

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
DOWNTIME PROCEDURES**

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Purpose: To provide a procedure of recording patients tests, procedures, medications (if applicable), vital signs (if applicable), results and any other pertinent information in the event that the hospitals electronic medical record system, is inoperable.

Procedure: Protocols and forms pertaining to each specific area of the department are located in area specific 'Downtime Procedure Manuals.' Each manual has detailed instructions pertaining to the duties and procedures to be performed.