

How to Maintain the Medicine Admissions List

1. Each entry on the Med Adx List needs to have a Time-stamp, the resident to whom the admission was called, and the resident who actually admitted the patient (for example if a NR did an admission at 19:30 that was actually called to the day-team at 18:30).
2. If you are expecting an admission, but they don't have a bed yet, these patients are to be labeled with an "X". For example, a Med B patient who is expected, but not yet in the hospital should be labeled "BX." These patients DO NOT count toward the admission cap and should not have a number associated with them. Once they arrive, the "X" should be replaced with the number admission they are; for example, "B2".
3. On-call floats should be designated "OF" plus a number. For example, "BOF1," "BOF2," "BOF3," etc.
4. It is the responsibility of the NR UW resident to delete all on-call floats from the Medicine admissions list at 7:00AM. If a team receives more than two on-call floats, these patient should be re-labeled as new admissions for the day. For example, "BOF3" and "BOF4" should be re-labeled "B1" and "B2" respectively.
5. Post-call admissions should be labeled "PC." For example, a post call admission to Med B would be labeled "BPC1."
6. Bounceback patients should be labeled "BB" and should not be counted towards the admissions count for the day. For example, a bounceback to Med B would be labeled "BBB."
7. It is the responsibility of the NR UW resident to delete all on-call floats, bouncebacks, post-call admissions from the Medicine Admissions List at 7:00AM. The only patients remaining on the list should be ones with an "X" designating that they are expected to be admitted but not in the hospital plus on-call floats that are counting towards the cap (if a team received more than two on-call floats).
8. It is the responsibility of the NR UW resident to PRINT THE MEDICINE ADMISSIONS LIST EVERY MORNING BEFORE DELETING PATIENTS FROM IT. This helps the Chief Residents keep track of admissions data from the prior day.
9. The two Med E teams are designated "EH" for Med E1 and "EO" for Med E2. For example, an on-call float and the first admission to Med E1 would be designated "EHOF1" and "EH1," respectively. An on-call float and the first admission would be designated "EEOF1" and "EO1" for Med E2.
10. Once a team has reached its admissions cap, the day or night resident should write "CAPPED" next to the last admission, which would be the fifth admission for a ward service and the thirteenth for the Med CD service. For example, "B5-CAPPED" or "CD13-CAPPED."

