

DOWNTIME SURVIVAL KIT CONTENTS:

Getting Help:

- Kit contents: Contact Clinical Informatics for missing kit contents
- Downtime instructions are on the CEE website: only available if the internet is not down

Retrieving Patient Data: entered prior to the downtime

- 724 Access-candy stripe computers

Communicating During Downtime: staff/patient/care monitoring

- Red phone list
- Right Fax, Snaps (sending medication orders to pharmacy)
- Teletracking

Documentation during Downtime:

- Charting: assessment, admission, and discharge
- Charting medications (include printing MAR from 724)

Processing Orders:

- During and after downtime

STAR Downtime Procedures:

- Downtime MEMO STAR

Sunquest Downtime Procedures:

- Sunquest Down Procedures -Nursing

Paper Requisitions and Forms: how to print/obtain

- Lab, Radiology, Cardiac Diagnostic Suite (CDS)
- Central Processing (facility specific)
- Blank MAR's
- Blank Physician Order sheets.
- Units should order and have Short Stay Assessment forms (example in folder)
- Printing MAR's from 724 Access (Network and Unscheduled Downtimes)

Supporting Documents:

- Policy and procedure during downtime: Policy: # 070.P029, # 070.P030, #064.P114, #077.P044, #005.P292
- Unplanned Downtime Grid-lists major application types that may be down, with brief instructions