Doctor's Notes during Downtime

When the Electronic Medical Record is not available during a downtime, Doctors are required to follow the steps below in order to ensure that admission notes, rapid response call notes and consult notes are:

a) accessible during the downtime

b) kept with the patient if they are transferred to the ward

c) transferred to the patient's electronic medical record after the downtime

Instructions for documenting Medical Reviews by a Doctor during Downtime:

- o **Admission notes**
- o **Rapid Response Calls**
- o **Consults**

1. **DOCUMENT INTO MS WORD**
   At the 9.00pm Medical Briefing of shift, Digital Hospital support staff will supply each Doctor with a USB memory stick.
   The USB is pre-loaded with a MS Word template file called ***Digital Hospital Downtime template***. Open this file and document the above notes during downtime. All other medical notes to be handwritten in progress notes.

2. **SAVE ONTO USB**
   When your notes are complete, save the notes on the USB(i.e Ur 123456 Jo Bloggs).

3. **PRINT, LABEL, SIGN**
   Print, attach a patient label and sign a copy of the notes. Keep this copy with the patient (end of bed chart) so the notes go with the patient if they are transferred to the ward.

4. **EMAIL**
   When downtime is complete and/or before the end of the shift, Doctors must email their notes to the Digital Hospital Support Coordinator for transcription back into the EMR **PAHDigitalHospital@health.qld.gov.au**.

5. **SIGN IN EMR**

6. DH support will contact you to request that you enter the Message Centre, proof read, verify and save the document.

7. Before the end of shift the Doctors must return all USBs to the Digital Hospital Support Team, call EXT 8800 for more information.

Digital Hospital Support Hotline:
Ext. 8800 | 3176 8800

For everything Digital Hospital:
InnovatePA.com.au