IMPACT INPATIENT DOWNTIME INFORMATION FOR PROVIDERS
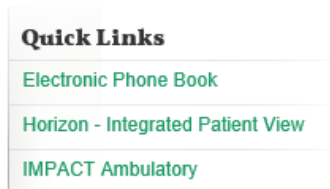
Patient Information & Active Orders

You can access Horizon using any of these options:
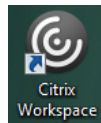
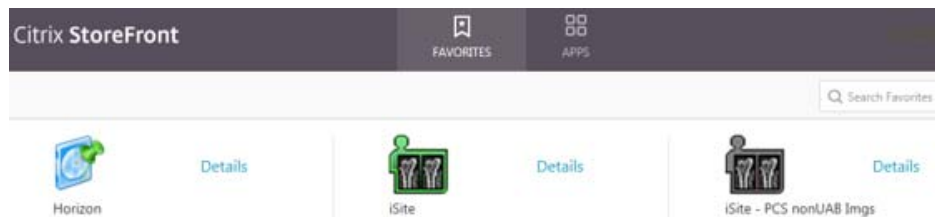1. Near the bottom of the One website home page, click the HSIS link

   Technical Support

   HSIS

   o Then click the "Horizon - Integrated Patient View" link on the HSIS home page

   Quick Links

   Electronic Phone Book

   Horizon - Integrated Patient View

   IMPACT Ambulatory

2. Use this link https://horizon.hs.uab.edu/

3. Click the Citrix Workspace Icon on Desktop

   Citrix Workspace

   - In your Favorites or the Apps sections find the links to **Horizon** and **iSite**

   Citrix StoreFront   FAVORITES   APPS

   Q Search Favorites

   Horizon   Details   iSite   Details   iSite - PCS nonUAB Imgs   Details

Use your One/IMPACT username and password in the logon screen that opens next.

   o Click the "Integrated Patient View" link on the Horizon home page

   ⛰Horizon   UAB Health System

   Clinical   **Publications**

   ipv   **Integrated Patient View**
   Labs, Documents & Images   *scr*   **Standards and Clinical Resources**

o   Click the "Patient Views" tab

o   In the "Search for Location" box type in the location (e.g., "MICU") you want to view or print.

    o   To select a unit, you can also click the **List** link next to the box for a menu of locations, check the box next to the unit(s) you want to include, and click the OK at the bottom of the list.

Clicking the person icon to the left of the patient's name will open the patient's electronic Horizon record

	Name	MRN
👤	HSISTEST, BABY/UEDPDA TWENTYON	1722596
👤	HSISTEST, ROBINNNNN	2324164
👤	HSISTEST, UAB CARE	2933632

o   You can also access other unit reports by clicking one of these links found below the "Submit" and "Clear" buttons

o   "Display Downtime MAR for location" (shows active medication orders for each patient on that unit)
o   "Display Downtime Patient Summary for location" (shows the following data for each patient on that unit):
   ▪   Demographics (name, MRN, FIN, DOB, Admit date, Admitting Phys, location)
   ▪   Allergies
   ▪   Special Alerts (e.g., Advance directive indicator, Isolation, O2)
   ▪   Blood Type
   ▪   Precautions
   ▪   I&O Summary for previous 24 hours
   ▪   Vitals (Max, Min, Last charted)
   ▪   Height/Weight
   ▪   Emergency Contact
   ▪   Active Orders

EKGs

- EKGs performed during the downtime will be printed and given to the provider for review
- Electronic submission into Cerner will occur once the system has recovered

Placing ORDERS

- To Print POWERPLANS:
  - Navigate to the Standards and Clinic Resources (SCR) page, which can also be accessed from the Horizon home page


  - **Click the "Downtime" tab (first on the left) on the SCR home page – the Downtime page has links to Downtime policies as well as links to search for downtime forms and powerplans**

Click the "Search Inpatient Downtime" link on the right

  - Type in a keyword from the title of the PowerPlan you need, check the box next to "Hospital Downtime Power Plans / Physician Order Sheets", and click the button below the search box to execute the search
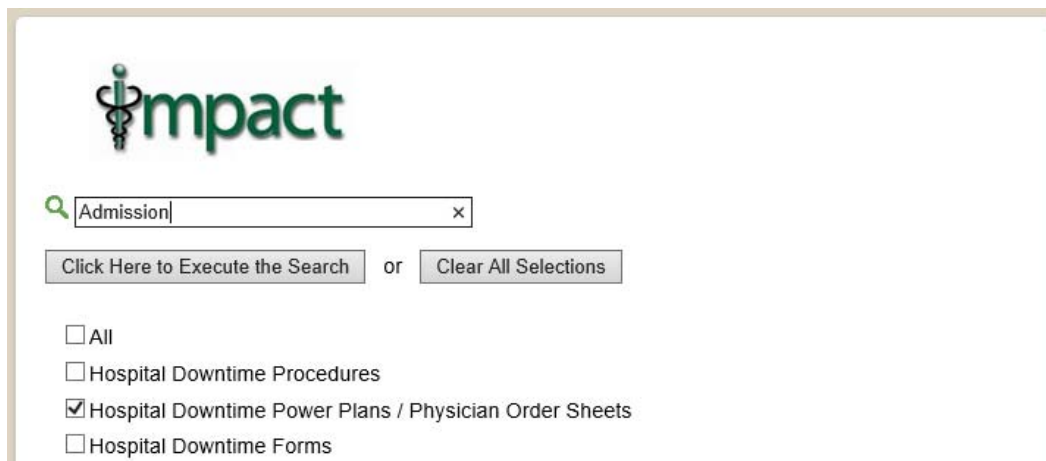
- o After you locate, open and print the PowerPlan(s) you need:
  - o Legibly write the unit, room #, patient name, MRN on the printed order sheet
  - o Validate the pre-checked orders and line through, date, time, and initial any prechecked order you do **not** want to include.

☑ Hemoglobin A1C
~~Collect Now collect, for 1 times, Blood~~ 10/24/19 0100 pa

☑ Troponin-I
Collect Now collect, for 1 times, Blood

☐ CK
Collect Now collect, for 1 times, Blood

  - o Check any additional orders you need
  - o Date, time and sign each page of the PowerPlan
- • For one or two orders, use the blank Physician's Order Sheet   (Located on Nursing Units)
  - o Legibly hand write orders using black ink
  - o Include all essential details (dose, route, frequency, time, reason, etc). Avoid unapproved abbreviations.
  - o Date, time and sign all orders - Print your name to facilitate identification of your signature.
- When possible, do not write orders that are to be carried out **after** the downtime ends. Wait to enter those orders directly into IMPACT.
- Recurring orders, for example, EKG x 3 days is ordered and 1 is performed, the other 2 will need to be entered in IMPACT by the ordering physician/NP/PA when the downtime ends.
 **Note:** Pharmacy will recover all medication orders including recurring orders.

Labs resulted during downtime

- Expect some delays in results and defer routine orders until after downtime, if possible. Non-critical results for routine orders will be tubed or faxed to the floor and placed in the chart by nursing.
- STAT labs and critical results will be phoned to unit personnel.
- During downtime there will be no add-on labs. If emergent or critical, call the lab.
- Historical labs can be viewed on Horizon.

Radiology tests completed during downtime

- Results orders, completed and read prior to the downtime will be available in Horizon/iSite and historical radiology. To access these reports:
  - o Click the "Integrated Patient View" link on the Horizon home page
  - o On the Patient Search tab type the patient's MRN into the "Search For:" box and click the Search button.

- Click the person icon to the left of the patient's name
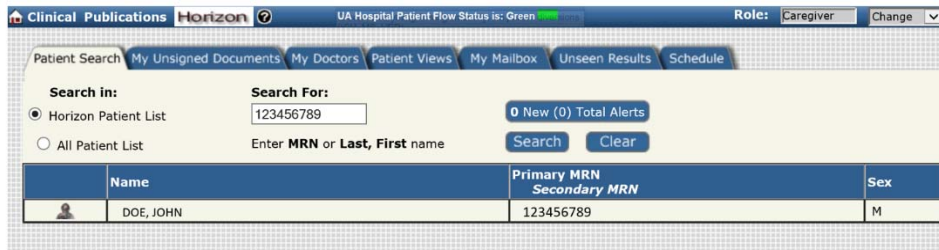
- The next screen that appears will display Allergies, Problem List and Home/Prescription Medication list and has multiple tabs.
    - Click the "Images" tab, which will launch iSite where you will be able to view the study,
    - Click the "Documents" tab to access radiology reports completed prior to the downtime
    - Call the radiologist for the report for any radiology study ordered prior to the downtime and completed during downtime. These exams will not appear in iSite or Horizon during the downtime.
- Results for radiology exams that are both ordered and performed <u>during</u> the downtime can be accessed through iSite.
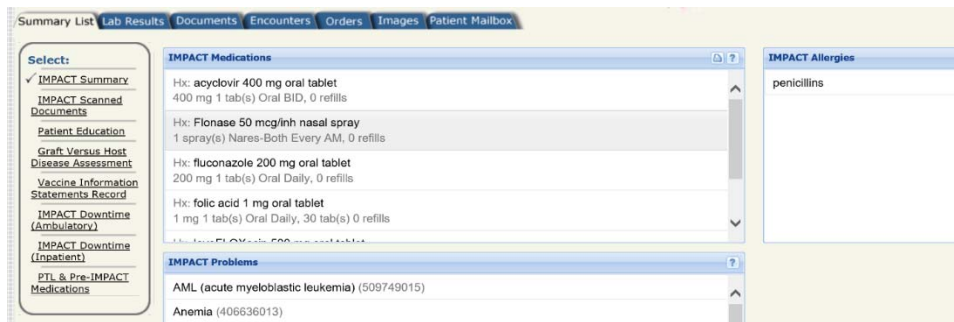
IF HORIZON IS ALSO DOWN – open iSite from the Windows Apps directory or Citrix Workspace Desktop Icon (type ISite in the search field) and log on using your One/IMPACT username and password.
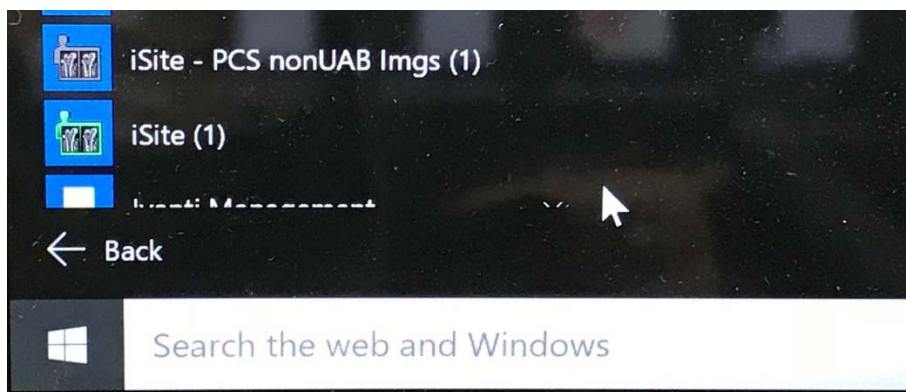
H&P, Progress and Procedure Notes

- All previous PowerNotes will be in Horizon under the "Documents" Tab.
- All handwritten notes documented during the downtime will remain with the paper chart and do not need to be recreated in PowerNote.

Discharging a Patient

- Use paper pads to write prescriptions. Document a list of Prescriptions given in the Discharge Summary - they will need to be entered in IMPACT (without sending electronically or printing) once the downtime is over.
- Ask nursing staff if the Downtime Patient Discharge Instruction Form is available, have patient sign, make a copy for the patient, and place in the chart.
- Write the discharge order on the green order sheet; remember to include the discharge location and dictating physician responsible for the discharge summary.

Downtime Checklist – Planned Downtime

If it is a planned event:
- Print a medication list and your patient list or rounds summary info.
- Determine if recurring lab orders could be held and not drawn during downtime. Write on green order sheet which labs to hold and when to resume.
- Collect anything you may need for a discharge, including prescription pad, education documentation, and the Downtime Patient Discharge Instruction Form.

Downtime Patient D/C form
- Review information noted above and be familiar with how to communicate orders, where to find results.

Please document details for any issues encountered during the downtime and report them to HSIS.