

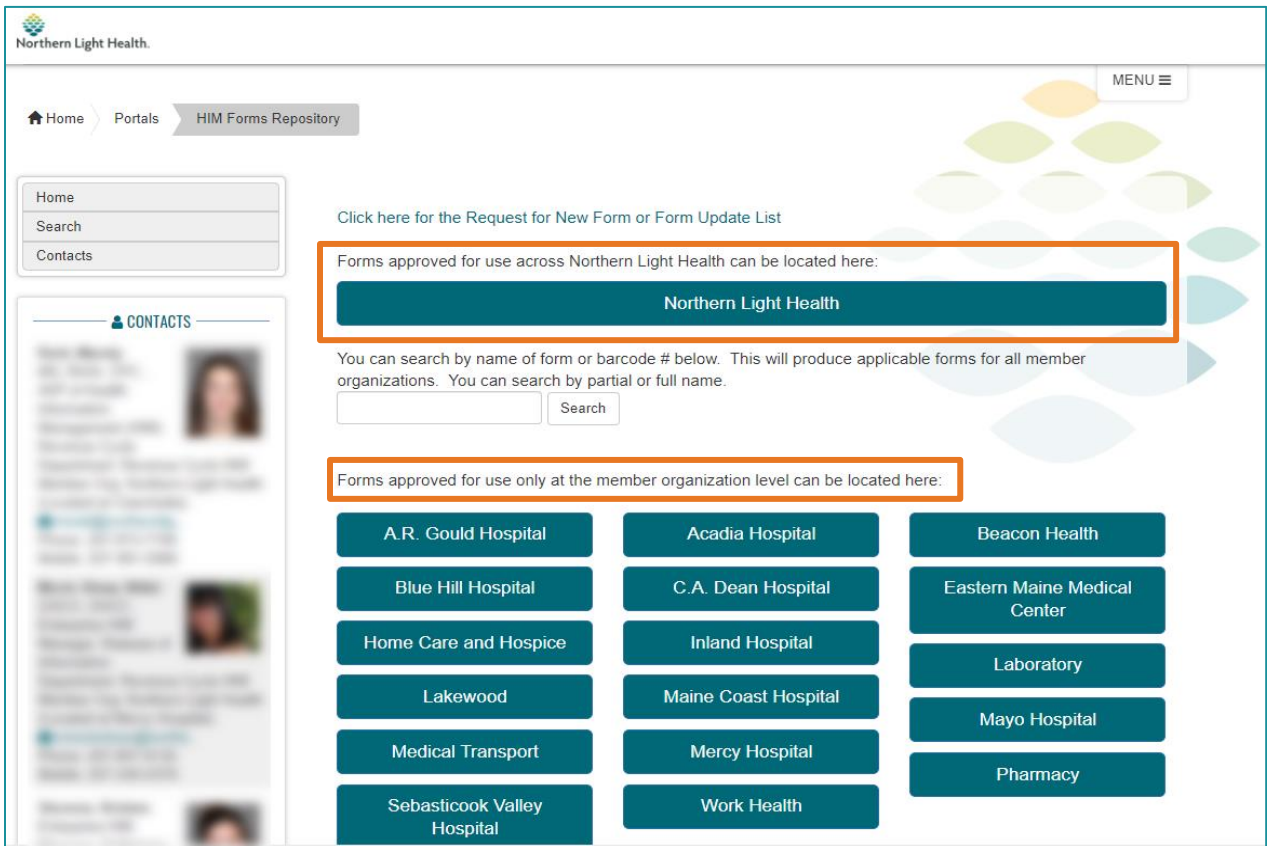
In preparation for downtime events, all units must ensure their downtime toolkit is stocked at all times with the necessary documents and forms needed for staff to record patient care in the event of a downtime.

Accessing Downtime Documents and Forms

All Northern Light Health downtime documents and forms are accessible via the HIM Forms Repository site.

STEP 1: From your member organization's home page, navigate to **Quick Links** and search for **HIM Forms Repository**.

NOTE: There is a link titled **Northern Light Health** that accesses forms approved for use across all NLH sites. Additionally, **each member organization has their own link** that houses forms approved for use at their locations only. Staff should familiarize themselves with the appropriate forms used at their member organization in conjunction with the global forms.



Northern Light Health.

Home Portals HIM Forms Repository

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CONTACTS

Click here for the Request for New Form or Form Update List

Forms approved for use across Northern Light Health can be located here:

Northern Light Health

You can search by name of form or barcode # below. This will produce applicable forms for all member organizations. You can search by partial or full name.

Search

Forms approved for use only at the member organization level can be located here:

A.R. Gould Hospital	Acadia Hospital	Beacon Health
Blue Hill Hospital	C.A. Dean Hospital	Eastern Maine Medical Center
Home Care and Hospice	Inland Hospital	Laboratory
Lakewood	Maine Coast Hospital	Mayo Hospital
Medical Transport	Mercy Hospital	Pharmacy
Sebecook Valley Hospital	Work Health	

From the Office of Clinical Informatics
724Access Downtime Viewer
Toolkit Documents and Forms
October 6, 2021
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NORTHERN LIGHT HEALTH

Admission Notice Acute Care Verbal Notification Provided 900092544

Documentation of Verbal Request to Access Records 90009302

Downtime Form 1 to 1 Observation Addendum 900091909

Downtime Form Admission History 900093006

Downtime Form Braden and Morse Documentation 900093009

Downtime Form Central Line Insert 900091812

STEP 2: All documents and forms are listed alphabetically. Navigate to the **Downtime Form** section.

STEP 3: Click the form to open and view.

STEP 4: Click the print icon (in the top right) or left-click the document/form and choose **Print**.