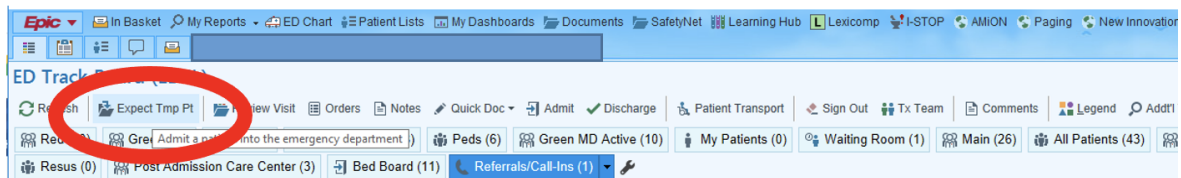


MSH Emergency Department



ENTERING REFERRALS TO THE ED INTO EPIC

1. ED TEAM MEMBER (Attending or Fellow) receives a call from the REFERRING PROVIDER regarding an EXPECTED ED PATIENT.
2. ATTENDING/FELLOW obtains name, DOB, patient sex and the reason for the referral from the REFERRING PROVIDER along with the provider's name, call back number and notification preferences (*on arrival, after evaluation, at disposition or not at all*).
3. Click on the EXPECT TMP PT tab on the EPIC Track Board



4. Enter the patient's name, DOB and sex and click "NEW"

5. This should open the "CALL IN DOCUMENTATION" window. (If it doesn't open automatically, use the COMMUNICATIONS tab in the chart (it might be in rarely used tabs) & click on "CALL IN DOCUMENTATION"). Fill out as clinically relevant:

MSH Emergency Department



- When complete, it should look like this:

Expected
Chicken Little
 Female, 56 y.o., 6/6/1966
 MRN: <TMP11850335>
 Code Status: **Not on file**

COMMUNICATION FLOW SHEETS
Consults
 Request Call-Back
 Transportation R...
 Call- In Documen...
Letters/Forms

VISITOR DOCUMENTATION
Patient Visitor

Call-In Documentation
 New Reading
 ED from 1/25/2023 in Mount Sinai Morningside Emergen...
 1/25/2023
 1958

Call-In Documentation
 Reason for Referral: Sky is falling
 Referring MD Full Name: Elyse Lavine, MD
 Call Back Number: 23-6943
 PCP Notification Preferences: Upon Physician Encounter
 Will Patient Be Admitted?: Yes
 Relevant PMH: Struck by falling cloud
 Referring Site: MSW
 Transfer Center: Yes
 Consult Requested: Yes
 Consultant Name: Trauma service

- Now the referred patient can be found in the TRACKBOARD under “REFERRALS/CALL-INS”

ED Track Board (EDSL)

Refresh Expect Tmp Pt Review Visit Orders Notes Quick Doc Admit Discharge Patient Transport Sign In Tx Team Comments Legend Add'l Tools External

My Patients (0) My + Unassigned (38) Red (0) Red MD Active (0) Green (0) Green MD Active (0) Blue (0) Main (0) Resus (0) Eval (0) Post Admission Care Center (0)

Peds (0) CPEP (0) All Patients (85) Bed Board (40) Planned Admits (0) Waiting for Provider (0) **Referrals/Call-Ins (1)** Needs Vitals Reassessed (49) Waiting Room (10)

Rad Tracking (13) Sepsis Tracking (0) Incomplete Charts (0) EM Surge (0) Physician in Triage (0) Red + Peds (0) Tent A (0) COVID Tracking (0) Eval Surge (0)

Transfer to Another Facility (11)

| ESI | LOS | Roi | Trans | MRN | Patient | DOB | Age | CC | Temp Created | Admitte | Reason for Referral | Referring MD | Call Back | PMH | PCP No | Commer | PV | CM | Tele |
|-----|-----|-----|-------|---------------|--------------------|-------|------|----|---------------|---------|---------------------|------------------|---------------------|-------------------------|--------|--------|----|----|------|
| | | | | <TMP11850335> | Little, Chicken... | 6/... | 5... | | 01/25/23 1958 | | Sky is falling | Elyse Lavine, MD | Upon Physician E... | Struck by falling cloud | | | | | |

- When the patient arrives at the ED, the BA will merge the referral information into the patient’s chart for easy accessibility.