

Downtime - EMR Post Downtime Medication Reconciliation- Medical Officers



This Quick Reference Guide will explain how to:

Complete Medication Reconciliation in EMR Post Downtime

If downtime was <24 hours

- Review the printed downtime MAR and all paper medication & infusion charts.
- Ensure all medications and infusions ordered on EMR are consistent with what is on paper.
- Ensure all orders that have been reviewed and actioned in EMR have been crossed out on paper.

MEDICATIONS

- **If medications were unchanged during downtime**, no action is required in EMR.
- **For new medications commenced during downtime**, place the order on EMR and change the “first dose date/time” to reflect when the medication was first given.
- **For medications modified during downtime**, Cancel/Reorder the order on EMR and change the “first dose date/time” to reflect when the change was first applied.
- **For medications discontinued during downtime**, Cancel/DC the order on EMR.

CONTINUOUS INFUSIONS

- **Bag by bag infusions that are already running** can remain on paper until the bag is complete.
- **For bag-by-bag infusions that have been prescribed on paper but not yet commenced**, place the order on EMR and cross out on paper.
- **All truly continuous infusions** (e.g., heparin, insulin, syringe drivers, PCAs) should be transitioned onto EMR and crossed out on paper.

If downtime was >24 hours

- Review the printed downtime MAR and all paper medication & infusion charts.
- **Delete all active inpatient medications and infusions on EMR.**
- Ensure all medications and infusions ordered on EMR are consistent with what is on paper.
- Ensure all orders that have been reviewed and actioned in EMR have been crossed out on paper.

MEDICATIONS

- Transcribe all medications from paper onto EMR. No need to back-date.

CONTINUOUS INFUSIONS

- **Bag by bag infusions that are already running** can remain on paper until the bag is complete.
- **For bag-by-bag infusions that have been prescribed on paper but not yet commenced**, place the order on EMR and cross out on paper.
- **All truly continuous infusions** (e.g., heparin, insulin, syringe drivers, PCAs) should be transitioned onto EMR and crossed out on paper.

**Always check the MAR
Once complete, notify the Nurse in Charge**