

Documentation during a Planned Epic Downtime



At a Glance Documentation during a Planned Epic Downtime Event

Use this tip sheet to figure out your basic answers during a **planned Epic downtime** event. If you have more questions, call the helpdesk at 924-5334. You may want to check your downtime box to ensure the appropriate forms are there before the event.

What to Print from Epic

Be prepared for downtime by printing a copy of the **Downtime MAR** report and the **Hand off/Shift Change Report** for each patient on the unit. **These can be found in the Patient Summary activity.** All of this can be found on the **BCA or downtime computer**, which is located in your department and is labeled as the Epic Downtime computer.

Where to Find your Downtime Documents

All documentation you need for your shift is in the **BLACK DOWNTIME BOX** found on your unit. They can also be found on the documentation website.

Type of Information	On what document?	What will happen? What to do?
Lab Results	Epic Downtime Patient Report	Lab will call the Unit with critical values. If downtime is over 24 hours, results reports for each patient will be delivered or faxed.
Medication Administration	Epic Downtime MAR or Paper form for new Meds.	All medication administration will be documented directly on the Downtime MAR.
Medical and Pharmacy Orders	Epic Downtime Order form (Paper)	Tube to pharmacy all written orders on downtime forms.
Assessments, H&P's, Notes, Consults, and Flowsheets (Vitals, I/O, etc.)	All information prior to downtime will be stored in the SRO. If necessary, go to the Downtime PC and review the data.	Document all information on approved paper Downtime Forms, can be found in downtime box or in Forms Repository

What to do After Downtime

All orders received during downtime must be entered into Epic using the **Ordered During Downtime** order mode. All LDAs placed need to be added after Epic comes back up. Meds administered during downtime can be back charted on the MAR as Given and then using the barcode override of System Downtime.

New order: Search

Order mode: New order defa

- Verbal with readback
- Telephone with readback
- Per protocol
- Ordered During Downtime**
- Written order
- Multidisciplinary Communication