Clinician

Action Card for Planned EMR Downtime

<table>
<tr><td colspan="2" align="center">Pre Downtime</td></tr>
<tr><td></td><td>Confirm planned Downtime will impact on clinic operating hours.</td></tr>
<tr><td></td><td>Discuss readiness for planned EMR Downtime with the Nurse/Midwife in charge or Clinic Manager</td></tr>
<tr><td></td><td>Complete any outstanding documentation and clinic outcomes in EMR whilst EMR still available.</td></tr>
<tr><td></td><td>If EMR is still accessible and time and clinic size permits, consideration can be given to printing out the details of individuals last appointment:

o   Review Appointment: Print last outpatient visit note
o   Post IP/OP review Appointment: Print Discharge summary / and or operation notes from relevant visit
o   New Appointment (referred internally): Print Internal Referral requisition
o   New Appointment (externally referred): Viewed in BOSSNet if available if also down print from BOSSnet</td></tr>
<tr><td></td><td>If EMR still accessible and time permits, consider ordering planned radiology and printing requisitions</td></tr>
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<table>
<tr><td colspan="2" align="center">During Downtime</td></tr>
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Clinic Administration

<table>
<tr><td></td><td>View clinic list on BOSSnet or enlighten if still available or on a paper copy of the patient list from the DTV</td></tr>
<tr><td></td><td>Use outcome slip with patient label attached to:

o   Walk in referrals –and scheduling
o   Check in- if not done in Englighten
o   Check out
o   Appointment outcome including discharge
o   Order review
o   Track DNA
o   Order MBS item numbers and authorising clinician</td></tr>
<tr><td></td><td>New referral orders to specialist clinics: will be generated on paper referral form located in downtime box, these will be managed via external referral workflow from this point onwards</td></tr>
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Clinical documentation

<table>
<tr><td></td><td>Clinical documentation is completed on paper forms with patient labels attached</td></tr>
<tr><td></td><td>Medication prescription via paper prescription pads</td></tr>
<tr><td></td><td>Pathology and radiology ordered via paper requisition forms- review results via Bossnet and synapse if still available</td></tr>
<tr><td></td><td>Utilise phone dictation for clinician letters if available or write or type these letters</td></tr>
</table>

	If clinic still running during uptime finish the clinical documentation and outcome slip for the patient that is in room during stand down
	If clinic still running during uptime commence usual processes from the next patient on your list after they have been checked in by clerical
	There is no requirement to enter any Specialist Clinics orders for patients that were completed on paper during the downtime, send internal paper referrals to be processed in the same workflow as external referrals
	Add any newly identified Allergies or Alerts against the patients that were documented on paper in the EMR
	All Bossnet scanned documentation will not be attached to an encounter. Select encounter and complete an entry into EMR for patients with documentation scanned to Bossnet (*Patient documentation for visit xx/xx/20xx is located in Bossnet*)

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