

## Post Downtime Patient Recovery Process

### Backdate Quick Reg

- Click the **Quick Reg** icon from the tool bar.
- Search the patient.
- Complete mandatory fields.
- Update the arrival date and arrival time.
- Click **OK**.

### Downtime Patient Event

Downtime Patient event should be setup for patients have downtime paper charts in place.

- Highlight the patient and click the **Set Event** icon from the tool bar.
- Tick **x Downtime Pt**.
- Click **OK**.

Time	Event	Type	Status	User
09/07/2018 15:14:37	x Downtime Pt	Info	Request Event	
03/07/2018 07:00:00	Depart Ready	Admit/Depart	Request Event	
27/04/2018 17:10:00	Doctor Exam	To Do	Request Event	Test, Nurse-OrderMeds

- The Downtime Pt icon will appear on the Tracking Board.



## Backdate Triage

- Highlight the patient and click the Triage icon from the tool bar.
- Complete mandatory fields.
- Update the **Triage Date and Time**.
- **Green tick** to sign off.

## Backdate Nurse Initiated Protocol

- Highlight the patient and click the **Set Event** icon from the tool bar.
- Tick **Protocol Commenced**.
- Double click on the time of Protocol Commence.

Time	Event	Type	Status	User
04/07/2018 11:03:32	Protocol Commence Done/Complete	Request Event		
04/07/2018 02:00:00	Doctor Exam	To Do	Request Event	

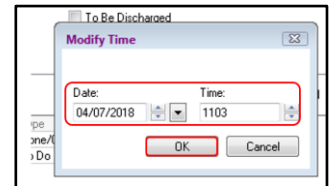
- Modify Time window pops up.
- Update Date/Time of Nurse Initiated Protocol.
- Click **OK**.

## Backdate ED Dr Seen/Subspecialty Review/Senior Early Review

- Highlight the patient and click the **Set Event** icon from the tool bar.
- Tick **ED Physician Exam**.
- Double click on the time of ED Physician Exam.

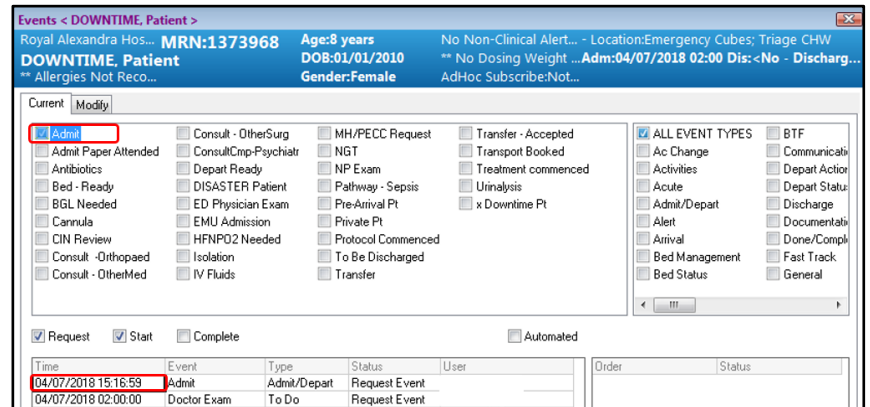
Time	Event	Type	Status	User
04/07/2018 11:14:05	ED Physician Exam Done/Complete	Request Event		
04/07/2018 02:00:00	Doctor Exam	To Do	Request Event	

- Modify Time window pops up.
- Update Date/Time of ED Physician Exam.
- Click **OK**.

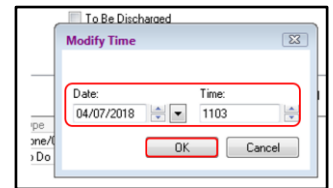


## Backdate Admit/To Be Discharge decision

- Highlight the patient and click the **Set Event** icon from the tool bar.
- Tick **Admit/ To Be Discharge**.
- Double click on the time of **Admit/ To Be Discharge**.

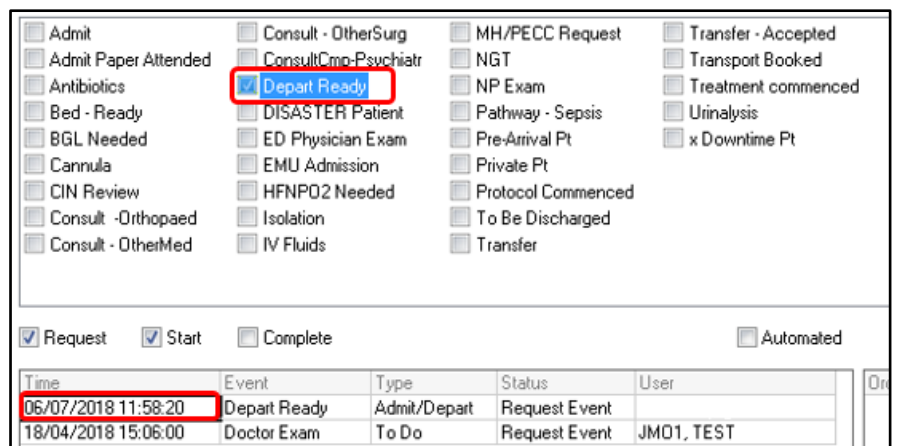


- Modify Time window pops up.
- Update Date/Time.
- Click **OK**.

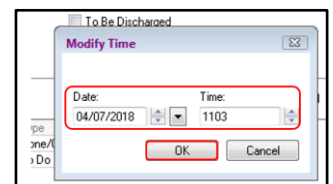


## Backdate Departure Ready

- Highlight the patient and click the **Set Event** icon from the tool bar.
- Tick **Depart Ready**.
- Double click on the time of **Depart Ready**.

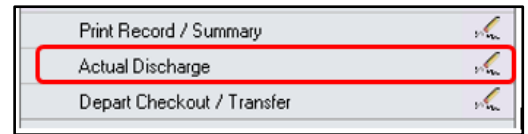


- Modify Time window pops up.
- Update Date/Time.
- Click **OK**.

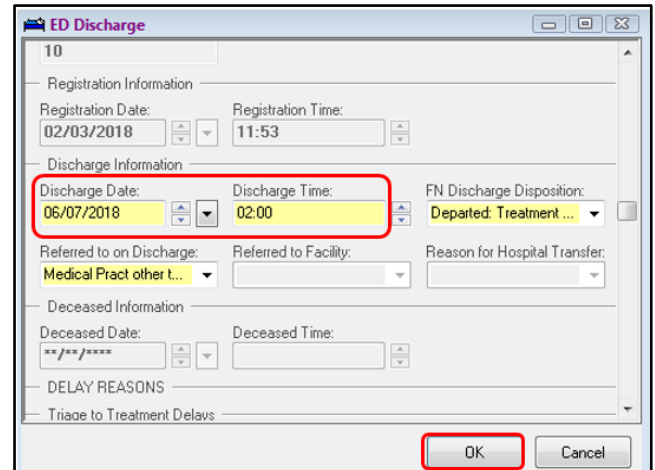


## Backdate Discharge

- Highlight the patient and click **Depart Process** from the tool bar.
- Click **Actual Discharge**.



- Discharge Conversation window pops up.
- Complete mandatory fields.
- Update **Discharge date and time**.
- Click **OK**.



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Registration Information

Registration Date: 02/03/2018 Registration Time: 11:53

Discharge Information

Discharge Date: 06/07/2018 Discharge Time: 02:00 FN Discharge Disposition: Departed: Treatment ...

Referred to on Discharge: Medical Pract other t... Referred to Facility: Reason for Hospital Transfer:

Deceased Information

Deceased Date: \*\*/\*\*/\*\*\*\* Deceased Time:

DELAY REASONS

Triage to Treatment Delays

OK Cancel