



COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

Mangum Regional Medical Center

TITLE		POLICY
Electronic Health Record Downtime Procedure		DRM-056
MANUAL	EFFECTIVE DATE	REVIEW DATE
Drug Room	10-1-2020	10-1-2020
DEPARTMENT	REFERENCE	
Drug Room	Oklahoma Pharmacy Law Book	

SCOPE

This policy applies to all patients receiving care and treatment at MANGUM REGIONAL MEDICAL CENTER.

PURPOSE

The purpose of this policy is to establish a downtime procedure for the timely review of medication orders by a pharmacist during an electronic health record (EHR) downtime.

DEFINITIONS

Electronic Health Record (EHR) downtime: planned or unplanned downtime in which a medical facility's electronic health records are not available for at least two hours.

POLICY

In the event of EHR down time lasting longer than two hours, the medical facility will have a procedure in place to ensure medication orders are verified by a pharmacist in a timely manner.

PROCEDURE

1. Pharmacist(s) verifying medication orders will be notified of new medication orders via a HIPPA compliant, cloud-based S Fax of the medication order (1-855-708-6623) during any EHR downtime lasting longer than two hours.
2. In order to view faxed medication orders, the pharmacist(s) on duty will have to log into the S fax website using a unique ID and password.
3. An electronic copy of all S faxed medication orders will be securely stored on the S fax website for at least two years.

REFERENCES

Oklahoma Pharmacy Law Book

ATTACHMENTS

None.

REVISIONS/UPDATES

Date	Brief Description of Revision/Change