Provider Downtime Documentation for Providers

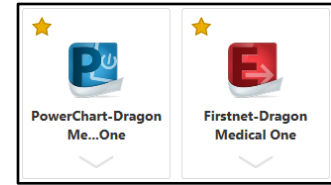Cerner PowerChart and FirstNet **EDUCATION**

Completing a Note Using an Intranet Form and DMO

On a Tap-and-Go (TAG) computer:

1. On a TAG computer, open and log into the combined PowerChart-DMO or FirstNet-DMO application (see icons on the right).
2. Proceed to the Intranet (Microsoft Edge).
3. Hover over Tools and Resources and then click on Downtime.
4. Click the   Downtime Forms and Notes, please click here   link.
5. Click on the **Provider Notes (MHC)** button.
6. Click on the form/note you want to create (i.e. ED Report, History and Physical, Consultation Note, Op/Procedure Note, etc.).
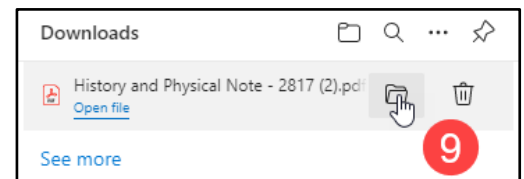   a. **Note:** This form/note needs to open in Download format for it to be editable.
7. Select **Download** from the tool bar at the top of the webpage. A small download window will pop up.
8. In that download window, hover over the note, and click the **Show in folder** icon. This will open your download folder where the form/note is located.
9. Double click on the form/note to open it.
10. Dictate each portion of the form/note into a Dragon Dictation Box.
11. Then for each portion of the form/note transfer your dictated text into the Intranet Note, by copying and pasting.
12. Once you have completed the whole form/note, print the note using the   **PRINT DOCUMENT**   button.
13. Place a patient sticker on the printed form/note.
14. Print your name, sign your name, date, and time the printed form/note and place in the patient's chart.

On a non-TAG computer:

1. On a **non-TAG** computer, open and log into the Desktop DMO (see icon on the right).
2. Proceed to the Intranet (Microsoft Edge).
3. Hover over Tools and Resources and then click on Downtime.
4. Click the   Downtime Forms and Notes, please click here   link.
5. Click on the **Provider Notes (MHC)** button.
6. Click on the form/note you want to create (i.e. ED Report, History and Physical, Consultation Note, Op/Procedure Note, etc.).
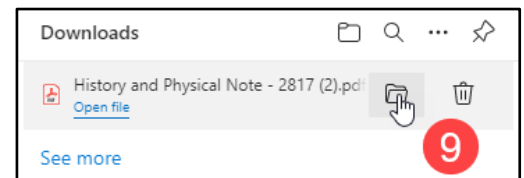   a. **Note:** This form/note needs to open in Download format for it to be editable.
7. Select **Download** from the tool bar at the top of the webpage. A small download window will pop up.
8. In that download window, hover over the note, and click the **Show in folder** icon. This will open your download folder where the form/note is located.
9. Double click on the form/note to open it.
10. Dictate each portion of the form/note into a Dragon Dictation Box.

11. Then for each portion of the form/note transfer your dictated text into the Intranet Note, using the Transfer Text feature in DMO.
12. Once you have completed the whole form/note, print the note using the **PRINT DOCUMENT** button.
13. Place a patient sticker on the printed form/note.
14. Print your name, sign your name, date, and time the printed form/note and place in the patient's chart.

Completing a Note Using Printed Paper Forms

1. Obtain a printed copy of the appropriate form/note, either by printing it off the Intranet or getting one from the Downtime Kits on each unit.
2. Complete the form/note by handwriting each section.
3. Place a patient sticker on the printed form/note.
4. Print your name, sign your name, date, and time the printed form/note and place in the patient's chart.

- Any operative procedures will need an immediate post-operative report written prior to the patient being moved to the next level of care.
- Any patient taken to surgery will need a written H&P prior to surgery.
- If a patient is discharged during a downtime will need a Hospital Summary completed.
- If any patient is seen they will need a progress note.