SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE

No: HIS - 8

Subject: **HIS Downtime Procedure**	**Page** __1_ **of** __2__
Prepared by: Michael J. Burns, M.Ed., MHA	**Original Issued date:** 8/95____
Reviewed by: IM Taskforce	**Supersedes date:** _8/01_ **Effective date:** 12/04
Approved by: Bert Robles	**Distribution** ☒Administrative Manual ☒Department Manual ☒Patient Care Manual ☒AOD Manual **Issued by:** HIS Department

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I.   PURPOSE:
To provide clear and precise guidelines to be undertaken to enable patients' to continue to use hospital clinical services when the hospitals' automated systems are unavailable.

II   POLICY:
HIS system downtime procedures will be initiated on the hospitals mission critical systems (i.e., Eagle 2000, Cerner LIS, Copath and RIS) whenever they encounter a hardware failure, power failure, natural disaster, etc. to enable the hospital to continue function.

III.   DEFINITION(S):

I.   RESPONSIBILITIES:

This policy applies to all Departments and Services implementing HIS and departmental subsystems at the University Hospital of Brooklyn.

II.   PROCEDURES/GUIDELINES:

1. HIS downtime procedures will be developed the Eagle, Cerner LIS and Copath.

III.   ATTACHMENTS:
- Eagle Downtime Flowchart
- Cerner LIS Downtime Flowchart
- Copath Downtime Flowchart
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IV.   REFERENCES:

Date Reviewed	Revision Required (Circle One)		Responsible Staff Name and Title
6/01	YES	NO	Michael Burns, Associate Administrator
12/04	(YES)	NO	Michael Burns, Associate Administrator
	YES	NO	
	YES	NO	