


Hospital for Special Care

Sending a Patient Out Emergently Job Aid

- **On the patient**
 - Patient bracelet
 - If DNR they need the orange bracelet with DNR (in med room on a cabinet door labeled orange bracelets)
- **Who do you call?**
 - Operator (dial zero) to let security know we are sending someone out from _____ unit
 - Supervisor- if not already with you
 - 911- have the patient's chart up to answer dispatcher questions, and now a basic statement of why they are going out
- **Paperwork Needed**
 - 1) **Patient face sheet- This is in the patient's yellow chart/folder- make a copy**
 - 2) **Patient Medication Forms**
 -  - Choose this Print report icon
 - Choose MM Reports
 - -Choose MM Patient Pharmacy Profile for W10
 - -Hit preview to make sure it populates
 - -Print
 - -Each Page has to be signed by the house officer at the bottom

-

○ 3) **W-10**



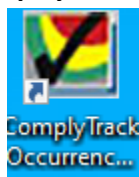
Enter

- Document Choose this Enter Document Icon
- Choose “W10 Inter Agency Patient Report”
- -Reason is Transfer/Emergency
- -The admit date/general info section only needs the referral information that has a blue star- The rest of this info is on the face sheet
- Click through each section and put as much information as possible, H+P needs to be short and to the point on what is going on
 - Any section bolded has information pulled from the chart, you only need to click “all” or click the important order/labs etc. to send over
 - This is signed on the last page physically by the House Officer
- **4) Print or copy any other pertinent documents**
 - Diagnostic tests (EKG, ABG, Ultrasound, X-Ray)
 - MD note, RT note, Nursing notes.
- **5) House Officer Note if they are done before EMS arrives**
 - Double click on their note, and click print

- **Ensure House Officer**
 - -Calls THOCC or other ED and gives report
 - -Calls patient's family
- **BEFORE EMS LEAVES**
 - Make a copy of EVERYTHING before putting in an envelope and sending with EMS. This copy can go in patient's chart. If they are admitted, we are frequently asked to fax paperwork again.

AFTER PATIENT LEAVES

- **DAR note**- Medical Emergency- make sure you document which family was notified and Which House Officer notified
- Comply Track



- Choose This Icon on Main Computer Page
- -Click open forms on the left
- -Choose Patient Medical Emergency or Transfer
- Follow prompts on page

Tips- DO NOT

- Send patient with any pumps/equipment that belongs to HSC, they should switch over to EMS equipment
- Document Comply Track case number in EMR