

# **Admission Process**

Lea Monday MD, PharmD Chief Resident: Quality + Safety

# **Admission Flow**

- Admission Pager Paged by ED
  - Carried by senior resident
    - DRH: 0997 / Harper: 0092 / Karmanos: 93307
- Senior resident takes the sign out from ED
  - Determines if level of care is appropriate
- Consider writing 3 basic orders right away
  - "Admit to inpatient", Covering MD, Clinical alarms (such as telemetry or isolation), possibly diet
  - Or you can wait and enter everything after seeing patient
- See the patient
  - Can see together with senior or separate
- Return and complete orders (with senior)



# Admission Check List

- "Admit to inpatient" order
- Covering MD
- Diet
- DVT prophylaxis
- Labs / cultures
- Imaging
- EKG
- Home Meds
- Hospital Meds
- Fluids
- AM Labs
- AM Images
- Consults

Using the admission "orderset" (next slide) will include options for you to order all the things in this box in one place.

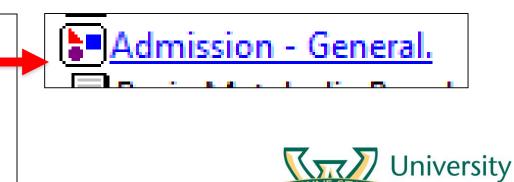


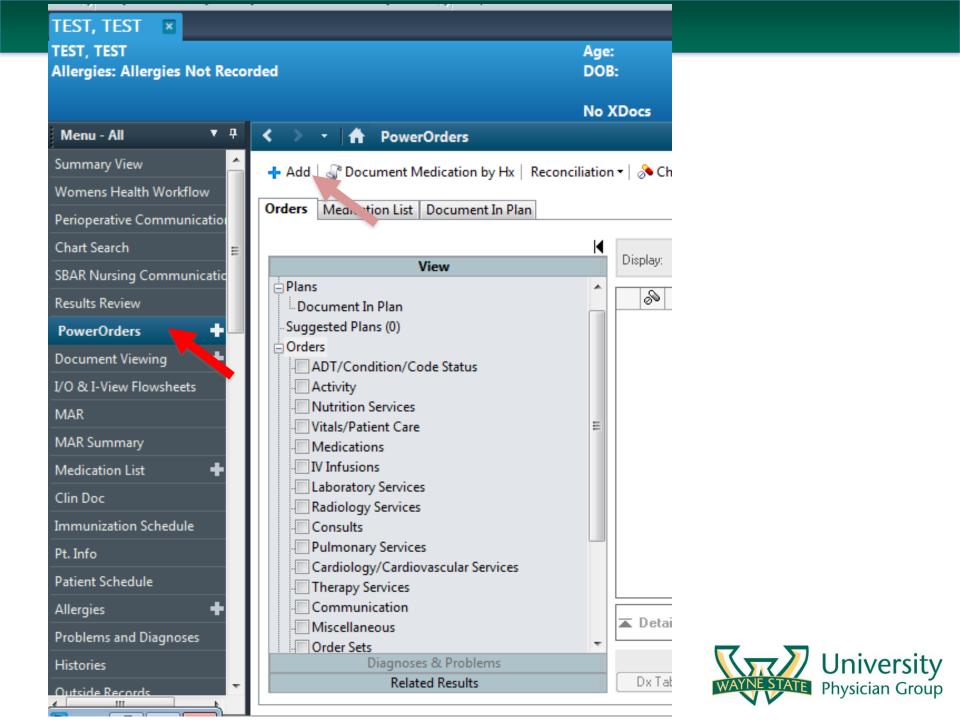


## **Admission Order Set**

- "Admission General" is our admission order set
- Order sets decrease errors!
  - Includes many parameters needed for a safe admission
  - Code status
  - Clinical alarms (telemetry, I/O's, neurochecks)
  - Covering MD
  - Labs, EKGs, and imaging can be ordered here

When you see this little symbol next to something in the EMR it indicates a nested care set, these are generally safer and better to use. You can always pick what you want to click out of all the options





Ilergies: Allergies Not Recorded	DOB:		iding: s:OUTPT-0.00 D	Days
	No XDocs			
Diagnoses & Problems	Search: admiss	ion gen 🔍 🔍	Advanced Option	ns 👻 Type: 👘 Inpatie
Diagnosis (Problem) being Addressed this Visit     Add	Per B Gen My Gen CAI Neu Cor Doh GI E Gast	nission - General Neuro nission - General eral Medical Admission eral Rehab Admission prology General Admissi nthalmology General Ad betic Ketoacidosis (Gen trointestinal Bleed Adm to Search	logy. on Order Set. Imission/Consult. Med) Admission.	arch within: All Magnesium-Laboratory Routine, Nurse Collect, 1, Collect 1 Green Gel tube Oxygen Therapy. Routine, CONTINUOUS, 1 Oxygen Therapy. Routine, CONTINUOUS, 1
<ul> <li>Prot</li> <li>These orders below will not be in your profile. These are all of my saved favorites. Yours will not look</li> </ul>	Sickle Cell Stool TLS Labs Admission Basic Metal Blood Cu ture Blood Gas Ana CBC w / Diff Constant Obse Routine, One f	bolic Panel. Ilysis with Co-Ox by RT f. erver to One Observation, psy	/chosis. sitter	Phosphorus Routine, Nurse Collect, 1, Collect 1 Green Gel tube Repeat Blood Count w Duplicate Routine, Collect One lavend Repeat Electrolytes Pro
like this when first starting. We will discuss how to save to favorites at the end.	Covering Phys Covering Phys Routine, DR. N Covering Phys Routine, 1997 EKG-Reque Now, Ta Note: Fo	/IONDAY (MICU Resider iician until 1pm today (1/7/19	day (7219) nt), 7219 )) nel to Perform	Tube type and volu Repeat Multiphasic Pro Reticulocyte (Retic) Coun Sodium Chlori de 0.9% Routine, 1,000 mL, Titrate O2 to Maintain Ox
۲ الا الا الا الا الا الا الا الا الا ال		eeding One Time Only		

#### P Careset - Admission - General.

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	Component Order Details						
	Admit						
	Resuscitation Status Orders.	This is the actual "admission" order within the admission					
	Admit Inpatient Orders.	ordeset. When you click on this a box will populate and					
	Covering Physician	you can fill in the attending, the diagnosis, the condition,					
	Diet	the floor type (medical ward/floor)					
	Nothing By Mouth (NPO)						
	Vitals						
	Pulse Oximetry (Spot Check).	T;N, One Time Only					
	Pulse Oximetry.	T;N, CONTINUOUS					
	Vital Signs.	T;N, Q8					
	Vital Signs.	T;N					
	Vital Signs per Protocol						
	Nursing						
	Absolute Bedrest (Bedrest)	T;N, Continuous					
	Ambulate w/ Assist	T;N					
	Telemetry Class I (72 hrs)	Routine, T;N					
	Telemetry Class II (48 hrs)	Routine, T;N					
	Telemetry Class III (24 hrs)	Routine, T;N					
	Fall Precautions	T;N, One Time Only					
	Intake and Output.	T;N					
	Neurological Checks. (Neuro Checks.)	T;N, Q8					
	Oxygen Therapy.	T;N, CONTINUOUS, Nasal Cannula, Adult, Treat-Prevent Hypoxemia, T	litrate to Maintai				
•	III						

No Results	This is a nested care set.	
	Order details 🕂 🖶 🔚 III.	Detail values
		*



- So pretend at this point you and your senior just entered the "admit to inpatient" order and the covering MD order.
- Now you go to the ED to see your patient
- Then you can come back and work on the rest of your orders in the "admission – general" orderset.

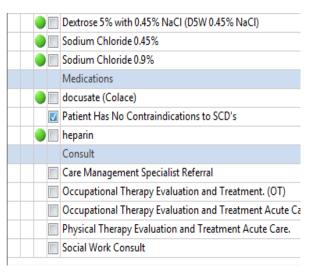


### Components of "Admission General" careset

	Resuscitation Status Orders.
1	Admit Inpatient Orders.
1	Covering Physician
	Diet
	Nothing By Mouth (NPO)
	Vitals
	Pulse Oximetry (Spot Check).
	Pulse Oximetry.
	Vital Signs.
	Vital Signs.
	Vital Signs per Protocol
	Nursing
	Absolute Bedrest (Bedrest)
	Ambulate w/ Assist
	Telemetry Class I (72 hrs)
	Telemetry Class II (48 hrs)
	Telemetry Class III (24 hrs)
	Fall Precautions
	Intake and Output.
	Neurological Checks. (Neuro Check
	Oxygen Therapy.
	Oxygen Therapy.
	Sequential Compression Device.
	Smoking Cessation Information
	Up Ad Lib (Activity as Tolerated)
	Up with Help
	Weight.

Labs	
Chemistry	
ALT - Alanine Transaminase (GPT)	
Amylase-Laboratory	
Bilirubin-Direct/Conjugated	
Bilirubin-Total	
Basic Metabolic Panel.	
Lipase-Laboratory	
Magnesium-Laboratory	
Phosphorus	
Hematology	
Complete Blood Count	
Complete Blood Count with Differentia	al
URINALYSIS	
Urinalysis with Microscopic Exam	
MICROBIOLOGY	
Resp Cult/Bronc W/Stain (Sputum Cult	ture with Gram Stain)
Blood Culture	<b>-</b>
Urine Culture W Susceptibility	These are
Radiology	admission
Ancillary	and select
ECG-Request for	
ECG-Request for	whatever b
IV Fluids	in any requ
Peripheral IV Insertion.	not miss ar
Saline Lock	

- Saline Lock
- Dextrose 5% in Water (D5W)
- Dextrose 5% with 0.45% NaCI (D5W 0.45% NaCI)
- Sodium Chloride 0.45%



These are all the orders included in the admission orderset. You can keep scrolling and select anything you need. Click whatever boxes you want on the left and fill n any required parameters. This helps you not miss anything.



# **Admission Check List**

### "Admit to inpatient" order

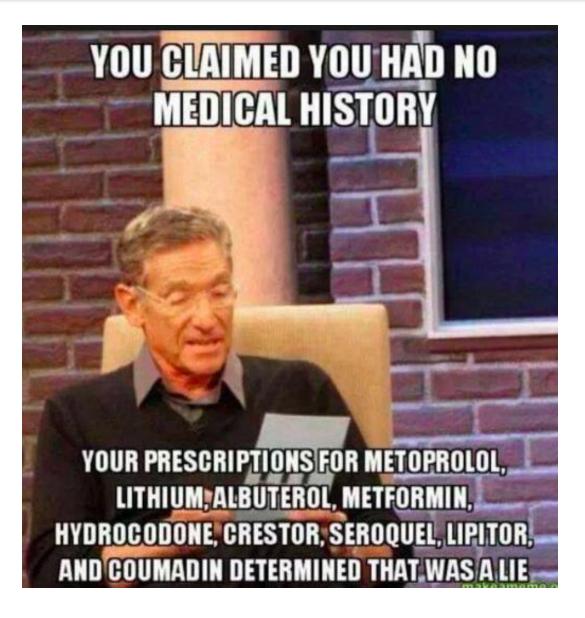
- Covering MD
- Diet
- DVT ppx
- Labs / cultures
- Imaging
- EKG
- Home Meds
- Hospital Meds
- Fluids
- AM Labs
- AM Images
- Consults

Everything crossed off would be done if you entered it via the Admission – General orderset. Of course you can still order these things individually in powerorders as well. For example type "EKG" or "CBC" and these things will come up.



### Great, now it's time for Med Rec!







•the process of creating the most accurate list possible of all medications a patient is taking (drug name, dosage, frequency, and route) — and comparing that list against the physician's admission, transfer, and/or discharge orders, with the goal of providing correct medications to the patient at all transition points within the hospital

Sources of Med Rec

#### •The Patient or their family:

- Only as accurate as what they remember unless they brought bottles
- "Its in the computer"  $\rightarrow$  Probably not accurate (see below)

### The Meds from last DC in EMR

- Only accurate if the patient has been to no other hospital, no PCP, and no other appts since their last DC
- Otherwise, changes have likely been made since they were last here

### •The Pharmacy

- Extra benefit of checking when Rx last filled
- •The PCP
  - Only as accurate as the PCP office has documented



# Medication Reconcilation

- Situations when accuracy is extremely important
  - HIV cocktails
    - (missed components can create viral resistance)
  - Transplant medications
    - (Organ rejection)
  - Anticoagulants
    - (warfarin)
  - Levothyroxine



Medication Reconciliation: (A+) ③

•The patient wasn't sure when I was reading off the names of his meds in Citrix, so I called his pharmacy and got the names and last fills dates. His CVS was closed so I called a 24H CVS and had them access his medication profile. It looks like the lasix had a 30 day supply dispensed 45 days ago so he may have missed a few. I updated the EMR to reflect what he was supposed to be taking.

Medication Reconciliation: (D) 🙁

•The patient wasn't sure when I was reading off the names of his meds in Citrix. I copied whatever orders he got on his last discharge.

#### **Takeaway point:**

Med rec is tedious, and difficult to do well when you are busy. Treat the patient like you family and try your best. Reach out to medical students or senior for help calling pharmacies, etc.



TEST, TEST 🛛 🗶				
TEST, TEST		Age: DOB:	Sex:	Weight:
Allergies: Allergies Not Reco	Allergies: Allergies Not Recorded		Attending: Status:OUTPT-0.00 Days	
		No XDocs		
Menu - All 🔹 🔻 🕂	< 👻 🕆 🔥 PowerOrders			
Summary View 🔶	+ Add 3 Document Medication by Hx Reconci	iliation 🗸   🔊 Check Interactions   🗐 Extern	al Rx History - 🛛 Rx Plans (0): Error -	
Womens Health Workflow				
Perioperative Communication	Orders Medication List Document In Plan			
Chart Search 🗧		Display: All Active Orders	<b>→</b>	
SBAR Nursing Communicatic	- View	biopidy.		
Results Review	Document In Plan	Before doing th	e reconciliation v	ve have
PowerOrders 🕂	- Suggested Plans (0)	to document the	e medication hist	orv first
Document Viewing 🛛 🕂	Orders ADT/Condition/Code Status			5
I/O & I-View Flowsheets	Activity	Utherwise an e	rror box will pop	up.
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Medication List 🛛 🕂	IV Infusions	the list of patier	nt's meds as of th	ie last
Clin Doc	Laboratory Services     Radiology Services	DMC discharge	e. You can edit the	e list or
Immunization Schedule	- Consults			
Pt. Info	Pulmonary Services		be them in yourse	
Patient Schedule	Cardiology/Cardiovascular Services	do a mix of bot	า	
Allergies 🕂	Communication			
Problems and Diagnoses	- Miscellaneous - Order Sets	▲ Details		
Histories	Diagnoses & Problems			
-	Related Results	Dx Table Orders For Cosignatu	re	



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Summary View 🔶	🕂 Add   🍶 Document Medication by Hx   Reconcili	ation 🔻   🔈 Check Interactions   🛄 External Rx History 👻   Rx Plans (0): Error 🕶
Womens Health Workflow		
Perioperative Communication	Orders Medication List Document In Plan	
Chart Search 😑		
SBAR Nursing Communicatio	View	No Order History Performed
Results Review	Document In Plan	
PowerOrders 🕂 🗕	Suggested Plans (0)	The order reconciliation process cannot take place until the selected
Document Viewing 🛛 🕂	Orders ADT/Condition/Code Status	encounter has had an order history performed.
I/O & I-View Flowsheets	Activity	
MAR	Nutrition Services	ОК
MAR Summary	Vitals/Patient Care	
	Medications	
Medication List 🗕 🕂	Laboratory Services	IF you try to do reconciliation before
Clin Doc	Radiology Services	
Immunization Schedule	Consults	documenting the med history, this error
Pt. Info	Pulmonary Services	message will pop up.
Patient Schedule	Cardiology/Cardiovascular Services	message will pop up.
	Therapy Services	
Allergies 🕂	Communication	▲ Details
Problems and Diagnoses	Miscellaneous	
Histories	Diagnoses & Problems	
	Related Results	Dx Table Orders For Cosignature
Outside Records ▲ III ►		

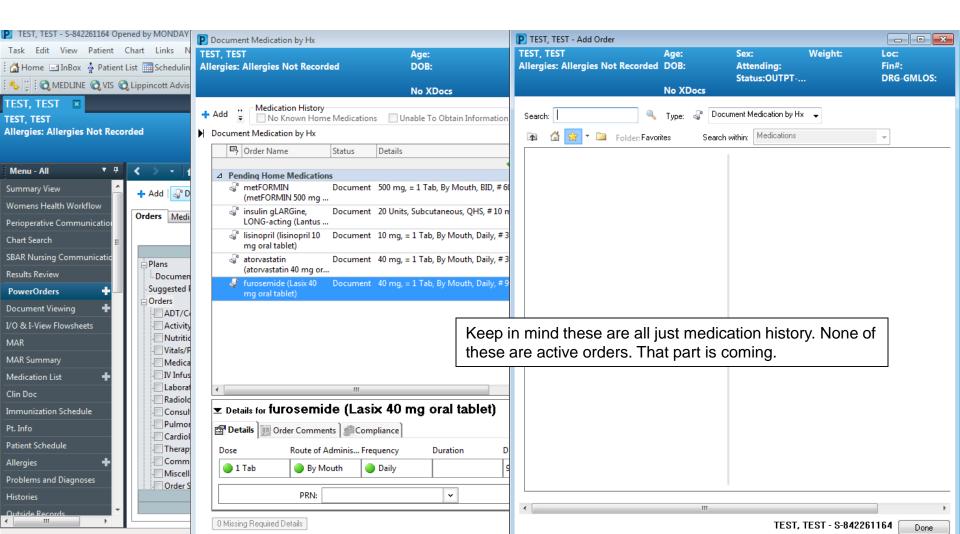


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🚮 Home 🖃 InBox   🛓 Patient List	Schedulin	Allergies: Allergies	Not Recorded	DOB:		Attending:		••	Fin#:	
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Allergies: Allergies Not Recorde	d	Document Medica	tion by Hx							
		Crder Na	me Status	Details			Last Dose Da	te/Time Infor	mation Source Compli	an Cor
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Perioperative Communication				nt 10 mg, = 1 Tab,	By Mouth, BID, # 30	Tab, 0 Refill(s)				
Chart Search		mg oral t	ablet)							
SBAR Nursing Communicatic	Plans	atorvasta (atorvasta	tin Docume atin 40 mg or	nt 40 mg, = 1 Tab,	By Mouth, Daily, #3	0 Tab, 0 Refill(s)				
Results Review	Documen Suggested F		2	nt 40 mg, = 1 Tab,	By Mouth, Daily, #9	0 Tab, 0 Refill(s)				
PowerOrders	Orders	mg oral t	ablet)							
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I/O & I-View Flowsheets	Activity				•	ted by what wa	•			
MAR	Vitals/P				0	e or entered by				
MAR Summary	- Medica					tdated medicat			· • •	
Medication List 🕂	· IV Infus · Laborat					quency, etc) or			dd additional	
Clin Doc	Radiolo	•				ich are not yet	listed (n	ext slide)		1
Immunization Schedule	Consul	▼ Details for II	sinopril (lisino	pril 10 mg (	or <del>ar tablet)</del>					
Pt. Info	- Pulmor - Cardiol	😭 Details 📗 C	order Comments ) 👘 Co	ompliance						
Patient Schedule	Therap	Dose	Route of Adminis	requency	Duration D	ispense Refill				
Allergies 🕂	- Comm	🔵 1 Tab	By Mouth	BID	3	0 Tab		<b>+ 1</b> III.		
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Outside Records								ſ		
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		After selecting a drug to	add you will click it and	then this

After selecting a drug to add you will click it and then this screen will be white again which is confusing at first. Don't worry, it will be added to the window behind this window which is visible if you reside this one (see next slide)





TEST, TEST - S-842261164 Opened by MONDAY	P Document Medication by Hx
Task Edit View Patient Chart Links N	TEST, TEST Age: Sex: Weight: Loc:
🗄 🚰 Home 🖃 InBox   🛓 Patient List 🏢 Schedulin	Allergies: Aller ies Not Recorded DOB: Attending: Fin#:
🗄 🍫 🚆 🕄 MEDLINE 🔇 VIS 🔇 Lippincott Advis	Status:OUTPT-0.00 Days DRG-GMLOS: No XDocs
TEST, TEST 🛛	Medication History
TEST, TEST	+ Add 🚊 🔄 No Known Home Medications 🔄 Unable To Obtain Information 🔄 Use Last Compliance 🛛 🗸 Meds History 🚯 Admission 🚯 Discharge
Allergies: Allergies Not Recorded	Document Medication by Hx
	🖳 🖳 Order Name Status Details Last Dose Date/Time Information Source Complian Cor
Menu - All 🛛 🔻 🕂 🖌 🗸 🔪 🚽	✓ No prescriptions or home medications are available for this patient.
summary View 🔶 🕂 Add 🖓 D	⊿ Pending Home Medications
Womens Health Workflow	(metFORMIN 500 mg
Perioperative Communication Orders Medi	insulin gLARGine, Document 20 Units, Subcutaneous, QHS, #10 mL, 0 Refill(s) LONG-acting (Lantus
Chart Search 🗧	Iisinopril (lisinopril 10 Document 10 mg, = 1 Tab, By Mouth, BID, # 30 Tab, 0 Refill(s) mg oral tablet)
SBAR Nursing Communicatic	atorvastatin Document 40 mg, = 1 Tab, By Mouth, Daily, # 30 Tab, 0 Refill(s)
Results Review	(atorvastatin 40 mg or
PowerOrders + Suggested	furosemide (Lasix 40 Document 40 mg, = 1 Tab, By Mouth, Daily, # 90 Tab, 0 Refill(s) mg oral tablet)
Document Viewing	If the patient takes no medication you can click "no known
I/O & I-View Flowsheets	Home medications"
MAR · Vitals/P	
MAR Summary Medica	if they have no idea what they take and you are unable to
Medication List +	
Clin Doc	
Immunization Schedule	≖ Details for lisinopril (lisinopril 10 mg oral tablet)
Pt. Info	Details 📴 Order Comments Compliance
Patient Schedule	Dose Route of Adminis Frequency Duration Dispense Refill
Allergies 🕂	● 1 Tab ● By Mouth ■ BD 30 Tab ● 0 ● 1 Tab ● By Mouth ■ BD
Problems and Diagnoses	
Histories	PRN:
Outside Records	O Missing Required Details     Cancel



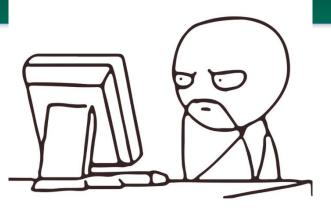
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Histo	I've entered all their ho	-	d: All Active Orders ble 0 Orders For Cosignal	ture	

Now that you've entered all their home meds, you can click on "reconciliation" tab for "admission" and decide what you will keep and what you will hold.



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TEST, TEST 🛛		🕂 Add 🛛 💭 Manage Plans				Reconciliat		🖺 Recen
TEST, TEST	1 - 4						History  Admission 🔒 Discharg	e
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Womens Health Workflow	Orders Medi	40 mg, 1 Tab, By Mouth, Daily, 9 3 Sinsulin gLARGine, LONG-acting						
Perioperative Communication	orders wedi	units/mL subcutaneous solutio		0	0			
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Medication List 🗕 🕂	IV Infus	You car	n continue (ar	eer	n ari	row) or stop (red		
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Immunization Schedule	Consul	square						
Pt. Info	- Pulmor							
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Allergies 🕂	Comm Miscell							
Problems and Diagnoses	Order S							
Histories		▲ Details						
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- What is the point of this history and med-rec, can't I just type in all the medications I want my patient to take directly into power orders?
  - Yes you can but....
  - For quality and safety purposes, all patients need to have a med/rec documented
  - It is annoying coming in, but makes writing discharge prescriptions much easier
  - It is the right thing to do



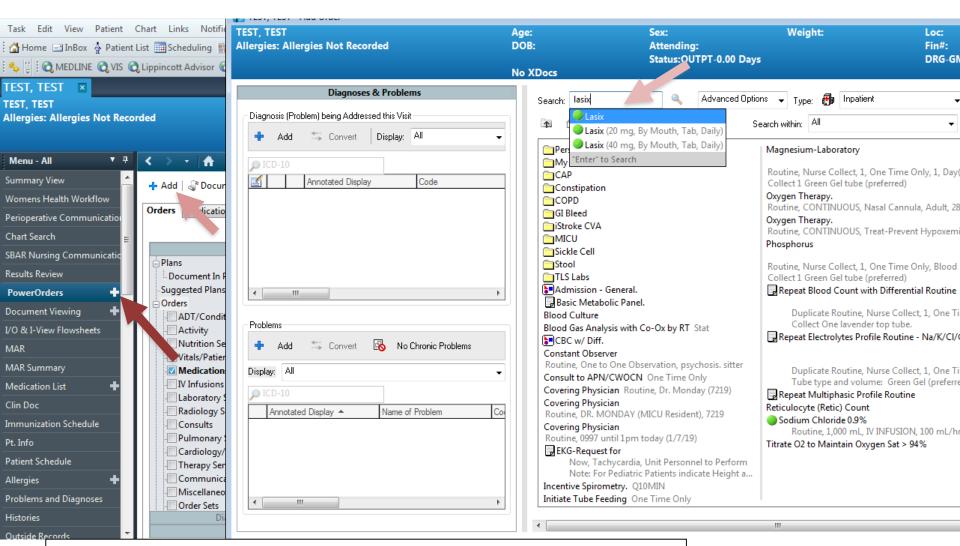
## **Admission Check List**

- Admission OrderSet
- Covering MD
- Diet
- DVT ppx
- Labs / cultures
- Imaging
- EKG
- Home Meds
- Hospital Meds
- Fluids
- AM Labs
- AM Images
- Consults



Great, now it's time to add any medications you want to start in the hospital





Go to power orders and add any medications you want to start in the hospital. You can also order anything else here> more labs, new diet, restraints, etc.

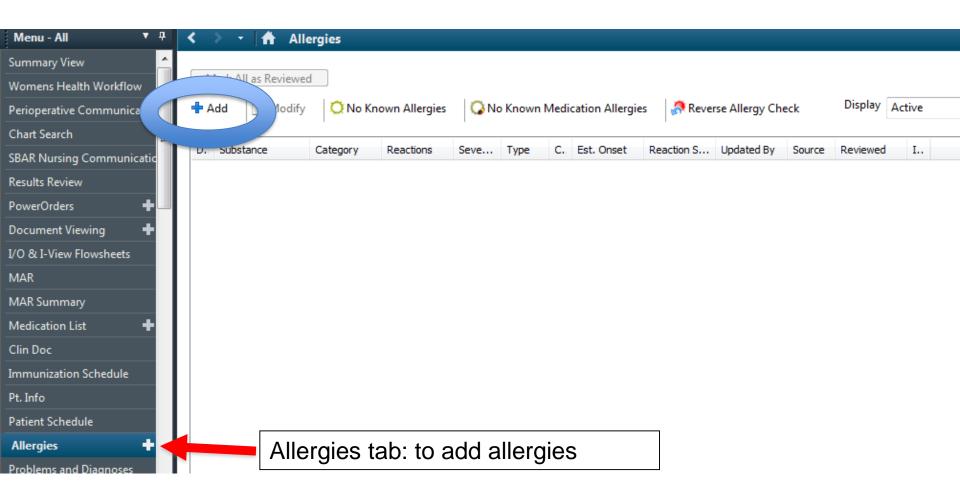


### Medication frequency and priority

#### • Frequency

- Daily = 0900
- Q24 = 0900
- Q24H = every day at the time you are writing the order
- BID = 0900 and 2100
- Q12 = 0800 and 1800
- Q12H = every 12 hours starting at the time you are writing the order
- You don't have to memorize these, when you enter any medication you will be able to see when the start time is and can adjust if needed.
- Priority
  - Routine: will be given at the next scheduled default time
  - Now: will give a dose now, then next dose at the next scheduled default time
  - Stat: will give a dose now, then next dose at the next scheduled default time
- Lasix 40mg PO daily routine (written by resident 7/1 @10:22) = first dose 9am 7/2
- Lasix 40mg PO Q24 routine (written by resident 7/1 @10:22) = first dose 9am 7/2
- Lasix 40mg PO Q24H routine (written by resident 7/1 @10:22) = first dose 10:22 am 7/2
- Lasix 40mg PO daily <u>NOW</u> (written by resident 7/1 @10:22) = first NOW then next dose 0900 am 7/2
- Lasix 40mg PO one time only routine = one dose at the time of the order being written

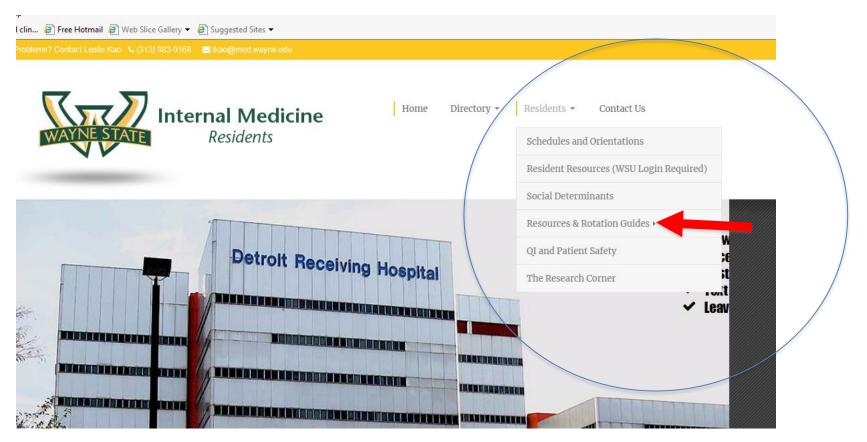






#### See <u>www.wsumed.com</u>

#### Helpful hints for how to save orders to favorites in citrix







Home Directory - Residents - Contact Us

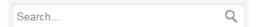
#### Resources & Rotation Guides

Resources for Medical Floor Rotations (DRH/HUH/KCI/VA)

Morning Report Expectations/Examples The rules and expectations for morning report including recommendations from Dr. Levine, along with 3 example presentations for reference.

Helpful Hints. EMR tips, supportive care templates, and more.

VA Operational Resources. Information specific to the VA including Phone/pager directory, VA pearls survival guide, hyperlink to access Citrex while at the VA, Interfacility transfer steps, and other resources which were previously taped to the wall in the A3 work room.



#### **Applicant Portal**

**Schedules** 





