

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
CERNER DOWNTIME PROCESSES**

=====

Effective Date: March 2010
Cross Referenced:
Reviewed Date: 02/16
Revised Date: 02/16

Policy No: 1.021
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
Page: 1 of 2

Scope: All members of the Cardio-pulmonary Department.

Purpose: To provide a procedure in the event that Cerner, the electronic medical record system, is inoperable.

Procedure:

- A. Manager or designee will perform the following:
1. Inform all staff about impending planned downtime.
 2. Assess staffing levels.
 3. Advise staff to obtain 'Downtime Manual' for their specific area of work

Cardiology

- 30 minutes before downtime (if possible), print all needed reports, print additional labels and armbands for downtime forms and enter all documentation and/or results.
 - Obtain 'Cardiology Downtime Procedure Manual'
 - Follow directions in manual
 - Make sure to check fax machine often for orders being sent
- *See actual 'Cardiology Downtime Procedure Manual' for specific downtime instructions.**

Echocardiogram

- Obtain 'Echo (all types) and TCD Downtime Procedure Manual'
 - Follow directions in manual
 - Make sure to check fax machine often for orders being sent
- *See actual 'Echo (all types) and TCD Downtime Procedure Manual' for specific downtime instructions.**

Pacemaker

- Obtain 'Pacemaker Clinic Downtime Procedure Manual'
 - Follow directions in manual
 - Make sure to check fax machine often for orders being sent
- *See actual 'Pacemaker Clinic Downtime Procedure Manual' for specific downtime instructions.**

Pulmonary Function Testing

- 30 minutes before downtime (if possible), print scheduled patients face sheets and labels for all downtime forms
 - Obtain 'PFT Downtime Procedure Manual'
 - Follow directions in manual
 - Make sure to check fax machine often for orders being sent
- *See actual 'PFT Downtime Procedure Manual' for specific downtime instructions.**

Pulmonary Rehabilitation

- Obtain 'Pulmonary Rehab Downtime Procedure Manual'
 - Follow directions in manual
- *See actual 'Pulmonary Rehab Downtime Procedure Manual' for specific downtime instructions.**

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
CERNER DOWNTIME PROCESSES**

=====

Effective Date: March 2010
Cross Referenced:
Reviewed Date: 02/16
Revised Date: 02/16

Policy No: 1.021
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
Page: 2 of 2

Respiratory/ABG

- Obtain 'Respiratory Downtime Procedure Manual'
- Place 'ABG DOWNTIME FOLDER' and 'TEMPORARY ACCESSION NUMBER FORM' next to the ABG machine.
- Follow directions in manual, making sure to read directions for every section
- Make sure to check fax machine often for orders being sent
- **See actual 'Respiratory Cerner Downtime Book' for specific downtime instructions.**

Sleep Lab

- Obtain 'Sleep Disorders Center Downtime Procedure Manual'
- Follow directions in manual
- **See actual 'Sleep Disorders Center Downtime Procedure Manual' for specific downtime instructions.**