



Health Information System (HIS) DOWN → OBIX UP

- **Patients in OBIX at onset of HIS downtime**
 - Patients that are already assigned beds, are Matched, and have Account numbers must be manually Transferred, Discharged, and managed until HIS comes back on line
 - When HIS is up, confirm that ADT actions are managing patients in OBIX by checking the In Unit list
- **New admissions when HIS is down**
 - Log into OBIX, Patients → Search-select matched patient from the list
 - Select ADT → Assign bed
 - These patients must be manually Transferred, Discharged, and managed in OBIX until HIS comes back on line (it is possible to discharge a patient without an Account number)
 - When HIS comes up, select the patient from the In Unit list, and select Account number under the Patient menu, (select the appropriate number that matches HIS)
 - HIS will then take over the ADT actions on the OBIX patient; check the In Unit list to confirm
- **New admission; patient not found in search field**
 - If patient not found in Search, select "New" to create a patient
 - If you are able to complete the fields for Name, MR, DOB, the patient will auto match when HIS comes back on line
 - If this is the case, assign the Account number from the Patient menu, then HIS will take over ADT actions; check the OBIX In Unit list to confirm
- **New admit does not auto match when HIS comes up**
 - look in the Assessment list to find and select the patient
 - Select Account number under the Patient menu, and de-select the Account number (select white space above the numbers and confirm)
 - Now select ADT → Discharge patient
 - Select the patient that was created from the In Unit list and select Match to HIS to complete the match process then select the Account number under the Patient menu and assign the correct number matching HJS
 - HIS will then take over the ADT actions; confirm by checking the OBIX In Unit list
- **Other Tips**
 - Always select the Account number that matches the HIS for interfaces to function
 - Look at the OBIX In Unit list frequently during and after the downtime to make sure patients in the list are bedded correctly, matched, and have an Account number assigned
 - In an LOR setting; If patient goes to postpartum, ADT → Discharge from OBIX
 - After patient corrections are made within the In Unit list, check the Assessment list-for patients that should be assigned a bed. Select the patient and select ADT → Transfer to the appropriate bed in OBIX