



Workflow: Inpatient kcp workflow

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### **Patient in ICU**

1. Patient is admitted and needs dialysis. They are not stable enough to go to outpatient dialysis unit, so dialysis nurse will need to come to the unit to complete treatment at bedside.
2. **ICU Nurse/Charge Nurse/Ward Clerk** will call KCP to set up dialysis
3. **KCP Charge Nurse** will either **(a)** search for patient via FIN number or **(b)** access patient chart off location list to review treatment orders
4. **If patient is an existing KCP patient** on a treatment cycle
  - a. KCP Charge Nurse/Ward Clerk will **reschedule** outpatient appointment to the inpatient encounter
  - b. KCP Nurse will activate day of treatment orders on the **inpatient** encounter and complete all documentation on the **inpatient** encounter
5. **If patient is not an existing KCP patient** on a treatment cycle, then provider will place an acute start order set and will initiate it on the inpatient encounter
  - a. KCP Charge Nurse/Ward Clerk will schedule an appointment to the **inpatient** encounter
  - b. KCP Nurse will use the active PowerPlan the provider entered (or may need to activate it) on the inpatient encounter and document on the inpatient encounter
    - i. Will not be a day of treatment plan like your in centre orders

### **Patient on medical wards**

1. Patient is admitted and needs dialysis. They are stable enough to go to outpatient dialysis unit
2. **Floor Nurse/Charge Nurse/Ward Clerk** will call KCP to set up dialysis



## TIP SHEET

### HOSPITAL INFORMATION SYSTEM (HIS)

3. **KCP Charge Nurse** will either **(a)** search for patient via FIN number or **(b)** access patient chart off location list to review treatment orders
4. If patient is staying at the **same facility for their dialysis**, then we will use the **inpatient** encounter
  - a. **If patient is an existing KCP patient** on a treatment cycle
    - i. KCP Charge Nurse/Ward Clerk will reschedule outpatient appointment to the inpatient encounter
    - ii. Follow typical workflow of checking in the patient but do not print the armband.
    - iii. Activate day of treatment orders on the inpatient encounter and complete all documentation on the inpatient encounter
  - b. **If patient is not an existing KCP patient** on a treatment cycle, then provider will place an acute start order set and will initiate it on the inpatient encounter
    - i. KCP Charge Nurse/Ward Clerk will schedule an appointment to the **inpatient** encounter
    - ii. KCP Nurse will use the active PowerPlan the provider entered (or may need to activate it) on the inpatient encounter and document on the inpatient encounter
      1. Will not be a day of treatment plan like your in centre orders
5. If patient is being transported to **another facility for their dialysis**, then we will use the existing recurring outpatient encounter or create a recurring outpatient encounter
  - a. **If patient is an existing KCP patient** on a treatment cycle
    - i. KCP Charge Nurse/Ward Clerk will either use their existing appointment/encounter if they are going to their usual dialysis location.



## TIP SHEET

### HOSPITAL INFORMATION SYSTEM (HIS)

1. If they are going to a different location than usual, then reschedule outpatient recurring appointment to the new location
  - ii. Follow typical workflow of checking in the patient and print the armband.
  - iii. Activate day of treatment orders on the recurring encounter and complete all documentation on the recurring encounter
- b. **If patient is not an existing KCP patient** on a treatment cycle, then provider will place an acute start order set and will plan it on the inpatient encounter
  - i. KCP Charge Nurse/Ward Clerk will schedule an appointment and create a recurring outpatient encounter
  - ii. KCP Nurse will activate PowerPlan the provider entered on the recurring encounter and document on the recurring encounter
    1. Will not be a day of treatment plan like your in centre orders