Unscheduled Direct Admissions
From a UF Physician (UFP) Practice

Unscheduled Direct Admissions will be coordinated by the Transfer Center. Calls to the Transfer Center for Unscheduled Direct Admissions should be directed to 265-ADMT.

To initiate an Unscheduled Direct Admission:
• Call 265-ADMT (2368), the direct line to the Shands Transfer Center.

• The Transfer Center will
  ➢ gather basic information, such as Patient Name, MR#, DOB, Diagnosis and Level of care needed.
  ➢ assist with immediate contact to the appropriate physician for acceptance and admission If the referring service is not also admitting the patient.
  ➢ verify mode of transportation from the UFP Practice as determined by the Practice Provider and admitting physician together.
  ➢ complete the Preadmission (on line bed request).
  ➢ provide the assigned room number for the patient. Instruct the clinic to send the patient to the nursing unit.
  ➢ Remind the UFP Practice staff to hand the patient written instructions, and ask that the patient remain in the clinic or at home until they are notified of the ready bed. Patients should not be sent to the Admissions Lobby to wait.
  ➢ fax a Valet Parking Voucher (when applicable).

• The Receiving Nursing Unit will:
  ➢ Armband the patient.

Unstable Patients for Admission

• The Transfer Center will connect the referring Practice Provider with the ER PIC (Physician in Charge), for physician to physician conversation, and the patient will be accepted to the Emergency Department.

• The Transfer Center will connect the UFP Practice with Shandscair for request of immediate transfer to the ER. If Shandscair is unavailable, the UFP Practice will contact Alachua County EMS (911) for immediate transport to the ED.

Unscheduled Direct Admits: 265-ADMT

Shandscair: 265-0222

Revised 5/8/2015