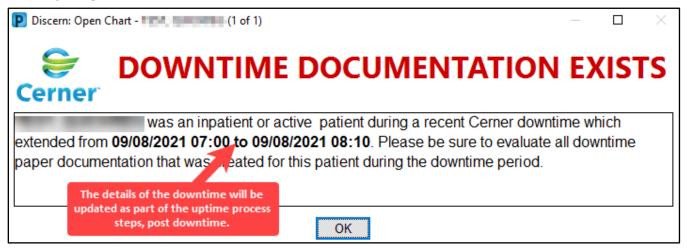**Summary:** An alert will fire daily, per user, in PowerChart and FirstNet on all active patients in the Emergency Department, Urgent Care, or Acute Care setting who were active during a downtime. Paper documentation is to be completed during downtime and documentation will be scanned, after discharge, through batch scanning.

When: Sept. 14, 2021

Support: Help desk at 231-935-6053.

Downtime Alert

Alert When opening PowerChart:

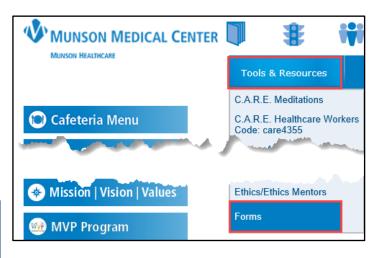**Downtime Paper Documentation**

From the main page, click:

1. Tools & Resources.
   a. Select Forms.
2. In the Search window, type:
   a. **From grid below and Type in Name or click on hyperlink.**
   b. Click on document.
   c. Form will open.

> **NOTE:** Downtime documentation will be completed on paper by accessing the new downtime forms (see grid below) via the Intranet or the unit's downtime kit. The documentation may also be completed electronically on any device or on a non-TAG device using Dragon Medical One.

Downtime Forms Created:

Form Name	Form # and link
Consultation Highlights Note	12421
Consultation Note	12420
Emergency-Urgent Care Provider Note-Injury	11553
Emergency-Urgent Care Provider Note-Medical	11531
History and Physical Highlights Note	12417
History and Physical Note	2817
Hospital Summary	12418
Immediate Post-Operative Note	3974
Procedure-Operative Report	12423
Progress Note	8607