



Rancho Los Amigos National Rehabilitation Center

SOCIAL WORK DEPARTMENT POLICY AND PROCEDURE

**SUBJECT: ELECTRONIC HEALTH RECORD
DOWNTIME PROCEDURE**

**Policy No.: SW 400
Supersedes:
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PURPOSE:

To establish procedures to be followed in the event of Online Real Time Centralized Health Information Database (ORCHID) is unavailable.

POLICY:

During Scheduled and Unscheduled Downtime of the Electronic Health Record, the staff members of the Clinical Social Work Department (Clinical Social Workers and Medical Case Workers) will document the assessments, progress notes and any other necessary daily documentation in a Word Document. Upon the Electronic Health Record being restored, the Clinical Social Work staff will then print a patient label and scan the document into the record in accordance with HIM policy for scanning documents into the medical record.

REFERENCE:

Cerner Millennium Solution Training Guide
LA County Orchid Downtime Team Committee