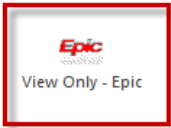


Medical Staff Procedures During a Downtime

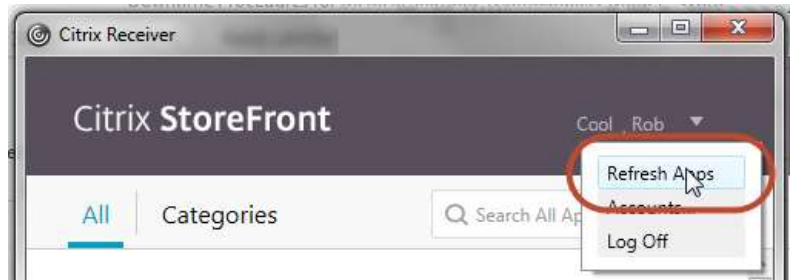


View Only - Epic is available for all scheduled downtimes and unplanned downtimes (unless the shadow environment has been compromised). View Only – Epic provides chart review functionality of the electronic medical record.



If the **View Only – Epic** icon is not on the desktop, click the **Refresh Citrix Client** on the desktop OR double-click the **Citrix Receiver**

icon in the Sys Tray in the right bottom of the desktop. When the Citrix StoreFront opens, click the drop-down arrow next to your name and **Select** “Refresh Apps.” The desktop shortcut for View Only – Epic should appear.



PATIENT LIST

- Physicians can access their patient list through View Only - Epic; new admits during the downtime will NOT be on the patient list. A list of new admissions can be accessed by contacting Admissions.

ORDERS

- During a downtime, Order Sets can be printed from the Downtime Computer. See the HUC or Nurse to print an Order Set if desired. If medical staff would like to print Order Sets themselves, printable versions of the current Order Sets are available by accessing the Epic button > Links > ___ Order Sets
- Transfer and Discharge Medication/Orders Reconciliation form can be printed from View Only during a downtime. From the chart: More Activities > Print Med Rec > Downtime Med/Order Rec > Print.
- During a downtime, physicians write orders on the order sheet in the paper chart. Physicians must SIGN the order sheet. If the order sheet is not signed by the physician, it will be entered as a verbal.
- Telephone and verbal orders will be written on the order sheet in the paper chart.
- Written & signed orders will be transcribed by the HUC/Nurse utilizing the Downtime /Recovery ordering mode. These orders will not generate a co-signature request to the physician's In Basket.
- The physician needs to co-sign all verbal orders that were written on the order sheet and any Order Sets in the **paper chart** within 48 hours. Signed orders will not be entered as verbal orders into Epic.
- All orders written during downtime will remain on the paper chart. These documents will be scanned into the chart after the patient is discharged.

PATIENT DATA/REPORTS (Use View Only - Epic when available)

- Clinical reports are available on every nursing unit. See the HUC or Nurse for downtime reports, if needed.
- If there is a current History and Physical in the patient's chart, it will be available as a clinical report that can be printed.

NOTES/DOCUMENTATION

- DICTATE progress notes and other documentation (or wait until after the downtime and back-date and time the Date of Service). If notes are hand-written, they will be scanned into the chart after the patient is discharged. During the patient's stay, hand-written documentation will be located in the patient's paper chart (potentially overlooked).