



BACK-UP PLAN AND PROCEDURE FOR SERVER GOING DOWN OR INTERNET OUTAGE:

MED PASS and NEW DRUG ORDERS

1. Maintain power supply and battery charge to tablets. The tablets are up-to-date up until the time of the last sync. You will be able to continue to document med pass as usual until the server is available. It will store all of the initials/etc. until the next sync.
2. New orders- write new drug orders on paper MARs. Document on paper in addition to the laptops until the internet or server is back up. This will include discontinued medications as well. The nurse will need to check the paper MARs against the Offline MAR during medication passes.
3. When the EMR is available, enter the new drug orders in the detainee record online. Enter the start date and session start time as of the date and time that you are entering the information. List the original order date (the date the paper MAR was started) under "order date." This will document the original order date, but will only show medication initials due from that point forward.
4. Scan the paper MAR as a MISC file and save to the MISC tab in the detainee's electronic record. This MAR will show proof of administration for the time the internet/server was down and was unable to sync.

PROGRESS NOTES

1. If conducting chronic clinic, sick call, mental health visits or documentation on nursing notes, use appropriate paper documents. Save these documents for the physician to sign by hand. When the internet/server is available, scan into appropriate chart.

VITAL SIGNS, BLOOD SUGARS, SEGREGATION ROUNDS, WOUND CARE

1. You are able to enter flow sheets directly to the Offline MAR at any time without it being scheduled. It will sync when website is available.
2. If you have a new patient not already listed in the Offline MAR- Document on paper MAR until website is available.
3. Scan paper document to MISC file and save to MISC tab in electronic record when available.