

DOWNTIME REGISTRATION/ADT ACTIVITY LOG

Unit/Department:

(Staff to fill out only columns that are relevant to the activity being recorded)

Activity type: Ex:-admission/ discharge/ transfer/ Encounter changes etc.	Transaction Date and Time	PHN	MRN	Encounter/visit Number	Last name	First name	Middle name	Gender	DOB dd-mmm-yyyy Include 'Birth Time' for Newborns	AttendingP rovider	Admitting Provider	Medical Service	Room/Bed	Recorded by