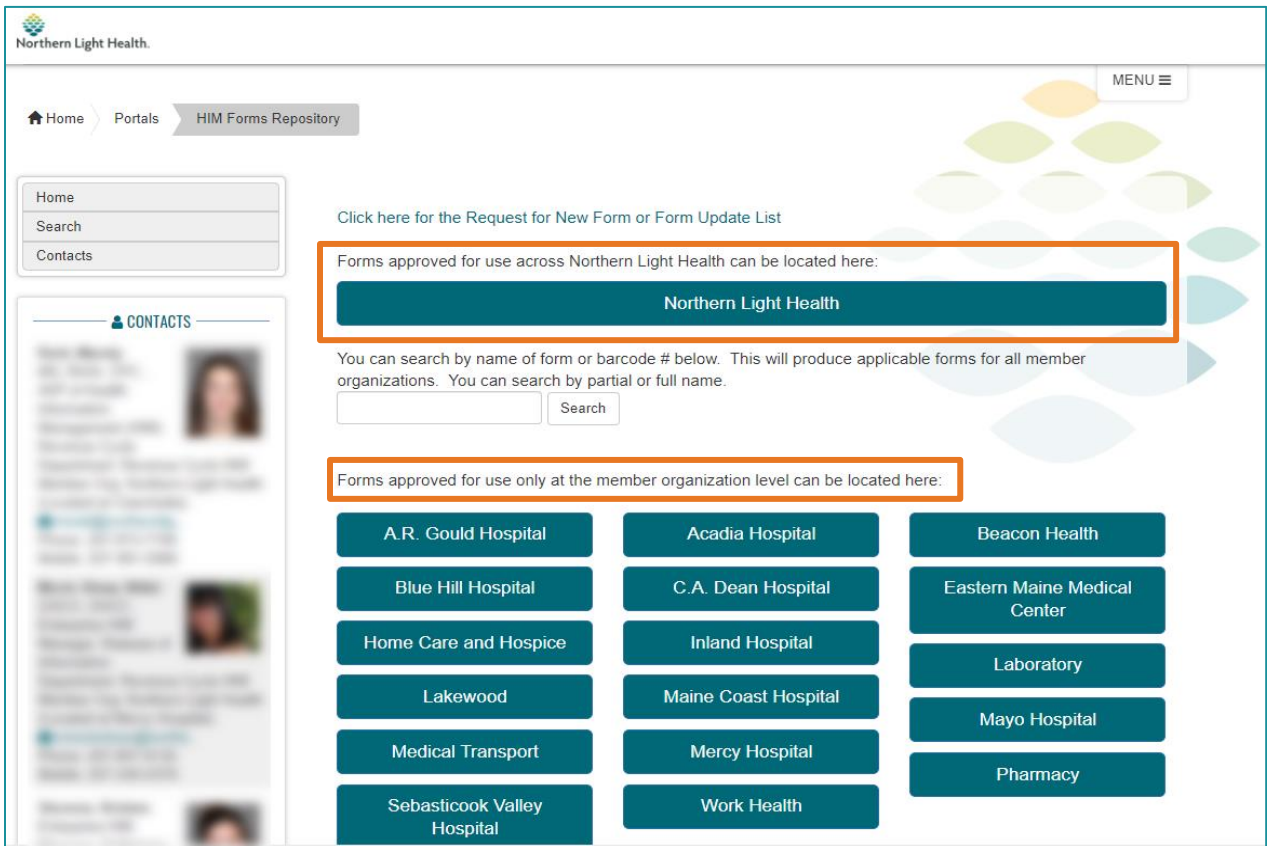**In preparation for downtime events, all units must ensure their downtime toolkit is stocked at all times with the necessary documents and forms needed for staff to record patient care in the event of a downtime.**

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.

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**.