

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

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**Effective Date: May 2014**

**Cross Referenced:**

**Reviewed Date: 02/16**

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**Policy No: 4B.004**

**Origin: Cardio Pulmonary**

**Authority: Cardio/Pulmonary Manager**

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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.