

## Post Downtime Checklist (Outpatients and Community)

Post Downtime, the following steps are to be taken when transitioning an existing patient from paper to EMR after a downtime

### Clinician

- Clinician** finish any outcome slips and return to Administration
- Clinician** ensure labels are added to paper referral orders and return to Administration
- Clinician** Enter new allergies & alerts
- Clinician** Complete an entry into EMR identifying that documentation has been scanned to BOSSnet

### Administration

- Administration** to collect all paper records post downtime.
- Administration** to ensure printed labels are placed on any documentation requiring to be scanned to BOSSnet
- Administration** complete all actions outlined in the outcome slips:
  - Walk in referrals and scheduling
  - Check in
  - Check out
  - Appointment outcome including discharge
  - Order review
  - Track DNA's
  - Order MBS item numbers and authorising clinician