

Guidelines for Management of Unplanned DIRECT Admissions to UW/ SCCA Hospital of COVID-19 PUI Oncology/BMT/IMTX patients

Background

This document provides guidance on how to safely manage the transfer of COVID-19 PUI oncology/BMT/IMTX patients with an unplanned direct admission to UW and SCCA Hospital. **Please refer to COVID-19 Patient Testing Guidance SCCA Clinic for COVID PUI criteria** which can be found here: <https://www.seattlecca.org/covid-19-screening-tools>

Goals

- To provide guidance to outpatient and inpatient partners regarding direct admission process for COVID-19 PUI patients.
- To ensure that COVID-19 PUI patients being driven by a caregiver **for direct admission to an inpatient unit** at UWMC/SCCA Hospital enter the building safely.
- To provide clear instructions to patients/caregivers regarding direct admission process.

Process overview for outpatient care team

Provide the following instructions to patient and caregiver:

- Park *near* **UWMC Montlake Emergency Department** entrance.
- Please wear a mask and keep this on at all times until further instructed.
- When you arrive, call this phone number from your car to let the hospital team know you arrived. (**clinic partner**, see below instructions). Stay in your car until someone from the unit comes down to escort you upstairs.
 - **Clinic partners:** Please give the patient the phone number of the admitting unit:
 - 7SE: 206-598-4818
 - 7NE: 206-598-7770
 - 8NE: 206-598-8902
 - 8SA: 206-598-0700

- If someone does not come down within 15 minutes, please feel free to call the unit back.
 - If you talk with staff from the Emergency Department, please be clear that you are here to be **directly admitted**.
- No visitors are allowed per current UWMC Montlake visitor policy.
- SCCA nurses give patient a handout, an email, or text message with details of where to go. Important information includes:
 - Park near UW Montlake ER.
 - Keep mask on all the time unless instructed otherwise.
 - Call xxx-xxx-xxxx to let the admitting unit know of your arrival.
 - Wait in your car. Someone will come to your car to escort you within 15 minutes.
 - No visitors are allowed.

Notes:

- Planned admissions/non-COVID PUI: Patient should enter the building as usual through the main entrance. Visitation restrictions are in place.
- Ambulance transport: Ambulance companies have been messaged to use the ambulance entrance for patients NOT meant to be seen in the ED. This location is on the 1st floor of Cascade Tower.

Instructions for the care team on direct admissions of COVID-19 PUI from SCCA to UWMC Montlake

Step 1: Determine Inpatient Team/Attending

1. Provider (or RN) contacts the inpatient triage provider by doing one of the following:
 - a) Calling directly to 206-598-5520 to speak with the Admitting Triage provider (Platinum Service) OR
 - b) Calling the paging operator at 206-598-6190 to requests admitting Platinum provider be paged OR
 - c) Directly paging the Platinum provider who is assigned to triage admissions (available on inpatient admitting provider schedule).
2. The patient will be assigned to one of 4 services (Housestaff Leukemia, Housestaff Solid Tumor Oncology, Platinum, or Med O)
3. For BMT/IMTX patients, the outpatient provider or RN should contact Patient Throughput Coordinator to request a bed assignment, and clinic APP should contact the inpatient BMT/IMTX lead APP regarding the direct admission.

Step 2: Request Bed Assignment (for non-BMT/IMTX patients, cannot be obtained without knowing admitting service which will be provided by the Platinum Triage Provider) -

- RN will call the Flow Supervisor at 206-598-9090 to obtain a bed and notify of COVID PUI status.

Step 3: Transfer Care to Inpatient Service and communicate COVID PUI status.

(Note: All patients with fever and who have a planned admission are considered PUI and should be tested and admitted in droplet/contact precautions)

1. SCCA provider gives sign out to accepting team and notify of COVID PUI status, including whether swab was performed in the clinic. For non-BMT/IMTX patients, Platinum will triage all patients and direct the outpatient provider to the accepting inpatient provider (Platinum APP, Green Resident, or Med O Hospitalist, etc.)
2. Outpatient RN gives report to inpatient RN and notifies of COVID PUI status and whether swab was performed in clinic.
 - a) Please confirm that the patient is wearing a mask and has been instructed to keep this on when they arrive at UWMC-Montlake.
 - b) Please confirm information given to patient/ caregiver to meet near ED entrance and that they have been given unit phone number.
 - c) Communicate rough estimated time of arrival so the inpatient RN can plan.
3. Calling/notifying the inpatient attending does NOT take the place of the above steps
 - Please contact the admitting ATTENDING to let him/her know of the admission via pager text message or face to face conversation. If it is a complex care situation, please speak directly to the attending to ensure your plan of care is conveyed.