

BCMA Post Shutdown Routine

Bringing the System Back Up After a Scheduled Shutdown

Suggested Steps

1. Before starting, check with Admissions to ensure that all Admissions and Transfers done during the shutdown have been entered into the system so as to avoid Auto-discontinuation of reconciled orders.
2. Once Admissions is done, turn on EHR Ordering by going to EHR > BEH > ORD > PAR > ORD.
3. Notify all Ward Clerks to enter paper orders and to resume normal EHR entry of orders by all other staff.
4. Assess ward order entry work load to see if assistance is required.
5. Notify Pharmacy to finish orders to aid in med reconciliation.
6. Gather the paper MARs from the wards and do manual med entry for the meds given on finished orders (you can distinguish finished orders from non-finished because the finished will be pre-printed).
7. After Pharmacy has finished finishing orders then do manual med entry for the other meds.
8. Give Paper MARs that have medications given during downtime documented on them to the clerks to file in paper chart.
9. ER, UC, and Surgery visits started on paper should remain until completion. New visits can resume electronic documentation as normal.
10. Ancillary services should follow their contingency recovery plans.