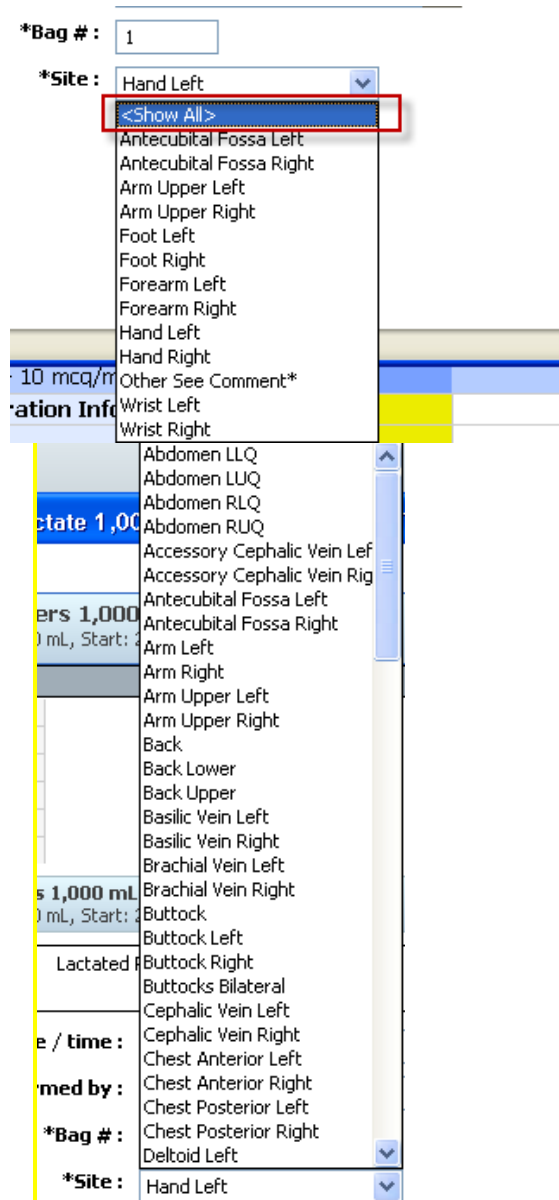# Charting a Site Change IV Event

1. Click on the appropriate task or right-click and select **"Chart Details"** from the menu.

2. The Continuous Infusion window will open. The **"Begin Bag"** event will be selected by default. Select the **"Site Change"** event. The charting window for the **"Site Change"** event will display.

3. The **"Performed date/time"** box is defaulted to the current date/time. Modify the date and time if needed.

4. The **"Performed by"** box is defaulted to the clinician logged on. Please verify the name is correct.

5. In th**e "Site"** box, choose the new infusion site from the drop down list.

   Note: The most common IV sites are displayed initially. To view all site options select **"<Show All>"** and then reopen the site drop down menu.

6. To enter **Comments** relating to the IV event, click **"Comment"** to open the dialog box. Enter a comment and click OK. If a comment is entered, an asterisk is displayed next to the IV event.

7. Click **"Apply"** to save entries. The results are now are displayed on the appropriate line in the date and time column for which the IV event was charted.

8. Click the green check mark ✔ on the toolbar to sign the new or modified results.