Documents and forms used during a downtime act as the source of truth of what occurred during the downtime and MUST be collected and saved in the paper chart, EVEN when data has been added to the electronic health record when the system is back up.

Staff will reference documents and forms used during a downtime to enter data into the Electronic Health Record (EHR). These documents and forms MUST be placed in the paper chart and will be scanned into the EHR by Medical Records upon discharge. In addition, this flyer identifies items that MUST be recorded in the EHR by staff immediately after a downtime for the continuum of care so that the appropriate alerts fire after a downtime. All staff should check with their units for any additional items required that may otherwise not be noted here.

Items to Enter Back in the EHR After a Downtime

➢ **MAR Documentation**

- The MAR is unlocked for 2 hours post downtime, so it is a priority to get medication administrations and/or adjustments documented in the EHR once it is available.

NOTE: Staff should enter the actual administration time as the system will default to the current time and also enter the nurses name who gave the medication if it was someone other than yourself.

➢ **Allergies and Medications**

- Any updates to allergies and home medications must be documented in the EHR.

➢ **Trending Items**

- **Vital Signs** and **Intake and Output** need to be documented in the EHR.

NOTE: Staff should take note to correct the tasks time back to the time the actual task was completed as the system will default to the current time.

➢ **Proxy Charting Documentation**

- Staff who are documenting for someone else (possibly because of a shift change) need to proxy the nurses name who actually completed the documentation on paper using the **Downtime Reference Form** located in Adhoc as your name will default in when the documentation is signed.

➢ **Handwritten Orders**

- Pharmacy will enter any medication or IV orders placed during the downtime into the EHR.

- Identified staff on nursing units will assist in entering non-medication downtime orders in the EHR.