**ADULT EMERGENCY DEPARTMENT ADMISSION AND HOLDING ORDERS PROCEDURE**

**ED patient requires admission to DOM**

- ED Requestor pages on-call rep from Admitting service

**DOM service returns page in 15 minutes?**

- **YES**
  - Discuss Admission
  - Confirm Service
  - Confirm Attending (DOM)
  - Name/Pager Primary Contact
  - Need for Telemetry
  - Bed Location

- ED completes RFA in EPIC for the patient

- If disagreement on any information, Attending-to-Attending conversation required to determine appropriate treatment plan

- DOM Admitting team see patient within 60 minutes of RFA entry?

  - **YES**
    - ED physician enters holding orders (need to validate Required data on Holding Orders)
    - ED RN calls Receiving Unit RN for Report
    - Patient transported to receiving unit
    - ED RN pages DOM admitting team that patient enroute
  
  - **NO**

- ED completes RFA in EPIC for the patient

- **Holding Orders** will include:
  - Medications:
    - IV Fluids (if needed)
    - Saline Flush Panel
    - PRN (pain meds, antiemetics, O2, etc)
    - Any required patient-specific medications

- **Patient Care**:
  - Admission (Required: Inpt or Obs, Service, Attending)
  - Isolation status (if needed)
  - Vital Signs Monitoring (Required: tele/non-tele)
  - Activity
  - Notify Service when patient arrives on the floor (Required)
  - Diet

- Holding orders entered by ED Physician if following satisfied:
  - Admission orders not entered
  - "Clean and ready" inpatient bed assigned
  - Patient deemed & documented as clinically stable
  - there is direct communication with the admitting DOM service and the required holding order data has been communicated

- **ED RN calls Receiving Unit RN for Report**

- **Patient transported to receiving unit**

- **Patient remains responsibility of the ED team until patient departs ED**

- **Patient is now responsibility of DOM**

- **Patient transport to receiving unit**

- **Confirm "Clean and Ready" Bed**