

Using the 724 Downtime Application (724Access Viewer)

Downtime Process

A scheduled or planned downtime is an outage where end users have advance warning that downtime will occur on a specific date and time with a pre-defined duration. Planned downtimes of the computer system are required for regular maintenance and upgrade purposes.

Unscheduled downtimes typically occur without notice and are difficult to prepare for. In the event of an unscheduled downtime, the same procedures can be followed but will lack any sort of pre-planning. For unscheduled downtimes, proceed to page 2 of the document.

Pre-Downtime Preparation (when possible)

- All departments will be notified with regards to the date, time and estimated duration of the planned downtime. This information will be distributed by email, paper memo, and / or on CIS system message board
- Unit ward clerk is to ensure downtime supplies and forms are available for use. Refer to the Paper Downtime Folder List. The forms are available for restocking using print on demand.
- All orders and documentation should be entered at least fifteen (15) minutes before scheduled downtime or orders cannot be processed.
- Log off the computer system and implement manual procedures fifteen (15) minutes before downtime.
- Staff will need to decide when to print the paper Downtime MAR for each patient using critical decision making.
Factors to consider
 - when next medications are due
 - number of prn's used by the patient
 - the level of acuity of care.

To print the paper downtime MAR:

- The MAR will need to be printed from the 724 Downtime computers. You will not have access to the MAR Transfer report in PROD during a downtime.


Downtime Process Using 724Access Viewer

How to access the 724 Downtime computers:

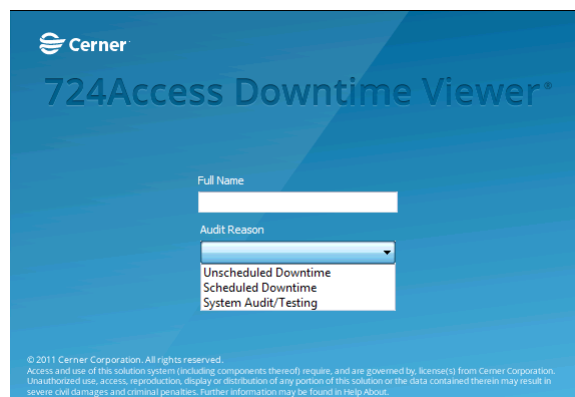
1. When a downtime is started, from **724 labeled computers only**, double-click the 724 AccessViewer icon.



2. The blue 724Access Downtime screen will appear.

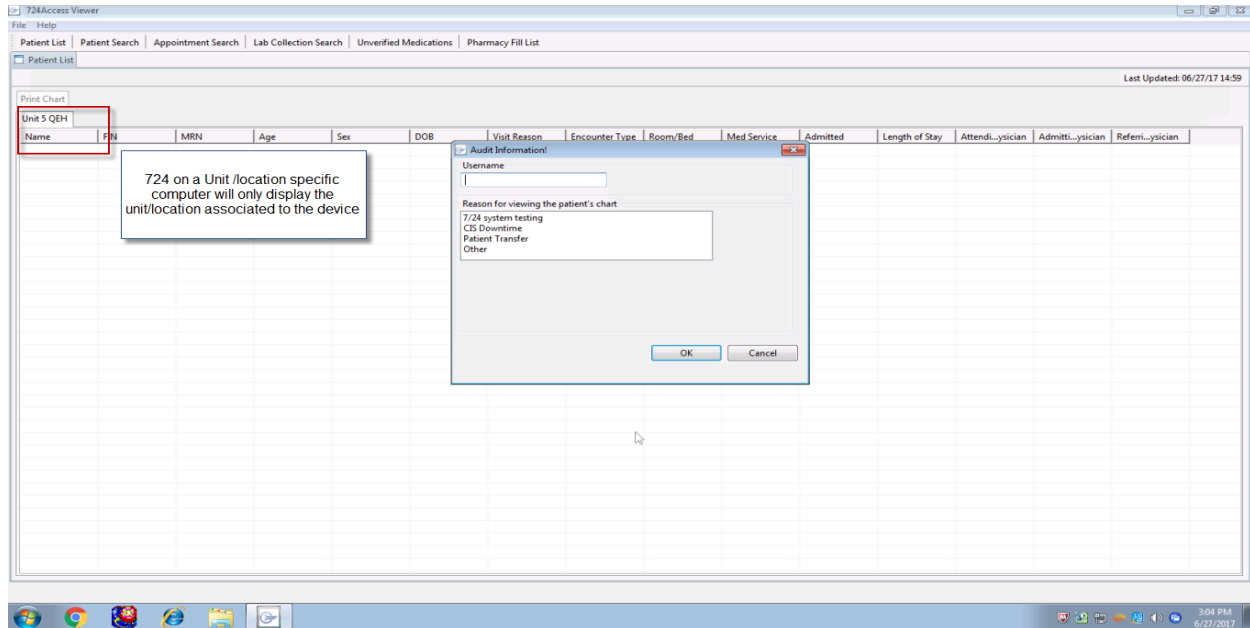
A blue screen titled '724Access Downtime Viewer*' with the Cerner logo at the top left. It contains two input fields: 'Emergency User Name' and 'Password'. Below the fields are 'OK' and 'Cancel' buttons. At the bottom, there is a small copyright notice: '© 2011 Cerner Corporation. All rights reserved. Access and use of this solution system (including components thereof) require, and are governed by, license(s) from Cerner Corporation. Unauthorized use, access, reproduction, display or distribution of any portion of this solution or the data contained therein may result in severe civil damages and criminal penalties. Further information may be found in help>About.'

3. The **Emergency User Name** is dtviewer. If you no longer remember the password, contact the Service Centre.
4. You will then be prompted with a second login screen where you enter your **Full Name** and **Audit Reason**. This is used for system auditing as well as auditing access to patient data.

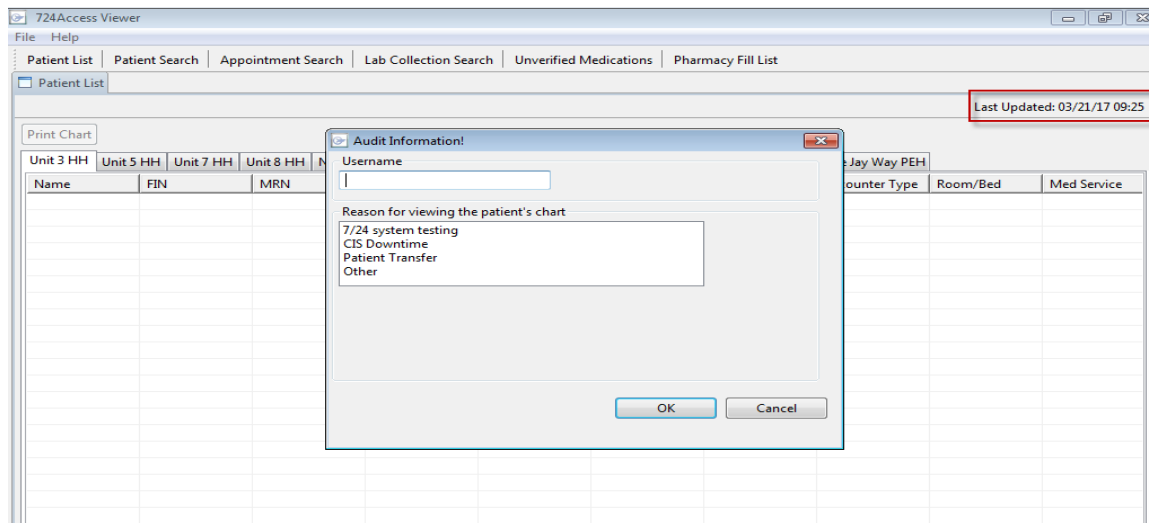
A blue screen titled '724Access Downtime Viewer*' with the Cerner logo at the top left. It contains two input fields: 'Full Name' and 'Audit Reason'. The 'Audit Reason' field is a dropdown menu with three options: 'Unscheduled Downtime', 'Scheduled Downtime', and 'System Audit/Testing'. At the bottom, there is a small copyright notice: '© 2011 Cerner Corporation. All rights reserved. Access and use of this solution system (including components thereof) require, and are governed by, license(s) from Cerner Corporation. Unauthorized use, access, reproduction, display or distribution of any portion of this solution or the data contained therein may result in severe civil damages and criminal penalties. Further information may be found in help>About.'

Main screen Patient list –Loads with Units(s) associated to that computer OR Full Facility

Unit/Location Specific



This is Full Facility



Time in 724 (Last Updated) and system time should always be close to ensure that you are reviewing the most up to date information.

724Access Viewer

File Help

Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

ZZ TEST, P...T THIRTEEN Age: 44 years Female Status: Inpatient Location: Unit 1 QEH, 103, 2

MRN: 888000865 FIN: 5234679

DOB: 09/08/1974

Allergies: NKA

Patient Information

Demographics Allergies Problems Diagnosis

Encounter

Select	FIN	Admit Date	Discharge Date	Facility	Nurse Unit	Inpatient	Chest Pain	28 days
<input checked="" type="checkbox"/>	5234679 (Primary Encou...	10/03/18 14:17 ADT		QEH	Unit 1 QEH	Emergency	test	
<input type="checkbox"/>	5234653			QEH	Emerg QEH			

Patient Information

Full Name: ZZ TEST, PATIENT THIRTEEN Home Address: 976 MAIN DRIVE

Age: 44 years ALBERTON, PE C082Y7

Date of Birth: 09/08/1974

Gender: Female Phone: (902) 899-8765

MRN: 888000865 Cell/Pager:

FIN: 5234679 Mobile:

Insurance: Prince Edward Island Health Insurance Plan Room: 103

VIP Status: Facility: QEH

Bed: 2

Primary Care Provider: Unknown Physician, Physician,

Related Persons

Last Updated: 06/27/17 12:56

12:57 PM 6/27/2017

Non Full Facility List- also showing Sign on Screen

724Access Viewer

File Help

Patient List Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

Patient List

Last Updated: 06/27/17 14:59

Print Chart

Unit 5 QEH

Name FIN MRN Age Sex DOB Visit Reason Encounter Type Room/Bed Med Service Admitted Length of Stay Attendi...ysician Admitti...ysician Referi...ysician

724 on a Unit/location specific computer will only display the unit/location associated to the device

Audit Information!

Username

Reason for viewing the patient's chart

7/24 system testing

CIS Downtime

Patient Transfer

Other

OK Cancel

Full Facility List- can search by Location, Name, MRN, FIN

724Access Viewer

File Help

Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

Patient Search

Last Updated: 03/21/17 09:28

Last Name:

First Name:

DOB: mm/dd/yyyy

MRN:

FIN:

Location:

PAND ENDO QEH

Physician Last Name:

Physician First Name:

☐ Admitting Physician
☐ Consulting Physician
☐ Attending Physician
☐ Referring Physician
☐ Other

Search Reset

Print List Print Chart

Name	FIN	MRN	Age	Sex	DOB	Visit Reason	Encounter Type	Location	Room/Bed
ZZTEST, PATIENT SEVEN	4509144	888000569	28 years	Female	07/02/1988	Test	Inpatient	PAND ENDO QEH	PAN ENDO 1
ZZTEST, PATIENT FOUR	4465677	888000566	36 years	Female	12/20/1980	test	Inpatient	PAND ENDO QEH	PAN ENDO 2
ZZTEST, LOUISE	4460173	888000736	61 years	Female	06/30/1955	Test	Inpatient	PAND ENDO QEH	PAN ENDO 4
ZZTEST, PATIENT SIXTEEN	4261043	888000586	36 years	Male	06/30/1980	test	Inpatient	PAND ENDO QEH	PAN ENDO 3

Non Full Facility loads location Patient List

724Access Viewer

File Help

Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

Patient List

Last Updated: 06/27/17 14:59

Print Chart

Unit 5 QEH

Name	FIN	MRN	Age	Sex	DOB	Visit Reason	Encounter Type	Location	Room/Bed	Service	Admitted	Length of Stay	Attending Physician	Admitting Physician	Referring Physician
ZZTEST, PATIENT SEVEN	4509144	888000569	28 years	Female	07/02/1988	Test	Inpatient	PAND ENDO QEH	PAN ENDO 1						
ZZTEST, PATIENT FOUR	4465677	888000566	36 years	Female	12/20/1980	test	Inpatient	PAND ENDO QEH	PAN ENDO 2						
ZZTEST, LOUISE	4460173	888000736	61 years	Female	06/30/1955	Test	Inpatient	PAND ENDO QEH	PAN ENDO 4						
ZZTEST, PATIENT SIXTEEN	4261043	888000586	36 years	Male	06/30/1980	test	Inpatient	PAND ENDO QEH	PAN ENDO 3						

Click on the room/bed to put rooms in numerical order

Location	Room/Bed	Med Service	Admitted
MED PCH 120 2		General Medicine	07/06/13 15:01 AD
MED PCH 121 1		ALC - LTC Awaiting Placement	04/12/13 21:27 AD
MED PCH 121 2		ALC - LTC Awaiting Placement	07/10/13 12:36 AD
MED PCH 121 3		Palliative	07/06/13 16:17 AD

Patient Chart- Demographic bar and Navigator

724Access Viewer

File Help

Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

ZZ TEST, P...T THIRTEEN Age: 44 years Female Status: Inpatient Location: Unit 1 QEH, 103, 2

MRN: 888000865 FIN: 5234679

DOB: 09/08/1974

Allergies: NKA

Patient Information Immunization History

Demographics Allergies Problems Diagnosis

Encounter

Select	FIN	Admit Date	Discharge Date	Facility	Nurse Unit	Visit Type	Visit Reason	Length of Stay
<input checked="" type="checkbox"/>	5234679 (Primary Encou...	10/03/18 14:17 ADT		QEH	Unit 1 QEH	Inpatient	Chest Pain	28 days
<input type="checkbox"/>	5234653			QEH	Emerg QEH	Emergency	test	

Patient Information

Full Name: ZZ TEST, PATIENT THIRTEEN Home Address: 976 MAIN DRIVE

Age: 44 years ALBERTON, PE C0B2Y7

Date of Birth: 09/08/1974

Gender: Female Phone: (902) 899-8765

MRN: 888000865 Cell/Pager:

FIN: 5234679 Mobile:

Insurance: Prince Edward Island Health Insurance Plan Room: 103

VIP Status: Facility: QEH

Bed: 2

Primary Care Provider: Unknown Physician, Physician,

Related Persons

Allergies

724Access Viewer

File Help

Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

ZZTEST, LOUISE Age: 61 years Female Status: Inpatient Location: PAND ENDO QEH, PAN ENDO, 4

MRN:888000736 FIN:4460173

DOB: 06/30/1955

Allergies: penicillin

Patient Information

Demographics Allergies Problems Diagnosis

Allergy Status: Active

Type	Substance	Severity	Reaction Status	Reactions	Sensitivity	Est. Onset	Reviewed By	Reviewed Date/Time	Comments	Updated By
Drug	penicillin		Active	Rash	Allergy		Smith, Debra A, RN	12/05/16 11:56 AST		S... A, RN

Lab Results- Default is 3 days- information is not available beyond 7 days

In this example, the search was selected from March 1st .

Results display in a random order-read carefully.

The screenshot shows the 724Access Viewer interface. The top navigation bar includes 'Patient Search', 'Appointment Search', 'Lab Collection Search', 'Unverified Medications', and 'Pharmacy Fill List'. The patient information section displays: ZZTEST, LOUISE, Age: 61 years, Female, Status: Inpatient, Location: PAND ENDO QE, PAN ENDO, 4. Below this, MRN: 888000736, FIN: 4460173, DOB: 06/30/1955, and Allergies: penicillin are listed. The left sidebar contains various menu items: Patient Information, Lab Results (highlighted), Patient Care Results, Medication Administ, Orders, Vital Signs, Documents, and Intake & Output. The main content area shows the 'Lab Results' tab. It includes a 'Start Date Between' filter set to 03/01/2017 to 03/21/2017 and a 'Lab Results Filter' dropdown set to 'All Lab Results'. A table displays the following data:

Category	Event Name	03/14/17 07:36 ADT
Laboratory	Urine Color Urine Dipstick	Straw
Laboratory	Ketones Urine Dipstick	2+
Laboratory	Glucose Urine Dipstick	4+

Patient Care Results

The results can be filtered using the Patient Care Results Filter dropdown. Defaulted 1 day

The screenshot shows the 724Access Viewer interface with the 'Patient Care Results' tab selected. The patient information section displays: ZZTEST, LOUISE, Age: 61 years, Male, Status: Inpatient, Location: PAND ENDO QE, PAN ENDO, 4. Below this, MRN: 888000736, FIN: 4460173, DOB: 06/30/1955, and Allergies: codeine, Demerol, erythromycin are listed. The left sidebar contains various menu items: Patient Information, Lab Results, Patient Care Results (highlighted), Medication Administ, Orders, Vital Signs, Documents, Intake & Output, Scheduled Appointments, Microbiology Results, and Medication Profile. The main content area shows the 'Patient Care Results' tab. It includes a 'Start Date Between' filter set to 03/20/2017 to 03/21/2017 and a 'Patient Care Results Filter' dropdown set to 'Assessments and Treatments'. A table displays the following data:

Category	Event Name	03/21/17 09:44 ADT	03/21/17 08:33 ADT	03/20/17 21:30 ADT	03/20/17 21:30 ADT
Assessments and Treatments	Distress				
Assessments and Treatments	Feels Rested				
Assessments and Treatments	Cognitive Status				
Assessments and Treatments	Literacy Level				
Assessments and Treatments	Hearing Impairment				
Assessments and Treatments	Speech Impairment				
Assessments and Treatments	Cardiovascular Symptoms				
Assessments and Treatments	Rectal Bed Color				
Assessments and Treatments	Heart Rhythm				
Assessments and Treatments	Radial Pulse, Left				
Assessments and Treatments	Edema				
Assessments and Treatments	Respiratory Symptoms				
Assessments and Treatments	Respirations				
Assessments and Treatments	Respiratory Pattern				
Assessments and Treatments	Respiratory Pattern Description				

Medication Administration- defaulted 1 day and Current.

Note: Will show as overdue on application screen but Overdue does not show on printed MAR.

724Access Viewer

File Help

Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

ZZTEST, LOUISE Age: 61 years Female Status: Inpatient Location: PAND ENDO QEH, PAN ENDO, 4
MRN:888000736 FIN:4460173
DOB: 06/30/1955
Allergies: penicillin

Patient Information Medication Administration

Last Updated: 03/21/17 10:01

Clinical Date Range Between: 03/21/2017 03/22/2017

Order Type: Current

Medication Orders	03/21/17 05:45 ADT	03/21/17 09:00 ADT	03/21/17 09:5
not available.			
metoprolol 100 mg, Oral, Tab, BID, Start: 2017-Feb-02 09:00 Ordering Provider: Unknown Physician, Physician, Order Placed By: Test, CPOE LPN, LPN-CPOE LPN			100 mg Oral
palbociclib 125 mg, Oral, Cap, Daily, Start: 2017-Feb-01 09:00 Ordering Provider: Unknown Physician, Physician, Order Placed By: Morton, Teresa E, RN-DBA		Scheduled - 125 mg, Oral	
penicillin V 300 mg, Oral, Tab, interval q6h, Start: 2017-Jan-11 11:45 Ordering Provider: Craswell, Jeffrey D, MD Order Placed By: Dewar, Dorothy A, RN-CPOE Nurse Manager	OVERDUE! - Scheduled - 300 mg, Oral		
quinapril (Accupril) 10 mg, Oral, Tab, Daily, Start: 2017-Jan-07 09:00 Ordering Provider: Test, CPOE Physician, MD		Scheduled - 10 mg, Oral	
ramipril (Altace)			

PRN View

There is also Unscheduled and Continuous Infusions

724Access Viewer

File Help

Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

ZZTEST, LOUISE Age: 61 years Female Status: Inpatient Location: PAND ENDO QEH, PAN ENDO, 4
MRN:888000736 FIN:4460173
DOB: 06/30/1955
Allergies: penicillin

Patient Information Medication Administration

Last Updated: 03/21/17 10:01

Clinical Date Range Between: 03/21/2017 03/22/2017

Order Type: Current

Medication Orders	03/21/17 09:59 ADT	03/21/17 10:00 ADT	03/21/17 10:30 ADT	03/21/17 11:4
Unscheduled				
PRN				
morphine (morphine inj) 2 mg, Subcutaneous, Injection, q4h timed, PRN for Pain, Start: 2017-Jan-11 11:42 Ordering Provider: Craswell, Jeffrey D, MD Order Placed By: Dewar, Dorothy A, RN-CPOE Nurse Manager Primary Pain Intensity		morphine- 2 mg Subcutaneous Primary Pain Intensity: 10	PRN Response Task	
zopiclone 7.5 mg, Oral, Tab, Bedtime, PRN for Sleep, Start: 2017-Jan-06 12:47 Ordering Provider: Test, CPOE Physician, MD				
Continuous Infusions				
2/3 - 1/3 with KCl 1000 mL (2/3 - 1/3 with KCl 20 mEq/L 1000 mL) 30 mL/hr, IV, 1,000 mL, Start: 2017-Jan-11 11:47				

Orders

724Access Viewer

File Help

Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

ZZTEST, LOUISE **Age: 61 years** **Female** **Status: Inpatient** **Location: PAND ENDO QEH, PAN ENDO, 4**
MRN:888000736 **FIN:4460173**
DOB: 06/30/1955
Allergies: penicillin

☐ Patient Information ☐ Medication Administration ☐ Orders

Last Updated: 03/21/17 10:01

Orders Planned Power Plans

Clinical Category: All Orders Status: All Statuses

Order	Status	Details	Current Start
Admission History Adult	Ordered	2016-Dec-23 14:53, Stop Date 2016-Dec-23 14:53	12/23/16 14:53 AS
Admission Assessment Adult	Ordered	2016-Dec-23 14:53, Stop Date 2016-Dec-23 14:53	12/23/16 14:53 AS
Braden Assessment	Ordered	2016-Dec-23 14:53, Stop Date 2016-Dec-23 14:53	12/23/16 14:53 AS
Discharge Planning Assessment	Ordered	2016-Dec-23 14:53	12/23/16 14:53 AS
TLR	Ordered	2016-Dec-23 14:53, Stop Date 2016-Dec-23 14:53	12/23/16 14:53 AS
Non Invasive Ventilation BiPAP	Completed	testing MPTL, Start: 2017-Jan-06 13:32, Stop : 2017-Jan-06 13:32	01/06/17 13:32 AS
Non Invasive Ventilation BiPAP	Completed	testing MPTL, Start: 2017-Jan-06 13:38, Stop : 2017-Jan-06 13:38	01/06/17 13:38 AS
Non Invasive Ventilation BiPAP	Completed	testing MPTL, Start: 2017-Jan-06 13:48, Stop : 2017-Jan-06 13:48	01/06/17 13:48 AS
Non Invasive Ventilation BiPAP	Completed	testing MPTL, Start: 2017-Jan-06 14:12, Stop : 2017-Jan-06 14:12	01/06/17 14:12 AS

Planned Powerplans- these can be printed

[illegible]

Vital Signs-Default 3 days

ZZTEST, LOUISE Age: 61 years Female Status: Inpatient Location: PAND ENDO QEH, PAN ENDO, 4
 MRN:888000736 FIN:4460173
 DOB: 06/30/1955
 Allergies: penicillin

☐ Patient Information ☐ Orders ☐ Vital Signs

Last Updated: 03/21/17 10:12

Start Date Between: 03/19/2017 03/21/2017

Event Name	03/21/17 10:08 ADT	03/21/17 10:00 ADT
Height	165 cm	
Weight	63 kg	
Body Mass Index	23.14	
Temperature Oral	37.8 degC HI	
Systolic Blood Pressure	122 mmHg	
Diastolic Blood Pressure	78 mmHg	
BP measurement location	Right arm	
Primary Pain Intensity		10
Capillary Refill	< 2 seconds	
Heart Rhythm	Regular	
Body Mass Index	23.14	

Documents- Verified documents only (signed)

Does include final DI reports and transcribed reports

ZZTEST, LOUISE Age: 61 years Female Status: Inpatient Location: PAND ENDO QEH, PAN ENDO, 4
 MRN:888000736 FIN:4460173
 DOB: 06/30/1955
 Allergies: penicillin

☐ Patient Information ☐ Orders ☐ Vital Signs ☐ Documents

Last Updated: 03/21/17 10:12

Start Date Between: 03/19/2017 03/21/2017

Documents Filter: All Documents

Event Name	03/21/17 10:08 ADT	03/21/17 10:00 ADT
Discharge Planning Assessment Entered On: 2017-Mar-21 09:44 Performed On: 2017-Mar-21 09:43 by Morton, Teresa E, RN		

Patient Care Plan and Team Updates
 History of Present Illness or Injury: Fall at home, disorientated
 Anticipated DC Needs: Family Meeting
 Identify Discharge Issues/Unmet Needs: Mobility
 Morton, Teresa E, RN - 2017-Mar-21 09:43

Current Home Environment
 Lives In: Single level home
 Lives With: Spouse
 Home Diet: Regular

Intake and Output- Default setting is 3 days

ZZTEST, LOUISE Age: 61 years Female Status: Inpatient Location: PAND ENDO QEH, PAN ENDO, 4
 MRN:888000736 FIN:4460173
 DOB: 06/30/1955
 Allergies: penicillin

☐ Patient Information ☐ Orders ☐ Vital Signs ☐ Documents ☒ Intake and Output

Last Updated: 03/21/17 10:12

Start Date Between: 03/19/2017 03/21/2017

24 Hour Total: 7:00 - 6:59

	03/19/2017	03/20/2017	03/21/2017
Intake and Output	07:00 ADT - 06:59 ADT	07:00 ADT - 06:59 ADT	07:00 ADT - 06:59 ADT
Intake Total			500.0
Output Total			250.0
Balance			250.0

Appointments

☐ Patient Information ☒ Scheduled Appointments

Last Updated: 03/21/17 11:24

Future Appointments

Begin Date/Time	Duration	Location	Appointment Type	Appointment Reason	State	Provider(s)	Primary Resource	Primary Order
03/22/17 12:30 ADT	240	Hemodialysis	Hemodialysis	Dialysis	Confirmed			Hemodialysis - /
03/24/17 12:30 ADT	240	Hemodialysis	Hemodialysis	Dialysis	Confirmed			Hemodialysis - /

Past Appointments

Begin Date/Time	Duration	Location	Appointment Type	Appointment Reason	State	Provider(s)	Primary Resource	Primary Order
03/20/17 12:30 ADT	240	Hemodialysis	Hemodialysis	Dialysis	Checked In			Hemodialysis

Medication Profile

Included Medications Being Given and Prescriptions/Home Meds

ZZTEST, LOUISE **Age: 61 years** **Female** **Status: Inpatient** **Location: PAND ENDO QE, PAN ENDO, 4**
MRN:888000736 **FIN:4460173**
DOB: 06/30/1955
Allergies: penicillin

☐ Patient Information ☐ Orders ☐ Vital Signs ☐ Documents ☐ Intake and Output ☐ Microbiology Resu... ☐ Scheduled Appoi... ☐ Medication Profile

Last Updated: 03/21/17 10:12

Med Name	Order Details	Comment	Ordering Provider	Order Plac
Pending				
Medication(s) Being Given				
Current				
2/3 - 1/3 with KCl 1000... KCl 20 mEq/L 1000 mL	30 mL/hr, IV, 1,000 mL, Start: 2017-Jan-11 11:47		Craswell, Jeffrey D, MD	Dewar, Do
furosemide 250 mg [10 ...% IV Solution 250 mL]	IV, 250 mL, Start: 2017-Jan-17 08:36		Craswell, Jeffrey D, MD	Dewar, Do
ioxitalamate (Telebrix)	10 mL, Oral, Liquid, Once, ...0, Stop: 2017-Feb-06 09:00		Unknown Physician, Physician,	Morton, Te
metoprolol (metoprolol)	100 mg, Oral, Tab, BID, Start: 2017-Feb-02 09:00		Unknown Physician, Physician,	Test, CPOE
morphine (morphine inj)	2 mg, Subcutaneous, Injecti..., Start: 2017-Jan-11 11:42		Craswell, Jeffrey D, MD	Dewar, Do
palbociclib (palbociclib)	125 mg, Oral, Cap, Daily, Start: 2017-Feb-01 09:00		Unknown Physician, Physician,	Morton, Te
penicillin V (penicillin V)	300 mg, Oral, Tab, interval..., Start: 2017-Jan-11 11:45		Craswell, Jeffrey D, MD	Dewar, Do
quinapril (Accupril)	10 mg, Oral, Tab, Daily, Start: 2017-Jan-07 09:00		Test, CPOE Physician, MD	Test, CPOE
ramipril (Altace)	1.25 mg, Oral, Cap, Daily, Start: 2017-Jan-07 09:00		Test, CPOE Physician, MD	Test, CPOE
zopiclone (zopiclone)	7.5 mg, Oral, Tab, Bedtime..., Start: 2017-Jan-06 12:47		Test, CPOE Physician, MD	Test, CPOE
Past				
2/3 - 1/3 500 mL (2/3 - 1/3 Bolus 500 mL)	500 mL/hr, IV, Bolus, 500 m..., Start: 2017-Jan-11 11:44		Craswell, Jeffrey D, MD	Dewar, Do
acetaminophen (Tylenol Regular Strength)	650 mg, Oral, Tab, Once, S..., Stop: 2017-Jan-23 15:00		Unknown Physician, Physician,	Doucette, J
dimenhydrinate (Gravol inj)	12.5 mg, IV, Injection, Uns..., Stop: Limited # of times		Unknown Physician, Physician,	Doucette, J
fentanyl (fentanyl inj)	25 mcg, IV, Injection, q5 m..., Start: 2017-Jan-23 14:40		Unknown Physician, Physician,	Doucette, J
morphine (morphine inj)	5 mg, IV, Once, STAT, Star..., Stop: 2017-Jan-11 11:43		Craswell, Jeffrey D, MD	Dewar, Do
ondansetron (Zofran)	4 mg, IV, Injection, Unsche..., Stop: Limited # of times		Unknown Physician, Physician,	Doucette, J
Ringer's Lactate 1000 ...tated Ringers 1000 mL)	30 mL/hr, IV, 1,000 mL, Start: 2016-Dec-29 13:38		Test, CPOE Physician, MD	Test, CPOE
Ringer's Lactate 1000 ...ger's Lactate 1000 mL)	30 mL/hr, IV, 1,000 mL, Start: 2017-Jan-23 14:40		Unknown Physician, Physician,	Doucette, J
Sodium Chloride 0.9% I...aline IV Bolus 250 mL)	250 mL/hr, IV, Bolus, 250 m..., Start: 2017-Jan-17 09:45		Craswell, Jeffrey D, MD	Dewar, Do

Immunization History

Only Immunizations documented from the MAR will appear here.

724Access Viewer

File Help

Patient Search Appointment Search Lab Collection Search Unverified Medications Pharmacy Fill List

ZZ TEST, PATIENT THIRTEEN **Age: 44 years** **Female** **Status: Inpatient** **Location: Unit 1 QEH, 103, 2**
MRN: 888000885 **FIN: 6234679**
DOB: 09/08/1974
Allergies: NKA
Resuscitation Status **Precautions: Isolation Precautions**

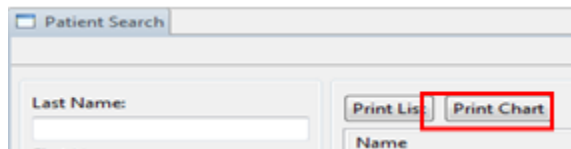
☐ Patient Information ☐ Immunization History

Last Updated: 11/02/17

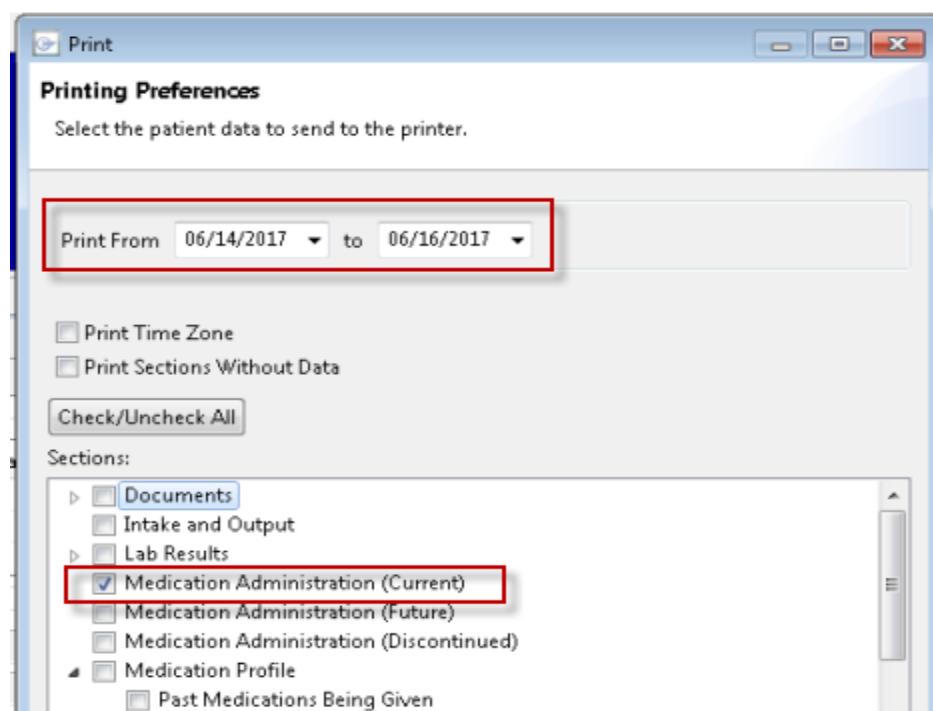
Vaccine Given	Performed Date	Result Status	Performed By	Order Comments
Diphtheria/tetanus/acel/tetanus (Tdap)	11/02/18 09:09 ADT	Auth (Verified)	Test Nurse, RN	

Printing the MAR during Downtime

From the File menu, choose File> Print> or



Check boxes for **medication orders current**, and (include discontinued orders as per clinical judgment). Change the date range to include **"yesterday" and "tomorrow"**



Click **Finish**. **Note: Once "finish" is clicked it may take some time to pull the data together, be patient and avoid clicking "finish" again.**

Admitted: 12/13/18 14:39
Attending: Test, CPOE Physician, MD
Reason for Visit: test

ZZTEST, APRIL

MRN: 888000740
FIN: 5543433
Gender: Female
DOB: 04/18/1986
Age: 33 years

PAND ENDO QEH - PAN ENDO/4

Resuscitation:
Resuscitation
Orders:

Precautions: Resuscitation Status Full Code, Start: 2019-Mar-20 11:43
Isolation Precautions Droplet & Contact Precautions, Reason: Test, Start:
2019-Jun-04 13:18, Start Date: 06/04/19 13:18

ALLERGIES

Allergy	Severity	Reactions
Amoxil		
Benadryl	Medium	
Benadryl Decongestant Allergy		
Dilantin	Low	Rash
Grass		

Face Page of 724 Printed Chart

06/03/2019 to 06/04/2019
Printed 06/04/19 14:25

QEH
724Access Downtime Viewer Printout

Page 1 of 5

Patient information
prints on the cover
sheet

- **Name**
- **MRN**
- **D.O.B**
- **Age**
- **Room Number**
- **Resuscitation Orders**
- **Precautions**
- **Allergies - each allergy is listed with reactions**

Patient information is displayed at the top of each following page

- **Name**
- **D.O.B.**
- **MRN**
- **"Allergies"**
- ***Resuscitation**
- ***Precautions**

ZZTEST, APRIL

DOB: 04/18/1986

ALLERGIES

MRN: 888000740

Resuscitation (1)

Precautions (1)

FIN: 5543433

View of Printed MAR

Front of Top Page

Admitted: 12/13/18 14:39
Attending: Test, CPOE Physician, MD
Reason for Visit: test

ZZTEST, APRIL

MRN: 888000740
FIN: 5543433
Gender: Female
DOB: 04/18/1986
Age: 33 years

PAND ENDO QEH - PAN ENDO/4

Resuscitation:
Resuscitation
Orders:

Resuscitation Status Full Code, Start: 2019-Mar-20 11:43
Isolation Precautions Droplet & Contact Precautions, Reason: Test, Start:
2019-Jun-04 13:18, Start Date: 06/04/19 13:18

Precautions:

ALLERGIES

Allergy	Severity	Reactions
Amoxil		
Benadryl	Medium	
Benadryl Decongestant Allergy		
Dilantin	Low	Rash
Grass		

Bottom of Front Page

06/03/2019 to 06/04/2019 Printed 06/04/19 14:25	QEH 724Access Downtime Viewer Printout	Page 1 of 5
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Scheduled Meds

ZZTEST, APRIL

DOB: 04/18/1986

ALLERGIES

MRN: 888000740

Resuscitation (1)

Precautions (1)

FIN: 5543433

Scheduled Medication Orders

✓=completed []=due ▲=modified

cefTAZidime					
1 g, IV, Injection, interval q12h, Start: 2019-Feb-01 11:15 Suspended Date:03/22/19 15:01 Order Status: Suspended					
Ordering Provider: Unknown Physician, Physician,					
Jun 3, 2019		Jun 4, 2019		Jun 5, 2019	
07:00 -18:59	19:00 -06:59	07:00 -18:59	19:00 -06:59	07:00 -18:59	19:00 -06:59

warfarin					
Check for Order, Oral, Tab, Supper, Call Physician if Order is Needed, Start: 2019-May-27 18:00 MAR INR Verify (Document)					
Ordering Provider: Unknown Physician, Physician,					
Jun 3, 2019		Jun 4, 2019		Jun 5, 2019	
07:00 -18:59	19:00 -06:59	07:00 -18:59	19:00 -06:59	07:00 -18:59	19:00 -06:59
[] 18:00 Check for Order, Oral		[] 18:00 Check for Order, Oral		[] 18:00 Check for Order, Oral	

warfarin					
5 mg, Oral, Tab, Supper, for 1 dose(s), Start: 2019-May-27 18:00, Stop: 2019-May-28 17:59 MAR INR Verify (Document)					
Order Status: Pending Complete					
Ordering Provider: Unknown Physician, Physician,					
Jun 3, 2019		Jun 4, 2019		Jun 5, 2019	
07:00 -18:59	19:00 -06:59	07:00 -18:59	19:00 -06:59	07:00 -18:59	19:00 -06:59

PRN Meds

ZZTEST, LOUISE **DOB: 06/30/1955** **penicillin** **MRN: 888000736**
PRECAUTION(S) **FIN: 4460173**

PRN Medication Orders ✓ =completed [] =due

morphine (morphine inj)					
2 mg, Subcutaneous, Injection, q4h timed, PRN for Pain, Start: 2017-Jan-11 11:42					
Ordering Provider: Craswell, Jeffrey D, MD					
Primary Pain Intensity					
03/20/2017 07:00 -18:59	19:00 -06:59	03/21/2017 07:00 -18:59	19:00 -06:59	03/22/2017 07:00 -18:59	19:00 -06:59
		✓ 10:00 morphine 2 mg Subcutaneous 10:00 Primary Pain Intensity: 10 2 mg, Subcutaneous, q4h timed, PRN: Pain [] 10:30 PRN Response Task			

zopiclone					
7.5 mg, Oral, Tab, Bedtime, PRN for Sleep, Start: 2017-Jan-06 12:47					
Ordering Provider: Test, CPOE Physician, MD					
03/20/2017 07:00 -18:59	19:00 -06:59	03/21/2017 07:00 -18:59	19:00 -06:59	03/22/2017 07:00 -18:59	19:00 -06:59

Continuous Meds

ZZTEST, LOUISE **DOB: 06/30/1955** **penicillin** **MRN: 888000736**
PRECAUTION(S) **FIN: 4460173**

Continuous Medication Orders ✓ =completed [] =due

2/3 - 1/3 with KCl 1000 mL (2/3 - 1/3 with KCl 20 mEq/L 1000 mL)					
30 mL/hr, IV, 1,000 mL, Start: 2017-Jan-11 11:47					
Ordering Provider: Craswell, Jeffrey D, MD					
03/20/2017 07:00 -18:59	19:00 -06:59	03/21/2017 07:00 -18:59	19:00 -06:59	03/22/2017 07:00 -18:59	19:00 -06:59

A Blank sheet is available for New Orders for each medication type:

Documenting on the Downtime MAR- See Facility specific workflow documents.

New Medication Orders:

- When a new medication is ordered, use the blank boxes at the end of the printed MAR.
- If further space is needed, use the downtime MAR found in the downtime files

Processing Orders

- Utilize paper physician order forms for all written, verbal, and telephone orders.
- Copy of medication orders will be sent to Pharmacy via pneumatic tube (or if needed, staff will take new orders down to pharmacy on a regular basis).
- Medication orders during downtime will be transcribed, co-signed and documented on the printed paper MAR.
- If a DI, Diagnostic Test or Lab order is to be carried out during the downtime, complete the required paper requisitions for all orders and send to the appropriate department.
- Call the respective department for orders with a priority of STAT or urgent. The requisitions for STAT or urgent orders should accompany the patient to the department for the procedure (or send by pneumatic tube if appropriate).

Accessing Lab Results:

- During the downtime period, the Lab Department will call nursing units with Stat and critical results processed during the downtime.
- If Lab system is still available during downtime, Cumulative Reports will continue to be printed and sent to the nursing units.

Processing a Discharge or Transfer

- During the downtime period, the units continue to notify Admitting department of discharges and transfers.

Documentation:

- All orders and documentation during downtime is to be completed using paper forms (see table 1).
- Documentation should be completed as close to point of care as possible.
- Unit downtime forms are available in the "downtime file" on each nursing unit (should have 24 hour supply)

Table1

What needs to be charted?	Downtime form
Nursing and Allied Health assessment/ intervention documentation	Vital signs form
Intake and Output	Intake and Output bedside form
Medications	Printed Downtime MAR Paper MAR
Allergies	Medication Reconciliation form Physician Order form Paper MAR
Blood sugar	Vital Sign form
Orders	Physician Order form
Physician and Consultant notes	Physician Order form (right hand side)
Close Observation or Restraints Monitoring	Vital Sign Form
Blood Products Transfusions	Blood Transfusion form
Admission Assessment & History	Downtime Admission Assessment and History form
Braden	Braden form
Conley Fall Risk	Conley Fall Risk form
TLR	TLR form
Discharge Information	Vitals Signs

- All downtime forms must have a patient label or written equivalent information if a patient label is not available.
- Physicians will utilize physician order form for documentation
- Chart checks will be performed as per nursing process.

Post Downtime Recovery:

- All departments will be notified when the CIS system is available by an "All Clear" overhead page during the day and a telephone call to the unit at night. As well, a voicemail update will be on ITSS Help Desk (3600) and there will be an email from Service Center and a message on the Service Center voicemail.

The following must be entered post down time: (if newly obtained during downtime)

1. **Home Medications(BPMH)**
2. **Medication Orders**
3. **Patient Care Orders e.g. Diet Orders, Code Status, and Allergies**
4. **IV Fluid Orders**
5. **Lab/DI Orders**
6. **Admit, Transfer and Discharge orders (make sure admitting is aware)**
7. **Height and Weight**
8. **Complete the Downtime powerform**

Note: Refer to your facility/unit/location guide for specific back-entry processes.

Orders:

- **Do not re-enter orders that have already been completed** (only ongoing or yet to be completed orders need to be re-entered)
- **Lab/DI orders** – Back enter only those orders which have not yet been processed or any ongoing orders (e.g. CBC daily x3). If paper requisitions have already been sent to Lab/DI, these departments will back enter the order and post the results electronically all of these orders.

Documentation:

- Documentation completed on paper during downtime will stay on paper. To indicate in the EHR that paper documentation has occurred:
 - Click on Ad Hoc icon. Open the events folder and choose the **Downtime form**. Note the time of the downtime and sign form. This downtime form will notify care providers there was a downtime and there is paper documentation for this period of time.
 - Home Medication and BPMH need to be back entered on new admissions
 - Height and weight need to be back entered if taken during downtime.
 - Allergies need to be back entered if there are any changes/updates.

MAR:

- Place the Downtime paper MAR and/or paper MAR into permanent chart after downtime.
- Utilize the Downtime paper MAR and/or paper MAR for new orders and any medications given during downtime to reconcile tasks. Click on the Medication Task, select "**Chart Not Done**" and select "**Paper/Downtime Chart.**"

Task List:

- Staff need to reconcile tasks that were posted during the downtime. If tasks were completed and documented on paper right click on the Task, select "**Chart Not Done**" and select the reason '**See paper chart**'. If the task was not completed, right click, select "**Chart Not Done**" and select the appropriate reason.

❖ For Facility specific workflows please refer to Unit /Location Downtime manuals/ Quick Reference Guides