Allied Health

Action Card for Planned EMR Downtime

	Pre Downtime

	Complete any outstanding documentation

	During Downtime

Current Referrals and Reviews

	Refer for referral order and review report on MaP

New Referrals

	Allied Health Interdisciplinary Referral Management (AHFIRM) clinicians are the central point of contact to receive new referrals from the wards. Meet with each ward NUM and forward referrals to discipline leads on each site
	Discipline lead distribute discipline referrals to the appropriate clinicians within their team.
	Also receive referrals via page, case conference, phone calls or face to face
	Utilize discipline- specific referral and handover ISBAR templates to record referrals and reviews

Patient transfer

	Complete an ISBAR referral order via email or phone
	The receiving clinician is to record the referral on the team's AH ISBAR handover referral form and document that the handover is received in the progress notes.

Documentation

	Brief downtimes: progress notes according to AH Documentation Guideline for paper documentation.
	Prolonged downtime: disciplines should print or photocopy their assessment forms for efficient documentation.

Diet orders and Enteral Nutrition

	NIC prints diet orders off via MaP reports at downtime, Provide any new or changed diet orders to NIC and call kitchen
	Existing enteral feed regimens are available via patient care orders printed from downtime viewer
	Record any new or changed enteral regimens on paper enteral feeding chart

Identifying Transitioned Patients

	Await further instruction from NIC before accessing the EMR- Patients will have "patient transitioned to EMR" order in their EMR and "EMR active" overhead signage
	There is no need to transcribe paper documentation into the EMR as this will be scanned into BOSSNet against the patient encounter.

Documentation and Patient Care Orders

	If continuing to work with patient, write a brief communication note in the EMR with dates of key case notes written on paper (i.e. Assessment/Progress).
	Retrospectively add to the EMR referral and review orders for patients that have been seen during down time.
	Add into EMR any allergies or alerts that might have been identified during down time.
	Add into EMR any new orders that would have been placed during down time.
	Add any new or updated Enteral Feed orders and cancel any that have been discontinued during downtime. Pack up paper Enteral Feeding Charts