Downtime Level 4: Extended or Widespread Outage

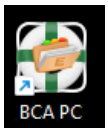
BCA PC Instructions:

A Business Continuity Access (BCA) PC is a designated workstation located in each clinical department that provides access to patient and department-specific downtime reports. These reports are continuously updated to ensure critical patient information remains available during a downtime event.

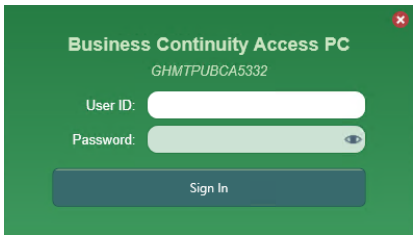
BCA PC computers are identified with this sign:



1. On the desktop, click the “Downtime PC” Icon



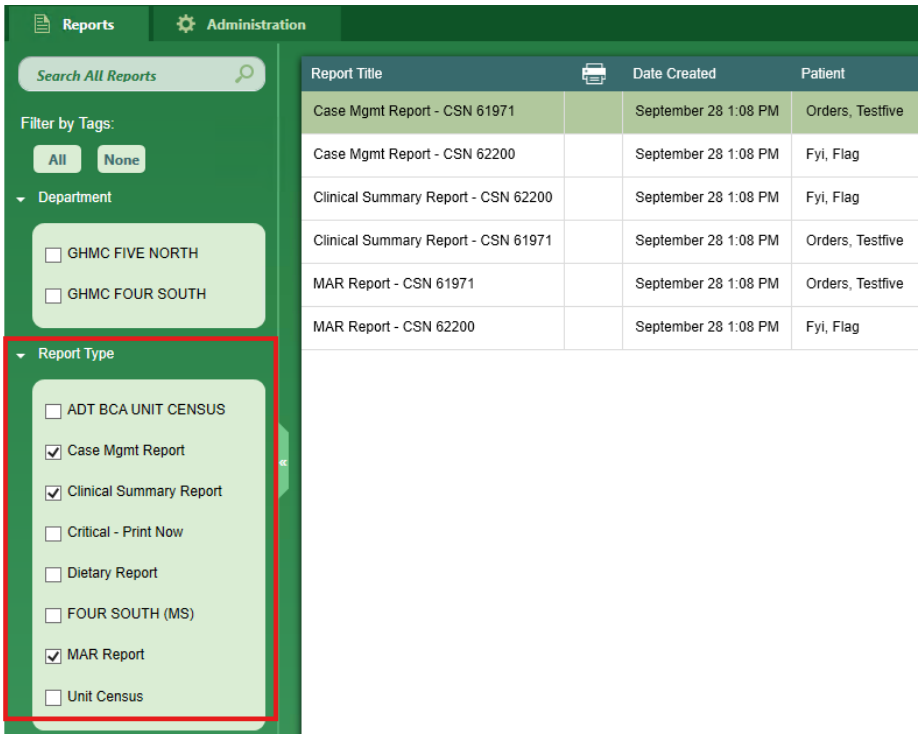
2. Login using your username and password



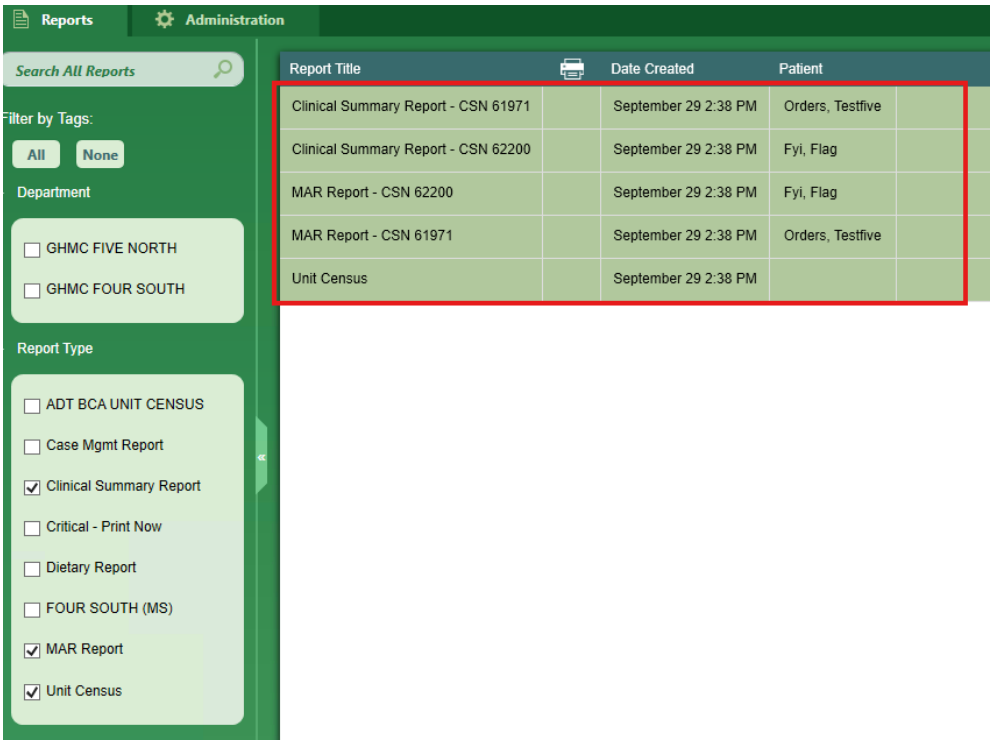
3. Use the search bar or filters on the left hand side to find the appropriate reports. In the event of an emergency downtime, **Critical Reports should be printed first** to ensure caregivers have access to essential patient information.
    - Refer to the Appendix A – Critical BCA Reports by Department guide to identify the reports required for your area.

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- On the left side of the screen, use the report filters to select only the required Critical Report types.

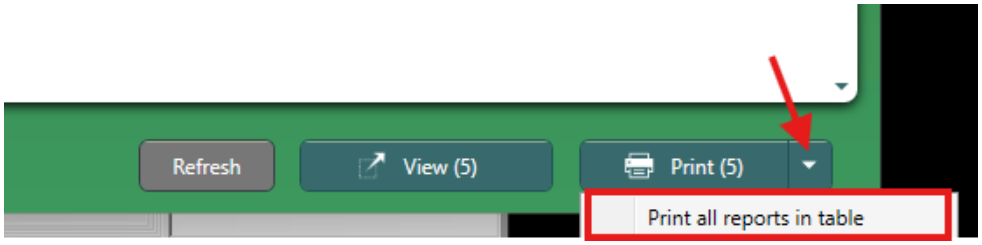


- After applying the filters, select all displayed reports by clicking the first report in the list, then hold the Shift key and click the last report. This will highlight and select all reports within the filtered list.



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- Verify that all required critical reports are highlighted and selected before proceeding. At the bottom of the window, click the down arrow next to the Print button and select Print All Reports in Table.



Important: Use the Print All Reports in Table option only after filtering for Critical Reports.
Printing Limit: Do not print more than 150 reports at a time. If more than 150 reports are required, apply additional filters and print the reports in smaller batches.
Once all Critical Reports have been printed and distributed, additional reports may be printed as needed based on patient care requirements and department-specific downtime procedures.

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Appendix A – Critical BCA Reports by Department

IMPORTANT

During the first 30 minutes of a major downtime, print the Critical Reports listed below for your department.

- Filter to only the report types listed.
- Select Print All Reports in Table.
- Do not print more than 150 reports at a time.
- Print additional reports only after Critical Reports have been distributed.

Department / Location	Critical Reports to Print
All GHMC, CSK & CAL Inpatient Units, L&D, OB, Nursery, NICU, Infusion Centers, Dialysis, Inpatient Surgery Units, Respiratory Therapy	1. Unit Census Report 2. BCA MAR Report 3. Dietary Report (Unit)
GHMC, CSK & CAL Emergency Department	1. ADT Downtime Census Report 2. ASAP Patient Detail Report
GHMC & CSK Pharmacy	1. RX Medication Profile 2. Inpatient MAR Report
GHMC, CSK, CAL & POB Radiology	1. Master Daily Schedule Report (Outpatients) 2. BCA Radiology Depts 3. Radiology Technologist Work List Schedule Orders BCA
GHMC, CSK & POB Cardiology	1. Master Daily Schedule Report (Outpatients) 2. BCA GHMC/CSK Cardiology 3. Cardiology Technologist Work List Schedule Orders BCA
GHMC Cath Lab	1. BCA GHMC Cath Lab Today 2. Cath Lab – BCA GHMC Cath Lab Two Weeks
Ambulatory Practices (POB, CSK, Goshen, MTCO, PAV, CAL Family Health Center, Community Care, Outpatient Rehab Departments (ORP), OPR Behavioral Health, Livingston Manor, Monticello)	1. Clinical Summary 2. Downtime DAR Current Dept
GHMC, CSK & POB Main SDS, PACU & Endoscopy	1. Clinical Summary 2. Critical Report - Anesthesia Report - Today 3. MAR
GHMC & CSK Main OR	1. Two Week Schedule (DAR) 2. Preference Card 3. Case pick list/case report
GHMC & CSK Lab	1. Multi Draw List BCA Report

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