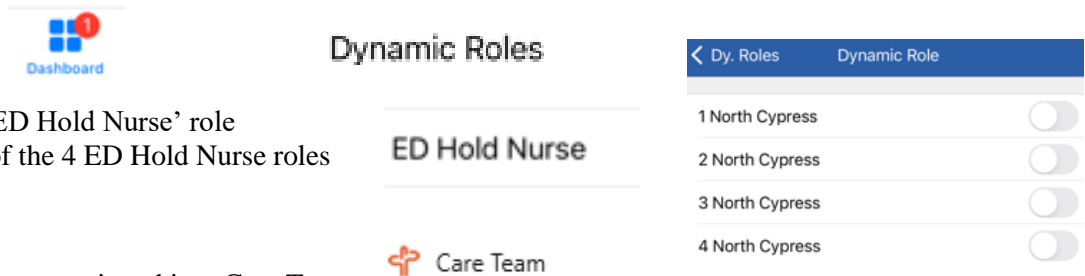# North Cypress ED Hold RN Process

1. Upon receiving your assignment, please obtain an Immobile device from our secretary
2. Log in and select the Dynamic Role of ED Hold Nurse

   a. On the Dashboard page, select the 'Dynamic Roles' section

   b. Select the 'ED Hold Nurse' role
   c. Select one of the 4 ED Hold Nurse roles

3. Make sure that you are signed into Care Team
4. Confirm your Pyxis Access with ED Charge Nurse
5. Update your Communication Boards in your rooms (hall beds will have a care card)

When your patient receives an Inpatient Bed assignment:

1. Inpatient bed assignment will be announced overhead by ED STAFF
2. If the patient is a tele admit, obtain the tele box from our ED SECRETARY. Place the tele box on the patient and call tele @ x23740 to confirm the rhythm. Document the start time, the tele box # and rhythm in the required treatment sections. Let TELE monitor tech know what room they have been assigned prior to patient leaving
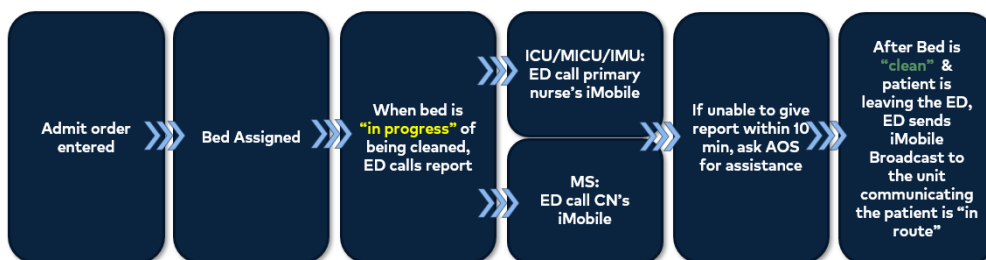
   Inpatient Telemetry Order   (Ordered by Physician)

3. If the patient was previously on a tele box, please call the Tele Room @ x23740 to inform them of the patient leaving for their assigned room. Make a note of tele box # & notification to Monitor tech in the Manage-Refer Section of Meditech.
4. Call report within 25 minutes of receiving the room assignment, transport request will be placed into Tele Tracking, if applicable.
   Our goal is for the patient to leave the ED within 40 minutes of their room assignment
5. Bring the patient's paper chart to the secretary so that Transport can be requested for transport (during transport hours 0630 – 2300); outside of transport hours, notify secretary of departure prior to leaving the unit
6. Our ED Charge RN/Secretary will complete the disposition/departure information on all admissions and transfer the patient in Meditech