

ED Physician Checklist - Planned Non-Network Downtime:

Downtime Checklist:

- Listen for Overhead Pages for Instructions on Downtime timing
 - 15 Minutes** Prior to Planned Downtime
 - STOP** computer order entry/charting.
 - GO** to paper charting (documentation packs will be placed on patient charts).
**Additional paper documents available in downtime bins or through U/C. (e.g. Consent forms, History & Progress Notes, Mental Health Forms etc.)*
 - Sign up for patients on the FirstNet downtime launchpad 724Access Viewer Tracker Board until 5 min** overhead page to downtime
 - When DOWNTIME HAS BEGUN** - DO NOT access FirstNet now. **Log out and log back into** computer to access FirstNet Launchpad 724Access Viewer Tracker Board
 - NEW ORDERS**
 - Document on **paper Order Form**
 - **ONE-TIME** orders DO NOT need to be back-entered later (during Recovery process).
 - Thus, try to use ONE-TIME orders as much as possible. (ex: Ondansetron 8mg IV ONCE)
 - Follow unit specific processes to communicate/flag charts with new orders. (e.g., “New Orders” chart rack) in addition to verbal communication with nursing.
 - If needed for reference, **paper ED Power Plans** are available in the **Downtime Toolkit**
- *NOTE: PowerPlans are for ORDER REFERENCE ONLY.** Not to be used for order entry*

Recovery Checklist:

- Wait for instructions from PCC *before* starting back charting.
 - Once Cerner is live, **new patients** that arrived during downtime must be added to by Registration and Triage Nurses first.
- Documentation** required by PROVIDERS (MD's) for downtime include back entering the following information on EACH of your patient charts:
 - Discharge Diagnosis**
 - Sections of patient documentation that were not charted on paper during downtime, go back and electronically chart once live. (i.e. **History & Physical, Assessment & Plan, Procedures, Ongoing Orders, Admission, Referrals, Discharge Disposition**)
- Any paper documentation will be added to the patient chartlet during their encounter and scanned into the electronic record at a later date.