TIP SHEET: Directly Pre-Admitting a patient to the Hospital

Direct Admit

Direct Admit allows you to make a bed reservation and write admitting orders from your EpicCare Ambulatory Clinic / Department.

Admitting a patient:

1. Call Admitting / Registration to convey patient information; specifying preferred admission area and patient class.
2. Inform the patient that when arriving to the hospital they should go to Admitting and Registration.

Placing orders for the patient being admitted to the hospital

Directing a patient’s care through Epic provides you the ability to better coordinate patient care with hospitalists, specialists, hospital staff, and you when admitting a patient to the hospital. Orders can be placed after Admitting / Registration contacts you regarding the patient admittance record is created.

1. From the Epic Main Toolbar, click Pt Station.
2. Enter the patient’s information and then click Find Patient.
3. Select the Pre-Admission encounter that was created by the Admitting and Registration team.
4. To add Inpatient Orders, click Manage Order.
5. Click **Order Sets**.
6. Type **Admit** in the Place New Orders or Order Sets field and then click **New**.
7. Choose an appropriate order set and then click **Accept**.
8. Click **Open Order Set** and then fill out the appropriate values.
9. If necessary, add additional orders by clicking **Manage Orders**.
10. After completing the order set and additional orders, if appropriate, click **Sign & Hold**.
11. Enter an appropriate reason for why the orders are being held and then click **Accept**.
12. If additional documentation is needed for the hospital admission, click **Notes** from the Activity Menu.
13. Click **New Note** and then choose an appropriate note type.
14. Document your note and then click **Sign**.
15. Click **X** next to your patient’s name to exit your patient’s workspace. This will complete the pre-admit encounter.
16. The pre-admit encounter is now visible in Chart Review.
17. Pre-admit orders will be carried out after admission.