

Critical EPIC DOWNTIME FYIs

1. You can view existing records (notes, reports, etc.) in the “SeHR Read Only” application within the EPIC folder. You can’t enter data – just read it.
2. You can print out order sets and manually check and sign the orders (ie admission orders) by going to the Sharepoint “Downtime procedures” web page:
 - a. <https://sehrtraining.mainehealth.org/Downtime%20Order%20Sets/Forms/Allitems.aspx?RootFolder=/Downtime%20Order%20Sets/MMC%20%28Maine%20Medical%20Center%29%20Order%20Sets&FolderCTID=0x01200045249D97EE4FC54FA8722B71A7713B56&View=%7bC6F42EEC-96F8-4A17-90ED-0ED5E3B65CEA%7d>
3. You can handwrite progress notes on this form:
 - a. [https://sehrtraining.mainehealth.org/FormServerTemplates/Progress%20Notes%20\(Downtime\).pdf](https://sehrtraining.mainehealth.org/FormServerTemplates/Progress%20Notes%20(Downtime).pdf)
4. After you sign your orders, give the order sheets to the bedside RN and Unit Secretary – they will need to fax this to the Pharmacy and lab/radiology etc.
5. Orders need to be reentered electronically after the DOWNTIME. This is usually handled by nurses, but for complex orders, you may want to reenter them yourself or at least double check the order that was entered
6. More details for anyone interested are located at:
 - a. <https://sehrtraining.mainehealth.org/Pages/SeHR-Monthly-Down.aspx>