From the Office of Clinical Informatics

Inpatient Admissions from the ED For Blue Hill and CA Dean

October 30, 2019

ED physicians in Blue Hill and CA Dean are responsible for inpatient admissions during off-hours as well as covering inpatients. Inpatient admission orders from the emergency department must be placed on the new inpatient encounter.

Inpatient Admissions from the ED

STEP 1: Place the **Decision to Admit** order in FirstNet.

STEP 2: Communicate to the ED Tech and Nurse that the patient will be admitted. The ED Tech will create a NEW encounter for the inpatient admission.

NOTE: **If a patient is admitted as an observation patient from the ER, they will have the same FIN #.**

STEP 3: Using the Emergency Department FIN, complete the Cross-Encounter Transfer Med Rec. See Cross Encounter Medication Reconciliation Flyer for more details.

- This pulls the orders from the ED encounter onto the inpatient encounter as pending orders.

STEP 4: **Log into PowerChart** and find the new encounter for the patient.

- Find the patient on the **Patient List** or use the **Patient Search** feature.
- Once the chart is open, verify you are on the Inpatient visit by looking at LOC in the patient banner bar.

STEP 5: Begin the admission process by performing the **Admission Reconciliation**.

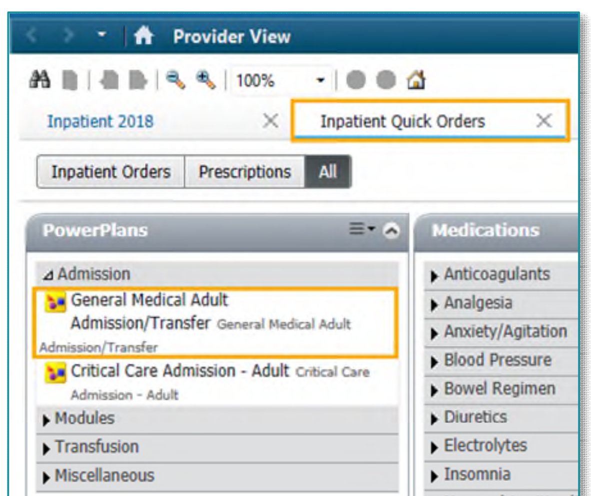
NOTE: **This should be done prior to entering inpatient orders in order to avoid having to reconcile any new medications added during the order entry process.**

STEP 6: Complete your Admission H&P and other Dynamic Documentation from the Inpatient 2018 workflow page; then create and sign your note.

- Utilize the tagging feature to tag sections from ED note as most of the ED note will have this information to include in the Admission H&P, as needed.

STEP 7: Go to the **Inpatient Quick Orders** to place the Admission Orders PowerPlan.

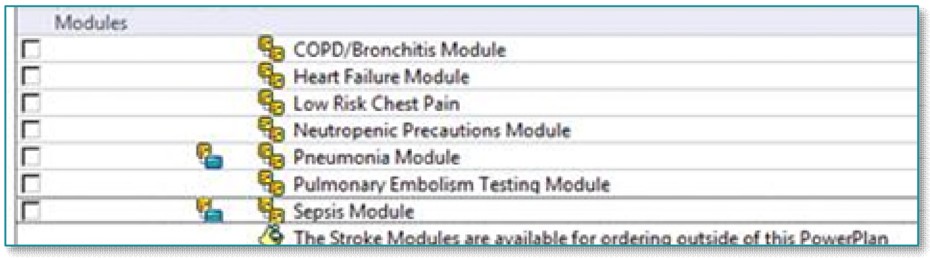
- In the **Admission Order** enter the admission diagnosis.
- When selecting the Patient Type/Physician Certification Statement: For Critical Access Hospitals be sure to select **IP-ELOS 2MN but less than 96hrs – CAH Only** if the patient is being admitted Inpatient.



NOTE: **If a patient is admitted as an observation patient from the ER – they will have the same FIN #. For the Patient Type they will select Observation.**

- Select the appropriate orders and order details for the Admission PowerPlan.
- Review pre-selected orders and make changes as needed.

NOTE: **Use the Modules subsection to order diagnosis specific treatment PowerPlans within the Admission PowerPlan.**



- To add orders to the PowerPlan, click the **Add to Phase** button.
  - All orders added here will be managed with the PowerPlan. For example, they will be discontinued if the PowerPlan is discontinued.
- Use the dropdown arrows, where available, to choose alternative frequently used/pre - built order sentences.
- To make changes to any selected order, right-click and select **Modify**. This will open the scratchpad at the bottom of the screen.
- When the orders are ready, click the **Initiate Now** button in the lower right corner of the screen.

- The VTE Advisor will open; complete the advisor or defer it to the hospitalist, if appropriate.
- Click **Orders for Signature** then click **Sign**.
- The Processing… message appears after PowerPlans have been Initiated. Click the Minutes Ago to refresh the screen.
- Place any additional orders at this time, as needed.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.