



Allied Health Inpatients

Action Card for EMR Downtime

Allied health clinicians working in outpatient clinics should refer to the Outpatient Action Card for EMR Downtime instructions.

Pre Downtime (Planned)

	Complete any outstanding documentation. Place and complete EMR orders. Print patient/ward list.
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During Downtime

Current Referrals and Reviews

	Use MaP report to view referral and review orders.
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New Referrals

	Allied Health Interdisciplinary Referral Management (AHFIRM) clinicians are the central point of contact to receive new referrals from the wards. AHFIRM rep to meet with the ward NUM and forward referrals to discipline leads on each site. For Bacchus Marsh and Melton allied health referrals, contact the Manager of Allied Health Programs, they will be responsible for the distribution of referrals to discipline clinicians.
	Discipline leads distribute discipline referrals to the appropriate clinicians within their team.
	Also receive referrals via page, case conference, phone calls or face to face.
	Utilise 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: refer to discipline-specific downtime process, disciplines should print or photocopy their assessment forms for efficient documentation.



Diet orders and Enteral Nutrition

	Nurse in Charge (NIC) prints diet orders off via MaP reports at downtime. Dietitians can manually enter changes into CBORD, provide any new or changed diet orders to NIC and call the 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. Strike through printed DTV version if existing order is changed or discontinued.

During Uptime

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

	Write a brief communication note in the EMR: indicate the date of paper documentation and detail any key clinical updates.
	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.