

Cancer Services – Clerical

Action Card for EMR Downtimes

Pre Downtime

	Obtain the <i>724 Access Appointment Search List</i> from the Nurse in Charge (NIC) for the upcoming day(s) and appointments
	Create/Gather Patient Folders and sort chronologically by appointment time
	Create an Admit/Discharge sheet (4 Columns to record: Name, UR, Date/Time-In, Date/Time-Out)

During Downtime

	Validate the patient's arrival against the Appointment List and Mark the Patient off the Appointment List
	Record Patient's Time-In (If iPM is accessible, admit the patient in iPM – and mark the patient Date/Time-In on the Admit/Discharge sheet)
	Print Wristbands from iPM (or hand-write wristbands if iPM inaccessible) *Red Sleeves are required for patients with allergies
	Provide Patient Folders to clinical staff as patients arrive
	Record Date/Time-Out on the Admit/Discharge sheet

Ward Transfers

	If iPM is accessible, perform a ward transfer within iPM (If IPM is inaccessible, refer to iPM BCP)
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Day of Uptime

	Enter all Check-in/Admissions documented on the Admission and Discharge sheet – Highlight these as they are complete
	<i>IF required</i> for Outpatient encounters that were already checked in during the downtime, create a 'Between Visit' encounter

Upon completion of clinical uptime documentation:

	Enter all Check-out/Discharges documented on the Admission and Discharge sheet
	Label all paper documentation with the correct patient label and send to Medical Records for scanning