



# Administration

## Action Card for Planned EMR Downtime

### Pre Downtime

	Confirm planned Downtime will impact on clinic operating hours.
	Discuss readiness for planned EMR Downtime with NIC/MIC/NUM
	Check that Downtime Boxes have the correct documentation
	Print your clinic lists prior to the downtime
	Print Patient Appointment Labels to attach to documentation going to be BOSSnet
	If same day x-ray is required review list and order imaging for the following day / or print radiology requisitions
	If time and clinic size permit, consideration can be given to printing out the details of individual's last appointment.

### During Downtime

	Patient Lists can be printed from iPM or BOSSNet or 724 DTV.
	Print Labels from iPM (if available)
	Locate and distribute outcome forms from the Downtime Box
	If Enlighten is available continue to check in patients via Enlighten.

### Day of Uptime

**Do not use the EMR until the Nurse/Midwife in Charge/Nurse Unit Manager has approved use for that patient**

#### **Medical Records**

	Collect all paper records, ensure that labels are printed and placed on any documentation required to be scanned to BOSSnet
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#### **Appointment Management**

	Review all Outcome Slips
	Complete scheduling walk in appointments, check in, check out, appointment outcomes including DNA and rebooking
	Add MBS billing orders for patients as per paper outcome slip

**Notify the Nurse/Midwife in Charge once these steps are completed.**





Please sign up to MyBeepr before the downtime by scanning this QR code:

