UC Riverside, School of Medicine Policies and Procedures
Policy Title: UCR Health Hospitalist Program at Riverside Community Hospital – Overflow Activation Policy
Policy Number: UCR HHP 8.3

Responsible Officer:	Director of Hospital Medicine
Responsible Office:	UCR Health Hospital Medicine
Origination Date:	05/18/2015
Date of Revision:	12/16/2015
Scope:	UCR Health Hospitalist Program

I.   Policy Summary

1. To constitute official policies amongst UCR Health Hospitalists.
2. To ensure clear and concise communication between UC Riverside Health Hospitalist Team and Clinical Affairs Analyst, and Riverside Community Hospital (RCH) Administration.
3. To institute a method on how to activate overflow procedures.

II.   Definitions

Overflow Group – activation of Vikram Sahay, MD or a Per Diem UCR Hospitalist

III.   Policy Text (Not Applicable)

IV.   Responsibilities

V.   Procedures

The overflow activation procedure is set in place to assist the UCR Health Hospitalist Team at Riverside Community Hospital on shifts when the patient census exceeds 52 patients, excluding all Intensive Care Unit (ICU) vented/pressor patients, between the 3 hospitalists on service.

A. ACTIVATING OVERFLOW

1. Overflow activation is initiated by the Nocturnist/Long Shift Hospitalist.
2. The Nocturnist/Long Shift Hospitalist will call and utilize the appropriate overflow group according to schedule to assist the Hospitalist team, whenever the census reaches 52 patients.
3. The schedule is as follows;
   - Dr. Vikram Sahay will receive the first notification and if unavailable, defer to internal overflow, i.e. a Per Diem UCR Hospitalist

B. E-MAIL NOTIFICATION

1. The Clinical Affairs Analyst will send an overflow activation e-mail notification to the Director of Hospital Medicine, Medical Director of RCH Hospitalist Service, Clinical Affairs Administration, and RCH Administration.

2. If the Clinical Affairs Analyst is not available the Long Shift Hospitalist will send the e-mail notification if the external overflow is activated.

C. EXAMPLE OF E-MAIL NOTICATION

Subject: Patient Overflow activation for mm/dd/yy
Body:
Greetings,

The UCR Hospitalist Service is over cap at ## patients today. As such, we are activating external overflow, *"physician's name"* from the (RIC/IPC) group has agreed to help. Thank you.

Signature

D. ADDITIONAL OVERFLOW INSTRUCTION

1. Any patient seen by Dr. Vikram Sahay during overflow will remain on his service. The UCR Hospitalist Team will not to take these patients back.

2. Any UCR Health bounce back patients during overflow will return to the UCR Health Hospitalist service.

VI. **Forms/Instructions** (Not Applicable)

VII. **Contacts**

Contact	Phone	Email
Director of Hospital Medicine	951-827-7662	mnduati@medsch.ucr.edu
Medical Director of RCH Hospitalist Service	951-788-3636	kharazmi@medsch.ucr.edu
Clinical Affairs Analyst	951-788-3636	lbaldes@medsch.ucr.edu
Chief Medical Officer of RCH	951-788-3111	kenneth.dozier@hcahealthcare.com
VP of Business Development of RCH	951-788-3535	benedict.russo@hcahealthcare.com
Dr. Vikram Sahay	951-529-0881	

VIII.   **Related Information** (Not Applicable)

IX.   **Revision History**

New Policy (Creation Date: May 18, 2015)
Revision Date: December 16, 2015

Approval Signature(s):

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