



To: Residency Program Directors, Attending Physician Faculty, and Residents

From: Bruce McCarthy, MD
President, Physician Division/Chief Medical Officer

Date: September 4, 2013

Re: **MANDATORY INFORMATION**

**ORDERS TO ADMIT AND DISCHARGE MUST BE CO-SIGNED BY ATTENDING FACULTY
PHYSICIAN WITHIN 48 HOURS OF ENTRY**

Recent clarification of the Wisconsin Administrative Code and Conditions of Participation by CSM Legal Counsel reveals that the “order to admit” and the “order to discharge” must be signed by a physician (MD/DO) who holds current hospital admitting privileges. As a result, effective Thursday, September 5, 2013 residents may enter the “order to admit” and “order to discharge” only as verbal or telephone orders, and the attending faculty physician must co-sign both orders within 48 hours of entry.

Residents should follow the instructions below when entering an “order to admit” and “order to discharge” in the electronic health record. Please read the instructions carefully to ensure that telephone/verbal orders are forwarded to the correct attending (ordering) faculty physician for co-signature. If you have questions after reading the instructions, please contact Dr. Suzanne Wilkerson.

Finally, please note that the above ruling does not apply to those services rendered to patients registered as outpatients, including observation and/or day surgery patients.

Thanks for your ongoing support regarding this mandatory action.

INSTRUCTIONS FOR RESIDENT'S "ORDER TO ADMIT"

1. Search for and choose appropriate "Admit to" order.

The screenshot shows a software window titled "TESTING, LINDA - Add Order". The patient information bar at the top includes: TESTING, LINDA; PCP: Carneol, Mitchell G MD; DOB: 01/01/1980; Age: 33 years; Sex: Female; Loc: SMM 7WA; 7306; 00; MRN: SMM-904595; Fin#: 000112043608; Allergies: Allergi...; Inpatient [8/21/2013 ...]; Advance Directives: CSMConnect: Ask Patient.

The main interface is divided into several sections:

- Diagnosis (Problem) being Addressed this Visit:** Includes an "Add" button, a "Convert" button, and a "Display: Active" dropdown. Below is a table with columns for "Clinical Dx" and "Code".
- Problems:** Includes an "Add" button, a "Convert" button, and a "No Chronic Problems" button. Below is a table with columns for "Name of Problem" and "Code".
- Search and Filter:** Includes an "Find:" field, a "Contains" dropdown, an "Advanced Options" dropdown, a "Type:" dropdown set to "Inpatient", a "Folder:" field, a "Search within:" dropdown set to "All", and an "At location:" dropdown set to "SMM".
- Order List:** A list of order types: "Admit to Bedded Outpatient", "Admit to Inpatient" (highlighted in blue), "Admit to Observation", and "Admit to Outpatient".

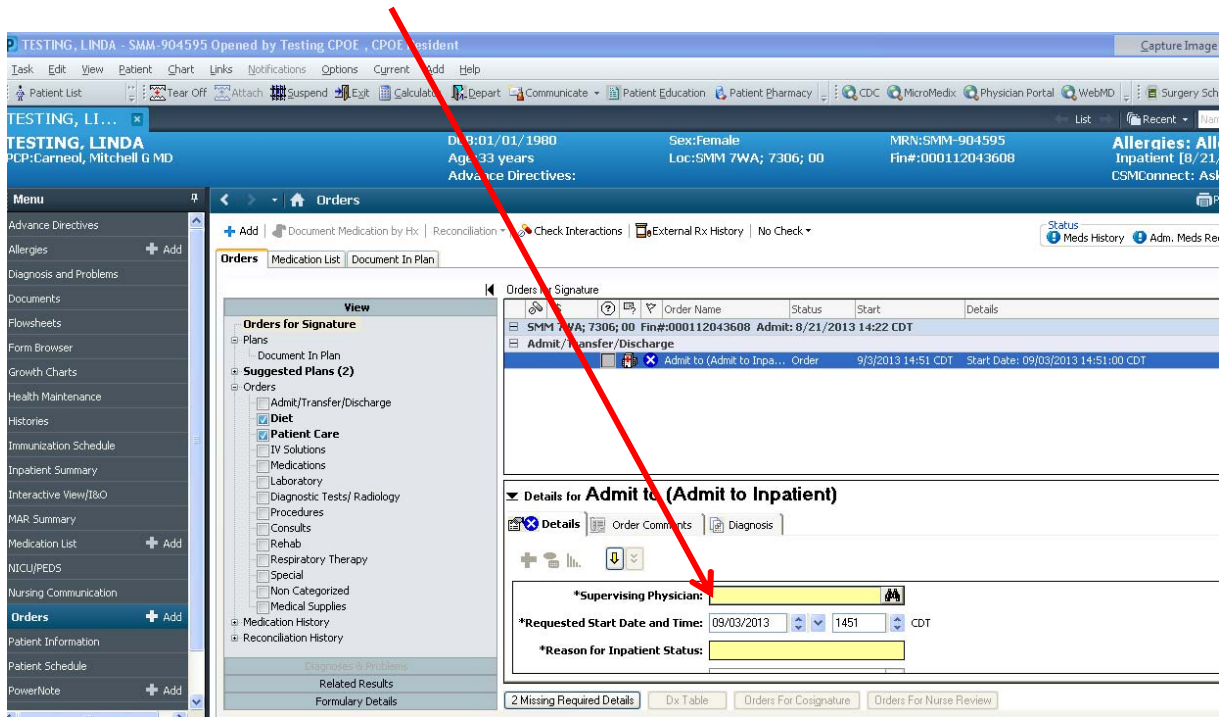
The bottom status bar shows "TESTING, LINDA - SMM-904595" and a "Done" button.

2. Enter the ordering physician into the new required field of "Supervising Physician".

Note: This field will be empty (and required) on the first order you place following this change. Thereafter, the next time you place any "Admit To" (or Discharge Patient) order, regardless of patient, the last physician that you entered will automatically default into this field (default in the last charted value for the Supervising Physician, for this orderable only).

****As such, you must MANUALLY CHANGE the Supervising Physician on every subsequent "Admit To" (or Discharge Patient) order, if appropriate. To accomplish this, you can either highlight the existing name and type over it, or click on the binoculars and select a new ordering physician.**

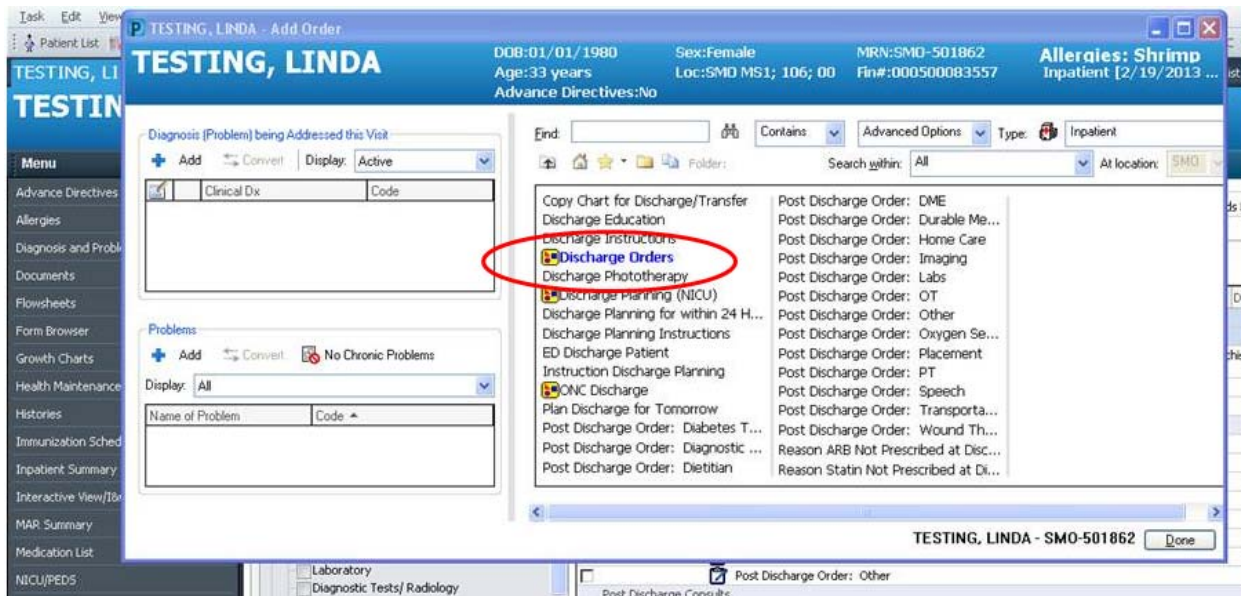
Ordering Physician = Supervising Physician



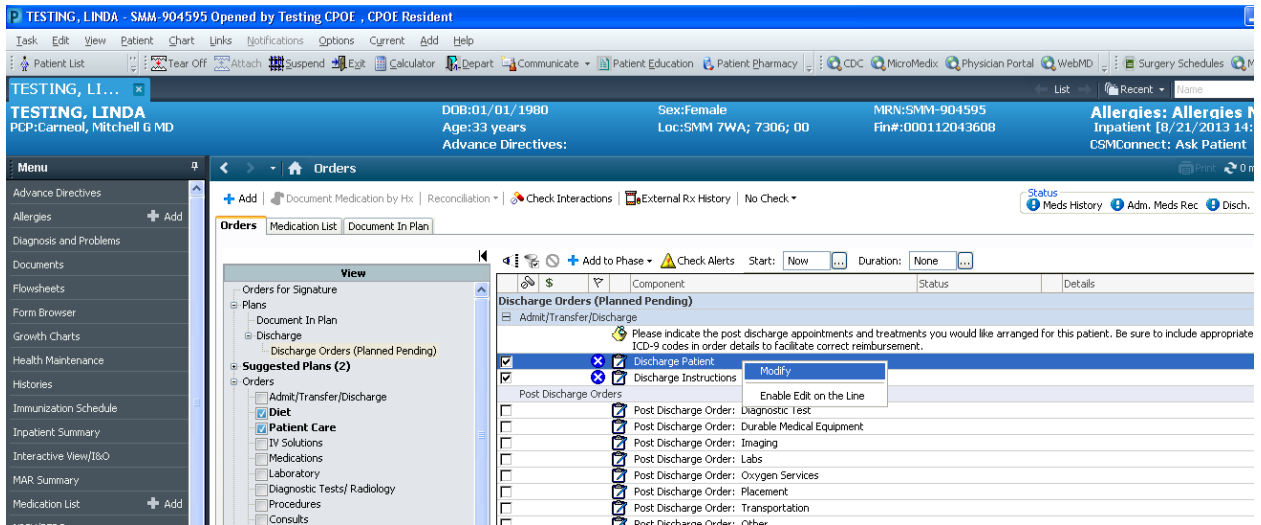
3. Complete remaining order details and sign the order.

INSTRUCTIONS FOR RESIDENT'S "ORDER TO DISCHARGE"

4. Search for and choose the "Discharge Orders" PowerPlan, which contains the "Discharge Patient" order (this order is not available outside of a PowerPlan).



5. Right-click on the “Discharge Patient” order in the PowerPlan, to modify details.



6. Enter the ordering physician into the new required field of “Supervising Physician”.

Note: This field will be empty (and required) on the first “Discharge Patient” (or “Admit To”) order you place following this change. Thereafter, the next time you place any “Admit To” or “Discharge Patient” order, regardless of patient, the last physician that you entered will automatically default into this field (default in the last charted value for the Supervising Physician, for this orderable only).

****As such, you must MANUALLY CHANGE the Supervising Physician on every subsequent “Admit To” or “Discharge Patient” order, if appropriate. To accomplish this, you can either highlight the existing name and type over it, or click on the binoculars and select a new ordering physician.**

Ordering Physician = Supervising Physician

The screenshot displays a medical software interface for a patient named LINDA TESTING. The patient's information includes DOB: 01/01/1980, Sex: Female, MRN: SMM-904595, and PCP: Carneol, Mitchell G MD. The interface shows a 'Discharge Orders (Planned Pending)' section with options for 'Discharge Patient' and 'Discharge Instructions'. Below this is the 'Details for Discharge Patient' section, which includes a dropdown menu for '*Supervising Physician', a date and time selector for 'Requested Start Date and Time', a dropdown for '*Discharge Location', and a field for 'Conditions for Discharges'. A red arrow points from the text 'Ordering Physician = Supervising Physician' to the '*Supervising Physician' dropdown menu.

7. Complete remaining order details and sign the order.

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