What To Do When

PACU

➢ Patient arrives to ODS for a one day procedure/surgery and going **home**:
    Open **ODS Discharge Orders** document, complete 7 elements info, discharge info & launch ORM, choose **DISCHARGE.**
➢ Patient arrives to ODS from home and will be **admitted**:
    Open **Immediate Post Op Note**, complete 7 elements info, launch ORM, choose **ADMISSION**; choose
     ENTER ORDERS shortcut icon, enter post op orders. Return to ORM, save as complete.
➢ Patient arrives to SURG from **ER and will be admitted to Acute**:
    Open **Immediate Post Op Note**, complete 7 elements info, launch ORM, choose **ADMISSION**; choose
    ENTER ORDERS shortcut icon, enter post op orders. Return to ORM, save as complete.
➢ Patient from **SNU/REHAB/PSYCH** is sent for a Planned/Unplanned procedure/surgery and will be **admitted to acute**:
    Open **Immediate Post Op Note**, complete 7 elements info; Emergent Transfer Orders will be sent with the patient,
    surgeon fills out orders on paper.
➢ Patient from **Acute, SNU/REHAB/PYSCH** for surgery and will **return to the same department**:
    Open **Immediate Post Op Note**, complete 7 elements info, launch ORM, choose Transfer, Postop/Transfer, discontinue or
    add orders as is applicable.

Admission

➢ Patient arrives to L&D:
    Open **Delivery Note**, complete document, launch ORM, choose **ADMISSION**.(Can also access ORM from the BHS Column on
    patient list in post partum).
➢ Patient admitted through ER or is a direct admit:
    Click on flag from the **ORDERS REC BHS** column, choose **ADMISSION**.

IN HOUSE Transfers   **(Coming from Psych, Psych Providers do Not do a Discharge Reconciliation)**

➢ Patient is being transferred to **SNU/REHAB/PYSCH:**
    Open **Transfer Orders SNU/REHAB/PYSCH** document, complete the info for transfer, launch ORM, choose Transfer, choose
    TRANSFER to SNU/REHAB/PYSCH; discontinue or add orders as is applicable.
➢ Patient is being transferred from PYSCH to ER, then admitted to acute care:
    The receiving PCP would do Admission Orders Rec, as this is a new visit. Patient is transferred from Psych to Acute Care-
    Psych Provider does Transfer, Receiving Provider does Admission
➢ Patient is being transferred from **ICU, CVU, IMC** to a lower level of care:
    Open the icon on the toolbar (ORDER REC BHS (scales), choose Transfer, then Postop/Transfer
➢ Patient is being transferred from **SNU/REHAB** to acute inpatient:
    Emergent: Emergent Transfer Orders only
    Non-Emergent: Open **Transfer Orders SNU/REHAB/ACUTE** document, launch ORM, choose Transfer, postop/Transfer.

DISCHARGE

➢ Patient is being discharged from **L&D to home**, choose **Discharge L&D** document, choose DISCHARGE**.**
➢ Patient is being discharged from **OB,** choose **Discharge Post Partum** or **Discharge Orders** document, choose DISCHARGE.
➢ Patient is being discharged from **SNU/REHAB/ACUTE** to a Nursing Home:
    Open **Discharge Orders – Nursing Home** document, enter discharge info, launch ORM, choose DISCHARGE.
➢ Patient is being discharged home:
    Open **Discharge Orders** document, complete discharge info, launch ORM, choose DISCHARGE.
➢ Patient is being discharged from **PSYCH** to home or to the nursing home: choose ORM icon on the toolbar, choose DISCHARGE.

MULTI-PROVIDER DISCHARGE

➢ IF there are multiple providers that have specific medicines that they want to prescribe:
    Provider 1: open **Discharge orders** documents, enter follow up info, launch ORM, choose DISCHARGE, enter the Script(s) ,
    SAVE as Incomplete. Save the document as Incomplete. From the toolbar, choose pill bottle, click on the circle with a
    number within, choose "Unsubmitted Scripts", choose print, submit. Sign the script and place in the chart.
    Provider2: open **Discharge orders** document, enter discharge info, launch ORM, choose DISCHARGE, complete remainder
    of reconciliation. Save as COMPLETE.

RESETTING ORM to INCOMPLETE: If patient was NPO at admission and the Admission ORM was completed, reset the admission ORM to
incomplete, complete again (will need to resave as complete).