ED Throughput PA Responsibilities

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For every shift, remember to:

1) Write "ED Throughput PA" and your number on the EPIC trackboard.
2) Introduce yourself to the Acute 1 & 2 attending via Epic Secure Chat.
3) Introduce yourself to CM via Epic Secure Chat.
4) Assist CM with ED Transfers RedCap Survey
5) Escalate transfer issues to MSH Bed Surge thread on Teams.
6) Escalate MSH issues to AOC (mountsinaiem.qgenda.com).

Transfers

- Are there Acute 1/2 patients willing to be transferred? → Yes → Contact transfer center with contact information of provider responsible for sign out → Print consent form and obtain patient signature → Is patient admitted?
  - No → Give consent form to ED provider responsible for sign out to complete → Receive sign out from ED provider re: any cross-cover tasks required for patient → Ensure BA has received completed consent form for scanning → Escalate any transfer delays to MSH Bed Surge Teams and AOC → Document completed transfer in RedCapSurvey
  - Yes → Contact Admitting attending via EPIC Secure Chat or phone to obtain consent for patient transfer → Does Admitting Attending consent for patient transfer?
    - Yes → Sign consent form, call transfer center with contact info of provider responsible for sign out; obtain name of accepting attending to confirm sign out, and complete transfer bundle in EPIC
    - No → Document reason for refusal in Transfers RedCap Survey

Rounding on ED Boarding Patients

- No → Round on boarding medicine (ADS, color teams, tele, floor, FM) patients in ED for transfer eligibility → Will the boarding patient or HCP consent for transfer ?
  - Yes → (up to Contact Admitting attending)
  - No → Document reason for refusal in Transfers RedCap Survey

ADS Medicine Admissions

- Yes → Are there any ED patients (newly admitted or pending admission)?
  - No → Assist ADS Medicine Service with 1-2 admissions

Legend:
- ED Transfers
- Inpatient Transfers
- All Transfers
- Case Management Assistance