

Epic Down Time

If you work on an EPIC downtime, these are the steps to getting your documentation done:

1. Dictate a note into a Word Document using Dragon
2. Print out the note and put a patient sticker on it.
3. Put the note in the patient chart
4. The note will then be scanned into the Media Tab of the EPIC chart
5. When you get a chart reminder for that patient in your inbox (saying that you need to do an "ED Provider Note"), you can open that note and type in the dot phrase .EPICDOWN which will put in the following phrase: This patient was seen during Epic downtime, please see the media tab for scanned clinical documentation.
6. As stated in faculty meeting it is probably worthwhile to email yourself a copy of the note for safekeeping.

Yours
Nate Mick

PS: It is also possible to just wait and do your notes the traditional way when EPIC is back up after the 2-4 hour downtime. Just make sure you get them done in a timely fashion.