Direct Admit from Home or from an Outside Facility

Below are the steps to Admit or Place a patient in Outpatient Observation if they are arriving from home.

Try It Out

1. Go to the Epic button located at the top left corner.
2. Next select the Patient Care.
3. Click on Orders Only.

4. The Patient Lookup window will appear.
   a. Enter the patient Name/MRN. (include patient birth date if using patient name for search)
   b. Click on Find Patient.
5. Highlight the patient name from the **Patient Select** window.
   a. Click **Select**.

6. The chart will open to the **Orders Only Encounter**.

7. Click on the **Orders for Admission** activity.
   a. If you do not click on this activity and remain in the **Orders Only Encounter** activity, all the orders will be placed as Ambulatory orders. The Inpatient RNs will not be able to see and carry out Ambulatory orders.

8. Next select the **Order Sets**.

9. Select the **ADULT Patient Placement Orders** or the **Peds Patient Placement Orders** order set.
   a. Additionally, you can add care order sets in the **Order Sets and Pathways** search field.

10. Click on the **Open Order Sets**.
11. Select the **Direct Admit to Inpatient** or **Direct Placement in OP Observation** order as appropriate.

12. Place all pertinent orders and address all required fields.
   
a. **Note:** The full Med Rec/Orders process should be completed after the patient arrives to the unit.

13. Click **Sign Orders for Admission** and **Accept**. The orders are signed and held and will be released by the RN when the patient arrives to the unit.
14. Click on the Sign Visit to close the encounter.

15. Have the unit Charge RN notify Patient Placement (ex 87700 or (909) 558-7700 that there is a patient that needs to be admitted or placed in OP Observation. *Your portion is complete.

- **3rd Floor Patient** – Inform the Unit Charge RN or Unit Secretary.
- **Rehab Patient** – Inform the Rehab Intake Coordinator.

Once patient arrives to the unit...
The unit will notify you that the patient has arrived. It is essential to complete the Admit/Obs process:

- Go to the Admit or OP Obs navigator.
  - You must complete Steps #1-5 in Med Rec/Orders.
    - **Note:** The comprehensive orders should be placed during Step #4 New Orders.
- Complete all other pertinent Admit/Obs related documentation and notes.