Name of Policy: **ED Transitional Admissions**

Policy Number: 3364-100-53-25

Department: Hospital Administration

Approving Officer: Chief Executive Officer - UTMC
Chief of Staff

Responsible Agent: Chairman, Department of Emergency medicine

Scope: The University of Toledo Medical Center

<table>
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<tr>
<th>New policy proposal</th>
<th>Minor/technical revision of existing policy</th>
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**Effective Date:** April 1, 2017

**Initial Effective Date:** 7/28/2010

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(A) **Policy Statement**

It is the policy of the University of Toledo Medical Center to support and facilitate efficient assessment, treatment and transition of admitted patients from the ED to inpatient beds by instituting and enforcing the following procedure for Emergency Department (ED) generated admissions.

(B) **Purpose of Policy**

1. Decrease the waiting time in the ED for patients who are to be admitted to nursing units to be moved to an inpatient bed.
2. Improve utilization and turnaround of ED bed space to enhanced patient access.

(C) **Procedure**

1. Upon the patient's arrival, the ED physician will initiate a work up of the patient.
2. If the ED physician determines that admission is indicated, the admitting service resident will be notified.
3. If the resident is unable to initiate consultation in the ED within 30 minutes, the patient is stable and requires a medical-surgical or stepdown level bed, the ED resident or ED attending will contact the attending physician for the admitting service. After consultation regarding the patient status, the attending physician can provide telephone orders including use of initiate transitional orders for admission to the ED nurse.
4. These transitional orders will be verbal/telephone orders from the Admitting Attending.
5. The physician orders on the Transitional Order sheet are good for two hours.
6. The hospital/floor RN may contact the resident once the first hour has passed to remind the resident of the patient’s presence.
7. The resident may provide the nurse with a “one time” renewal of the Transitional Admission Orders which will span an additional 2 hours provided the patient’s condition is stable and no untoward effects will be incurred.
8. If, in the judgment of the hospital/floor RN, the patient status changes requiring additional orders or assessment by a physician, the resident for the attending will be contacted.
Policy 3364-100-53-25
ED Transitional Admissions
Page 2

Approved by:

Daniel Barbee, RN, BSN, MBA
Chief Executive Officer - UTMC

Samer Khouri, M.D.
Chief of Staff

Review/Revision Completed By:

HAS
Director, Emergency Medicine
Chief of Staff, Medical Executive Committee

Review/Revision Date:
7/28/2010
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4/1/2017

Next Review Date: 4/1/2020

Policies Superseded by This Policy: none