



## Meditech Downtime

**The Meditech System will be unavailable on Sunday March 21 starting at 9am and ending at about 3 pm.** Please add this date/ time to your calendar. This downtime is necessary for us to upgrade Meditech to version 5.63.

**Downtime procedures** - During this period, we all will be following Downtime procedures. Orders will need to be hand written. Stat results of Lab tests completed during downtime will be faxed to the units or sent to the ED via pneumatic tube. Other lab results during downtime time are delivered to the units every 2 to 3 hours. Results of tests completed prior to downtime are available through the SMMC intranet website or through handhelds. Radiology PACS viewing stations are located in Radiology, ED and SCU. Images taken during downtime can be viewed at these stations. Prior signed reports can be viewed in PACS but not printed. The studies are under UNVERIFIED or DOWNTIME, not the typical ED, SCU worklists.

**General awareness** – We will have a countdown on the Meditech main sign-on screen to help remind everyone of the downtime. On the day of the upgrade, we will also make PA announcements 20 minutes prior, 5 minutes prior, and at the start of downtime.

Staff are working very hard to review downtime procedures and make the upgrade as smooth as possible. Thanks for your patience. If you have any questions or suggestions, please let us know.

Steve Weinert & the Meditech upgrade team.

283-7231