

Admission Process Set up Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
<p>NOTE: Event delayed orders will be completed by end of day before target day date. Entering the event delayed orders is a required process to be completed prior to admissions.</p>			
<p>1. Ordering is turned off for the new database users on the legacy databases by setting the ORWOR Disable Ordering parameter to yes for individuals.</p>			
<p>2. Reverse key will be placed on appropriate users on legacy databases for:</p>			
<p>A. Admit A Patient</p>			
<p>B. Register an Exam</p>			
<p>C. Schedule an Appointment</p>			
<p>D. Accession Test</p>			
<p>3. The admission process will take place in the designated location of the affected facility. One VistA printer required in room and one workstation for each person assigned to admitting patients.</p>			
<p>4. Print out active orders using Health Summary from the legacy database.</p>			

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5. Print out Wart Diet Order list profile from legacy database.			
6. Print out Inpatient Profile for each patient from legacy database.			
7. Run Absence List, ASIH List and Lodger reports on legacy database.			
8. Print future collection list from legacy database for target date.			
9. Verify Nursing Locations are active on new database.			
10. Verify wards on new database have G&L order assigned.			
11. Print list of inpatients and their admitting information for the CLC and DOM from legacy database using LPES option.			
A. Divide patients equally among admitting staff present.			
B. Using the option, Admit a Patient, staff will admit the patients following the information printed in step 11.			
12. Resolve ASIH, Absence and Lodger issues.			
13. Once admissions are completed, the LPES inpatient list option will be printed from new station.			
14. Admitting staff will do a manual compare of the output from the legacy database to the output from the new database.			
15. Resolve any differences.			

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16. Notify Pharmacy that admissions are completed.			
17. Pharmacy reviews orders, comparing to printed profiles from the legacy database. RPh finishes and verifies orders.			
18. Print out active orders using Health Summary from the new database. Compare to Health Summary previously printed from legacy database.			
19. Print and compare the Ward Diet Order list profile from new database.			
20. Print morning blood collection list. Compare to future collection list printed from new database.			