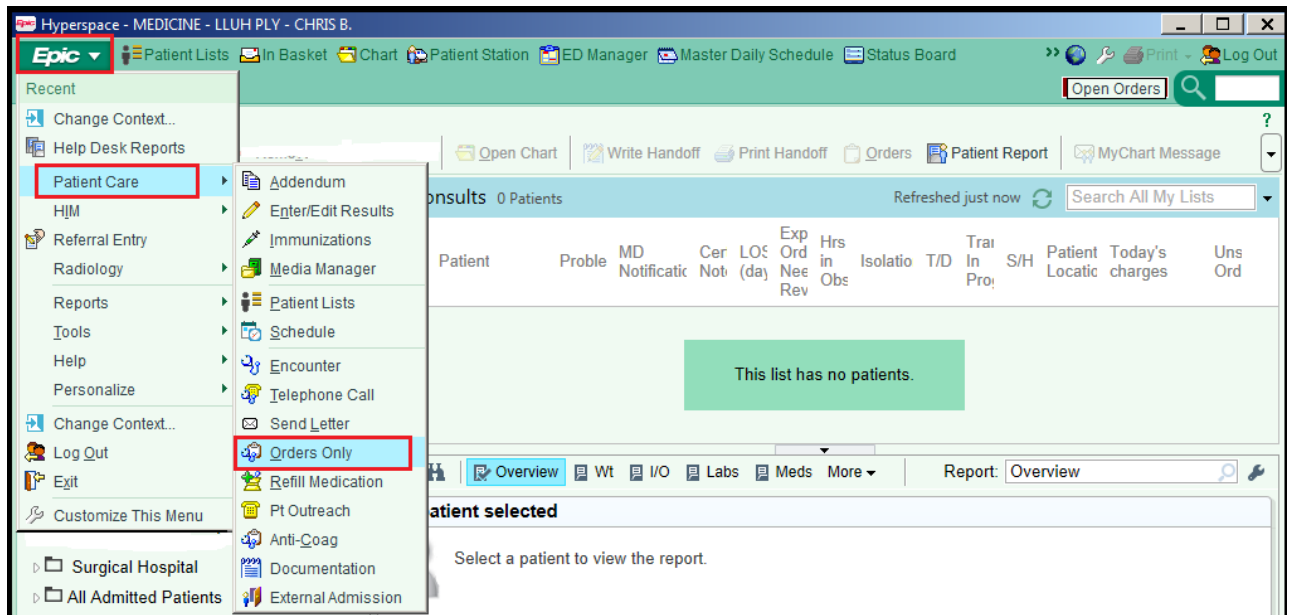


# Direct Admit from Home or from an Outside Facility

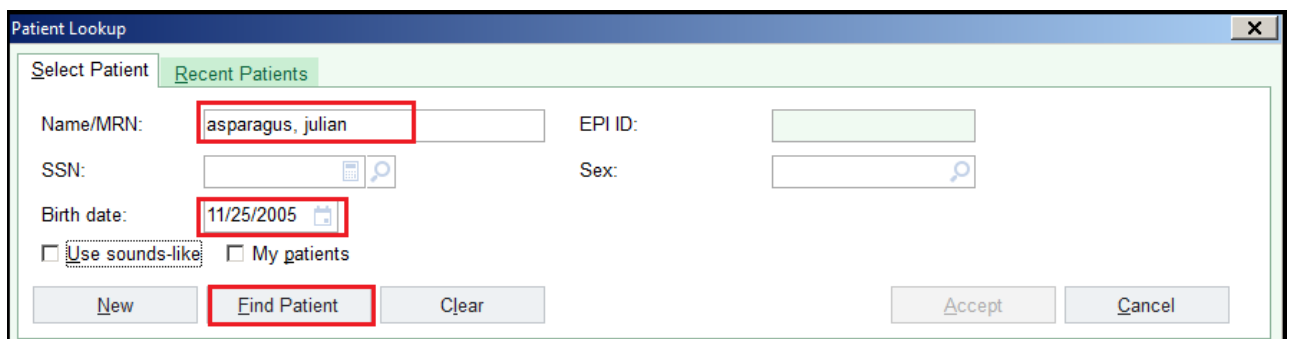
Below are the steps to Admit or Place a patient in Outpatient Observation if they are arriving from home.

## Try It Out

1. Go to the **Epic** button located at the top left corner.
2. Next select the **Patient Care**.
3. Click on **Orders Only**, as



4. The **Patient Lookup** window will appear.
  - a. Enter the patient **Name/MRN**. (include patient birth date if using patient name for search)
  - b. Click on **Find Patient**.



5. Highlight the patient name from the **Patient Select** window.
  - a. Click **Select**.

**Patient Select**

Search Criteria  
Name/MRN: Asparagus, Julian Birth Date: 11/25/2005

Wt	Patient Name	MRN	Birth Date	Sex	Street Address
17.00	ASPARAGUS, JULIA	6137855	02/10/1965	F	
18.00	ASPARAGUS, JULIAN	7127564	11/25/2005	Male	

Results loaded: 2

**Asparagus, Julian - 7127564**

Born 11/25/2005 SSN: xxx-xx-9385  
 11 y.o. Male  
 No address on file  
 No phone numbers on file  
 No e-mail address on file  
 No PCP on file

**Medical Record Numbers**  
 Enterprise Id Number E7356828  
 Service Area Mrn 7127564

Select Go Back

6. The chart will open to the **Orders Only Encounter**.
7. Click on the **Orders for Admission** activity.
  - a. If you do not click on this activity and remain in the **Orders Only Encounter** activity, all the orders will be placed as Ambulatory orders. The Inpatient RNs will not be able to see and carry out Ambulatory orders.
8. Next select the **Order Sets**.
9. Select the **ADULT Patient Placement Orders** or the **PEDS Patient Placement Orders** order set.
  - a. Additionally, you can add care order sets in the **Order Sets and Pathways** search field.
10. Click on the **Open Order Sets**.

Orders for Admission or Surgery - 11/29/2016 visit with Chris Cauliflower, MD for Orders Only

Orders for Admission Orders for Surgery

Order Sets and Pathways

pneumonia + Add Advanced

Suggestions

ADULT Patient Placement Orders  PEDS Patient Placement Orders

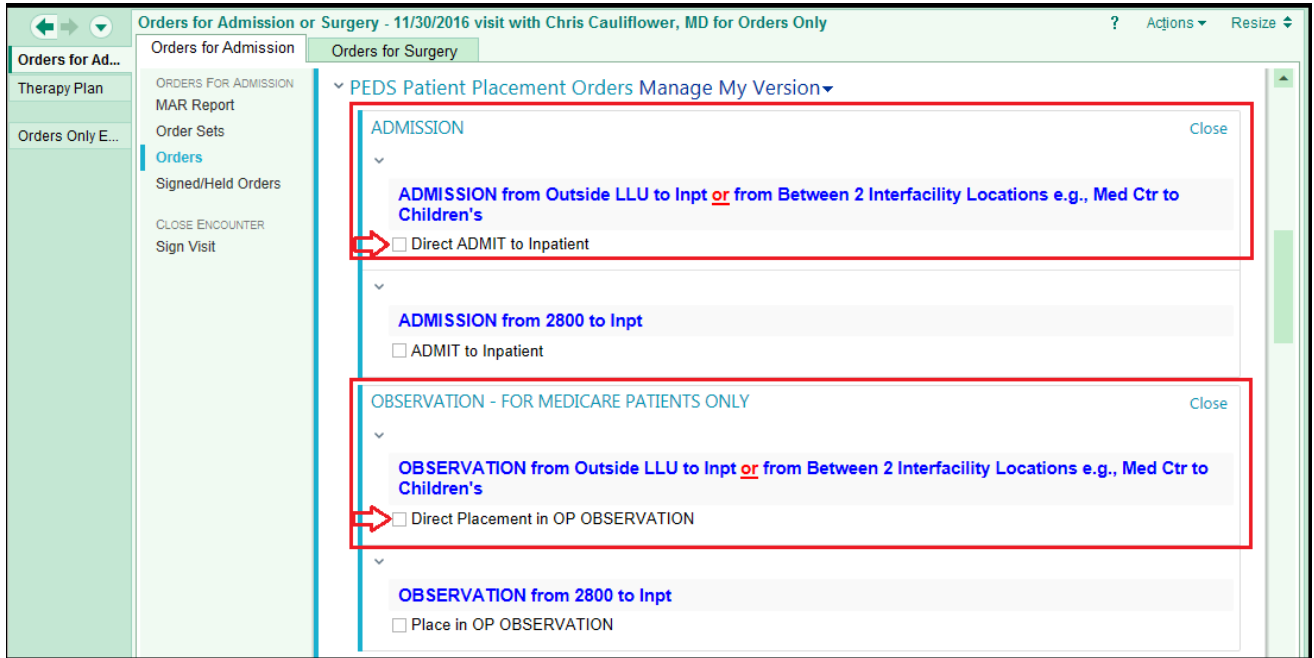
ADULT Patient Placement POST-PROCEDURE Orders  PEDS Patient Placement POST-PROCEDURE Orders

Right click on an Order Set to add to favorites.

Open Order Sets  Clear Selection  Remove Open

Restore Close F9 Previous F7 Next F8

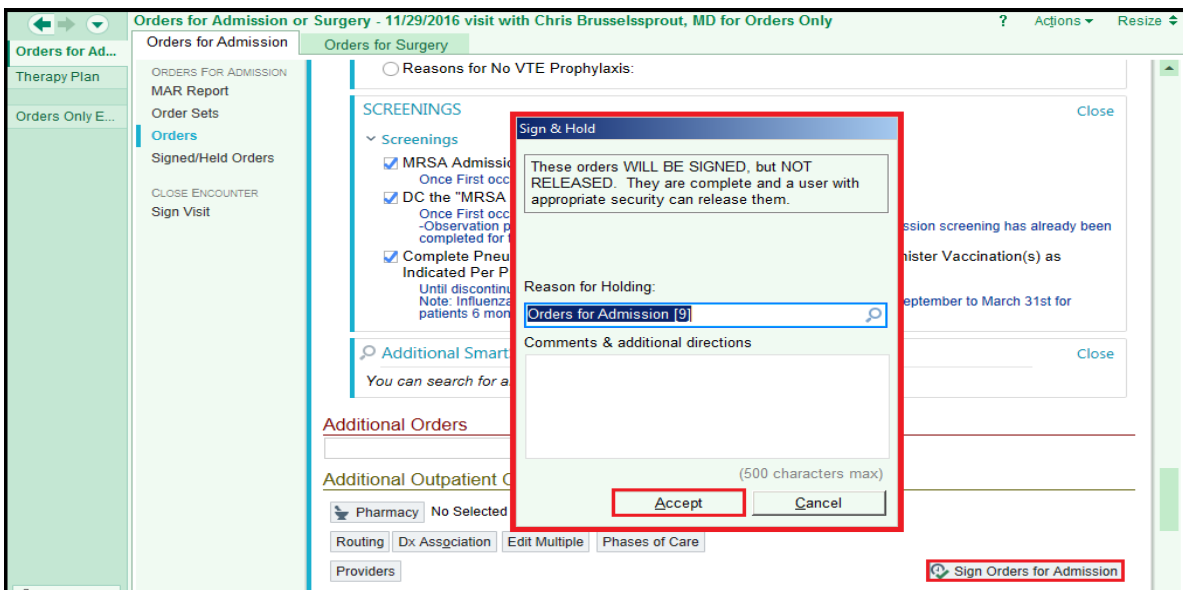
11. Select the **Direct Admit to Inpatient** or **Direct Placement in OP Observation** order as appropriate.



12. Place all pertinent orders and address all required fields.

- a. **Note:** The full Med Rec/Orders process should be completed **after** the patient arrives to the unit.

13. Click **Sign Orders for Admission** and **Accept**. The orders are signed and held and will be released by the RN when the patient arrives to the unit.



14. Click on the **Sign Visit** to close the encounter.

Orders for Admission or Surgery - 11/29/2016 visit with Chris Cauliflower, MD for Orders Only

Orders for Admission | Orders for Surgery

Signed and Held Orders

ID	Description	Signed By	When	Reason
33678561	Attempt Resuscitation / CPR-Continuous	Chris Cauliflower, MD	11/29/16 1042	Orders for Admission
33678562	Full Treatment-Continuous	Chris Cauliflower, MD	11/29/16 1042	Orders for Admission
33678563	Page Provider Upon Patient's Arrival-Once	Chris Cauliflower, MD	11/29/16 1042	Orders for Admission
33678564	MRSA Admission-Once	Chris Cauliflower, MD	11/29/16 1042	Orders for Admission
33678565	DC the "MRSA Admission" Order IF-Once	Chris Cauliflower, MD	11/29/16 1042	Orders for Admission
33678566	Complete Pneumococcal / Influenza Vaccination Screening(s) and Administer Vaccination(s) as Indicated Per Protocol-Until discontinued	Chris Cauliflower, MD	11/29/16 1042	Orders for Admission
33678567	Direct ADMIT to Inpatient-Once	Chris Cauliflower, MD	11/29/16 1042	Orders for Admission
33678568	Low Risk for VTE - No Prophylaxis Needed-Once	Chris Cauliflower, MD	11/29/16 1042	Orders for Admission

Sign Visit

Sign Visit

15. Have the unit Charge RN notify Patient Placement (ex 87700 or (909) 558-7700 that there is a patient that needs to be admitted or placed in OP Observation. \*Your portion is complete.

- **3<sup>rd</sup> Floor Patient** – Inform the **Unit Charge RN or Unit Secretary**.
- **Rehab Patient** – Inform the **Rehab Intake Coordinator**.

## Once patient arrives to the unit...

The unit will notify you that the patient has arrived. **It is essential to complete the Admit/Obs process:**

- ❖ Go to the **Admit or OP Obs** navigator.
  - You **must** complete Steps #1-5 in **Med Rec/Orders**.
    - **Note:** The comprehensive orders should be placed during **Step #4 New Orders**.
- ❖ Complete all other pertinent Admit/Obs related documentation and notes.