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| Name of Policy: <u>Manual Back Up for Computer</u> Policy Number: 3364-137-FM-02 Department: Rehabilitation Services Approving Officer: Chief Operating Officer - UTMC Responsible Agent: Director, Therapy Services Scope: Rehabilitation Services |  Effective Date: 12/1/2022 Initial Effective Date: 1/1/1990 | | | | |
| <table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table> | | <input type="checkbox"/> New policy proposal | <input type="checkbox"/> Minor/technical revision of existing policy | <input type="checkbox"/> Major revision of existing policy | <input checked="" type="checkbox"/> Reaffirmation of existing policy |
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(A) Policy Statement

Whenever the computer system is down, we will initiate a manual backup system for those functions handled by computer, i.e., charge entry, patient registration, and ordering of patient services.

(B) Purpose of Policy

To ensure continuous flow of information and to provide for a consistent charge and ordering mechanism for patient treatments by Rehabilitation Services.

(C) Procedure

1. Upon notification of a computer breakdown, all acute charge slips will be collected by the appropriate receptionist and held according to date of service until they may once again be entered into the system.
2. All therapy services will have a designated location for paper copies of all necessary forms used to capture data needed to establish and continue a plan of care and patient treatment. All data will be entered with appropriate date of service. Once the system is back on line, all charges being held will be entered, taking care that the date of service is changed if necessary to reflect the actual encounter date.
3. Register all patients encountered during down time and then proceed with his/her charge entry, taking care that date of service is correct.
4. Rehab Services should be notified of all patient orders placed during down time by telephone or on the appropriate request form (P.T., O.T., Speech) and sent to the department. The service will be performed as scheduled. When the system is back on line, Rehabilitation Services shall be responsible for entering the order into the system.

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| Approved by: <div> <div>/s/</div> <div>8/3/23</div> <div>Alison Matson PT, DPT, NCS</div> <div>Date</div> <div>Director, Therapy Services</div> </div> <div> <div>/s/</div> <div>2/11/25</div> <div>Christine Stesney-Ridenour, COO</div> <div>Date</div> </div> | | Review/Revision Date: 8/84 3/98 10/85 9/98 9/87 7/99 10/88 9/2000 7/90 2/2002 11/91 8/2003 8/93 7/2006 8/94 11/1/2016 4/96 12/2019 12/2022 |
| | | Next Review Date: 12/1/2025 |
| Policies Superseded by This Policy: 23-FM-02 | | |

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.