



For Providers & Referring Facilities

- For any patient you are referring to the emergency department, you can communicate your patient's information and your concerns by calling in an Incoming Patient Report (IPR). Please call ONE STOP PLACEMENT at (205) 638-7200.
- A dedicated nursing team at One Stop Placement will take the call and have a template for this information to be transmitted to the ED clearly and completely.
 - If you request to speak to an ED attending, that can be arranged. IPR is created in either case.
- Please be prepared to provide the following information:
 - What are outside provider's concerns for this patient?
 - What are your expectations for the ED visit?
 - **NOTE:** for chief complaint of *fracture or abdominal pain*, emphasize to the family NOT to feed the patient until they are evaluated at the ED.
 - Demographics: name, DOB, gender, weight
 - Referring facility, referring provider, *number where provider can be called back if requested.*
 - What labs, imaging can we expect with the patient (if any)?
 - What medications were given at the outside facility (if any)?
 - If ED to ED transfer, provide a full set of current vital signs
 - Allergies
 - Immunization status, Covid-19 recent exposure
 - Routine medications
- Please do not promise families that they will be admitted, see a specialist, or have a specific test performed at the ED.

For Families

- Please respect our limit of 2 caregivers at the bedside.
- We ask not to have siblings in the ED room, so that we can better focus on our sick or injured patient. If there is only one caregiver and this cannot be avoided, we make an exception to this rule. If there are 2 caregivers AND siblings, please have one adult take the children out of the ED.
- 2 caregivers are allowed at the bedside once admitted.
- There is valet parking at the ED. The valet will only park your car if the family present with the patient *in the car* (and the caregiver takes the patient into the ED and the valet parks the car). If you park the car yourself, the caregiver can get the parking ticket validated at the security desk after the visit.
- Bring blanket, pillow, warm clothes, stuffed animal, or other comfort items (if time permits).
- NO guns or other weapons are to be brought into the ED.
- If patient has a fracture or abdominal pain, please do NOT allow them to eat before coming to the ED.
- **We see patients in order of severity.** The ED visit numbers have been very high, and we expect them to grow, so please be patient and *expect that there will be a wait.*
- If you feel that your child is growing sicker during the ED wait, please go back to the triage desk and ask that they re-evaluate.
- Be prepared that you may not be admitted, and make plans (if possible) about getting transportation home.
- It is very likely that unless the patient is having a severe emergency condition, he/she will NOT be seeing a specialist during your ED visit.

This document will be modified to reflect changes to the Incoming Patient Report for EPIC. Updated versions will available at www.childrensal.org in the "For Healthcare Professionals" section.