**ED Admit To Order Automation –**

1. **ED Admit To Order will now be an automated process**
   a. Physician or Unit Secretary will enter “ED Admit To” Order as before making sure to select the **correct ED Virtual Bed**
      - Note on ED Tracker what ED Bed the patient is located in
      - Choose the “same” virtual bed when placing the order
      - To narrow the Virtual Bed List search, type the following:
        - **Medical Center ED Virtual Beds**
          - TCMEDA = Pod A Beds
          - TCMEDB = Pod B Beds
          - TCMEDC = Pod C Beds
          - TCMEDTR = Treat & Release
        - **Children’s ED Virtual Beds**
          - TPMEDP = Children’s ED Beds
   b. The Tracker will update the Reg Status **within one minute** of the “ED Admit To” Order being placed.
   c. If the order is rejected the Reg Status will not update
      - Physicians please notify Unit Sec/CN that “Reg Status” did not change
      - Unit Sec/ CN should immediately call Bed Management to let them know “ED Admit To” Order was rejected
      - Bed Management will manually enter the “ED Admit To” Order
   d. The Admitting Physician may enter the Patient’s Admission Orders as soon as the Reg Status changes to ADM IN, ADM INo or REG SDC

2. **ED staff will notify Bed Management as soon as the patient leaves the ED to their assigned unit:** Via Teletracking Instant message or by phone
   a. Bed Management will move the patient to the receiving assigned bed/unit
   b. ED Staff may complete the Depart Screen info including Departure Patient Date & Time

**Contact information:** Please contact Annette Atkins 806-790-7185 with questions or issues