

Our **DIGITAL HEALTH** Service

Medical Officers

Documenting during a scheduled downtime

When the Electronic Medical Record is not available during a scheduled downtime, Medical Officers are required to follow the steps below in order to ensure that admission notes, code blue notes and consult notes are:

1. accessible during the downtime
2. kept with the patient if they are transferred to the ward
3. transferred to the patient's electronic medical record after the downtime

At the Doctor Briefing, each Doctor will be supplied with a USB containing a Word template to use during scheduled downtime.

Medical Officers

How to document Medical Reviews during a Scheduled Downtime:

- **Admission Notes**
- **Code Blue**
- **Consults**

1. DOCUMENT INTO WORD

Doctors to use MS Word to 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 on the USB. (i.e UR 123456 Jo Bloggs). Do **NOT** save to desktop.

3. PRINT, LABEL, SIGN

Print, attach a patient label and sign a copy of the notes. Keep this copy with the patient so the notes go with the patient if they are transferred to the ward.

4. ENTER IN ieMR

When the downtime is complete, Doctors must enter the note into ieMR. Ensure the date/time is changed to reflect the when the note was written.

5. RETURN USB

Before the end of shift the Medical Officer must return all USB's to the Digital Hospital Support Team, call ext: 8800 for more information.