Guidelines for Milstein House Physicians

House Physician Hours

Monday - Friday: 6:00pm - 8:00am
Saturday, Sunday & Holidays: 5:00pm - 8:00am

Sign-In
Sign in at the beginning of your shift and sign out at the end of the shift.

Only use the computers inside & just outside Hospitalist conf. room (MHB 8-004).
Proper sign-in/out is required for correct payroll disbursement.

Admitting Moonlighter
Effective Friday, April 09, 2004, eNote Must be Used for All Admissions

1) Admit Hospitalist Service patients.
• Pick-up 4228 pager for Hospitalist Service admissions.

Instructions on the use of eNote:
1. All moonlighters now have privileges to use eNote.
2. In WebCIS, Click on “Data Entry Forms” on left hand frame (below “Add Note”).
3. If you are a resident or fellow, use the following option:
   a. Resident Initial Visit Note
4. If you are an attending, use the following option:
   a. Attending Initial Visit Note
5. Fill in all relevant fields as you deem necessary, including billing information if you are an attending.
6. Print two copies and sign them - one for the chart and one to hand to the accepting physician the following morning.
7. If you would like a demonstration of its use, please page Dr. Stetson anytime at x7460.
8. In case of computer failure, the usual duplicate 3-page forms will still be available.
9. For suggestions and problems with eNote, please email: eNote-support@dbmi.columbia.edu.

• All Admissions need to be recorded on the House Doc Admissions Web page.

2) Identify Hospitalist admissions that may be redirected to Senior Medicine Service.
The criteria should include educational and patient care issues.
Identify potential patients to Admitting Coordinator if called in morning.
Present cases to Hospitalist & Senior Medicine Attendings at 8 AM.
Hospitalist & Senior Medicine Attendings will make final decision to redirect patients.

3) Admit off-service patients.
Contact private attending in the morning. Document private attending contacted in chart (notes and orders section). All Admissions need to be recorded on the House Doc Admissions Web page.
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4) **Back-up of cross-covering Moonlighter.**
   While cross-covering moonlighter is occupied with MICU 2 patient, respond to all other cross-covering requests.

**Cross-Covering Moonlighter**
1) **Respond to floor coverage for Hospitalist Service patients.**
   Pick-up sign-outs (and 4778 pager) for Hospitalist Service patients
   Time: 6:00 PM (5:00 PM on weekends/holidays)
   Location: Hospitalist Conference Room 8-004

2) **Respond to floor coverage for Senior Medicine patients.**
   Note: “Hospitalist Resident Service” now known as “Senior Medicine Service”
   Pick-up sign-outs for Senior Medicine patients
   Time: 6:30 PM
   Location: Hospitalist Conference Room 8-004

3) **Respond to floor coverage for off-service patients.**
   Use beeper 8224 to sign orders and notes. (Do not sign-out 8224 to 4778.)
   Stamp all charts of the patients that are seen overnight
   Stamper is attached to House Doc board.
   This stamp will help nurses in the morning correctly identify the private attending.

4) **Respond to coverage of MICU 2**
   This usually takes priority over floor coverage.
   Alert Admitting Moonlighter when occupied at MICU patient bedside.

5) **Record all cross-coverage requests.**
   Use pre-printed log sheets on House Doc board.

**Work hour Compliance**
Residents and Fellows must be in GME compliance before being scheduled for shifts.

**Schedule**
The shift assignments are posted on amion.com which can be accessed through the Hospitalist Website.

Paul Lee, M.D.
Medical Director, Milstein Section of Hospital Medicine

April 9, 2004