
Radiant Quicksheet – EPIC Downtime Process

Epic is scheduled to be down once a month for routine maintenance. EPIC Downtime (view only function is available). During this time or in the event of an unplanned system interruption, the following work flow is recommended:

There are 2 possible scenarios for obtaining the Radiology orders during EPIC downtime:

Orders placed prior to EPIC downtime: Click on Epic Downtime (view-only function) where you will only see orders placed prior to EPIC going down.

Orders not placed prior to EPIC downtime: All new orders are to be placed on the old original Radiology (used to be yellow) requisition which can be found on THE POINT. The hard copy REQ should be faxed or hand delivered to the reading rooms. Here is the link for the Radiology REQ:

<https://thepoint.healthcare.uiowa.edu/sites/HCIS-ClinApps-CAST/CAST-EPIC/Tips%20and%20Tricks/Downtime%20Requisitions/Radiology%20Downtime%20Requisition.pdf>

The Technologist will use Downtime cards with the Pre-assigned Downtown Accession Numbers. Patients will be imaged as usual. The Downtime Accession Number will be hand entered into the ROP or modality worklist

The Radiologist will use Carestream during EPIC Downtime and dictating in Powerscribe using the Downtime Accession Number.

When Epic is back up the following downtime recovery steps should be completed:

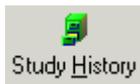
Orders placed prior to EPIC downtime: The Technologist should add-on the order, change the accession # and begin/end the exam.

Orders not placed prior to EPIC downtime: The Technologist should enter the yellow requisition orders in Ancillary orders, add-on the order, change the access # and begin/end the exam.

****Remember the access # must be changed before you begin and end the exam.**

Complete the following steps to change the Accession Number for a Procedure

- 1. Click **Study History**.



- 2. Select the patient
- 3. Select the correct order.
- 4. Click **Change Acc #**.



- 5. Enter the **Downtime #** from the Downtime card. *Be very careful during your data entry, the number must be an exact match and is case sensitive.* (ie. RADDOWNTIME00000)
- 6. Click **Accept**.
- 7. The Accession Number will now be changed to the Downtime Accession Number and will be viewable in the Accession # column in Study History.