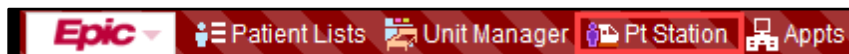# Admitting a Patient from the ED to the NICU

Follow this workflow when there is a baby that needs to be admitted to the NICU from the ED. Nurses and/or Unit Clerks can complete this workflow. **Important – Do not discharge the neonate from the ED**.

## Try It Out

1. In the event a baby arrives in the ED and needs to be admitted to NICU:

   a. The ED Provider contacts the Neonatologist.

   b. The Neonatologist completes the Admission workflow through the **Admit Navigator.** Orders are **signed and held** to be released by the nurse on the receiving unit. (**ADMIT to Inpatient** will be an active order)

   c. The ED clinician moves patient to the OTF Care Area. **Do Not** discharge the patient from the Epic system.

2. Once the admission orders have been signed, the **NICU MUC** or **NICU Charge RN,** or **RN** will search for the patient using **Patient Station.**



3. **RNs** Choose the correct **ED Encounter** and click **Admit to IP.**

4. **MUCs** use the same workflow, except they use the **Transfer** button *instead* of the Admit to IP button

| Encounter | | Date | Time | Private Enco... | Location | Status | Discharge Date |
|-----------|--|------|------|-----------------|----------|--------|----------------|
| 🖳 Admission | 🟢 | 05/03/2023 | 1129 | ROUTINE, N... | RUH EMERGENCY D... | ED Roomed | |

All encounters loaded

| Order Entry | 📁 Open Chart | 📝 Update | 📄 Print Forms | ✒ Event Mgmt | 🖳 Transfer | 🗒 Auth/Cert | 🚑 Discharge | 📋 Enc Summary |
|---|---|---|---|---|---|---|---|---|

5. The Transfer order associated to the NICU admit order will display. Use it to associate the NICU admit orders to the NICU baby's admission. Click **Continue.**

```
┌──────────────────────────────────────────────────────────┐
│ 🖳            Transfer - Nicu, Baby                    [x] │
│                                                            │
│ Please select an existing transfer or create a new one:    │
│                                                            │
│ ⦿ Transfer using this selection                            │
│   Hospital Area:  RUH SERVICE AREA    Unit:    RUH 3300 NICU│
│   Room:           3315                Bed:     3315-01      │
│   Service:                            Level of Care:       │
│   Ordered by:                                              │
│   Request Status:                     Requested by:        │
│   Transport:                                               │
│                                                            │
│   [ Create New ]  [ Delete ]  [ Close ]  [ Continue ]      │
└──────────────────────────────────────────────────────────┘
```

6. Complete the following information.

   a. Address the **Transfer** section, **Destination** section, and the **Patient Updates** section on the **Admit/Transfer form.** The room and bed fields can be left blank if the information is unknown.

   b. Click **Pending.**

7. The patient will now show in the **Unit Manager** under the **Pending Transfers** section.

8. Once the patient has **arrived** on the unit, right-click on the patient and click **Complete Transfer.**
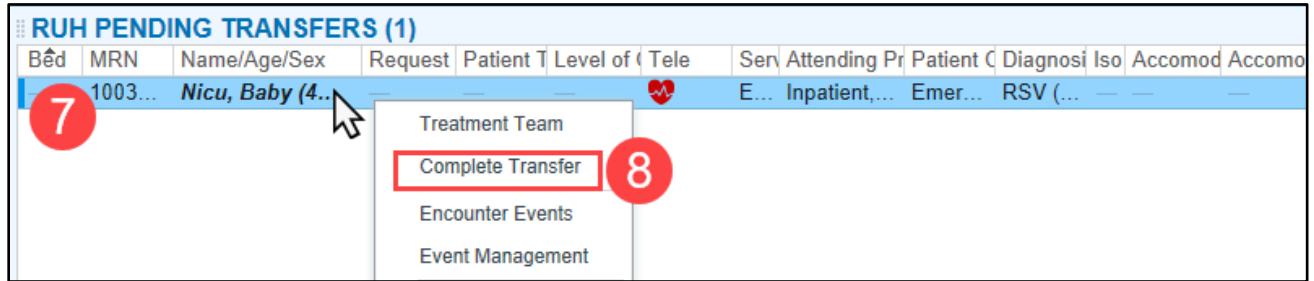


9. Complete **Stop Sign values** listed in the Checklist on the far right.

10. Click **Admit** (RNs)  or **Transfer** (MUC.
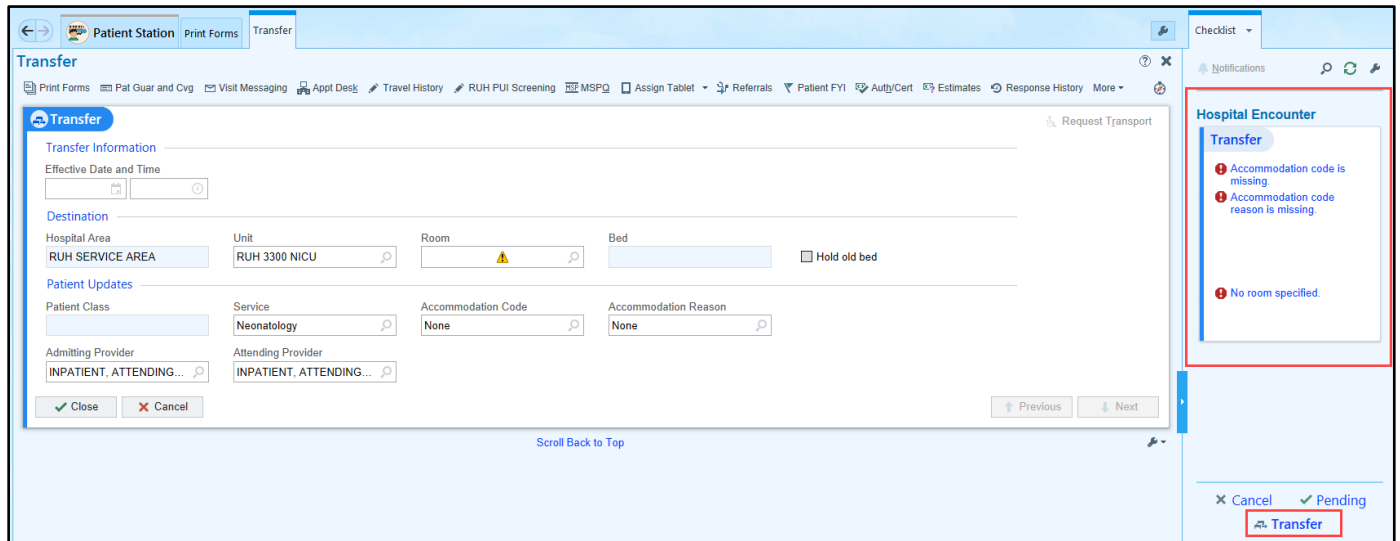


11. The assigned nurse is now ready to release any **Signed and Held Orders** and continue care accordingly.