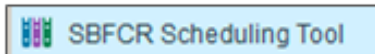


How to Use Blue Team Scheduling Tool

Located in top row of your Epic Screen under



1. Select PHM or PAMF

2. Discharge before rounds?
"Yes" moves patient to top of list with no time slot.

On Fridays with Grand Rounds, change **start time** to 9:10am

Scheduled Based Rounds

PUBLISH SCHEDULE BY **7:50 AM**

Instructions: 1. Use drop down menus (Service/Early DC), 2. Click "Draft", 3. Drag and drop, 4. Publish schedule.
NOTE: If changes are needed after schedule is published, follow above instructions again.

Team: BLUE SERVICE TEAM

Start Time: 08:45

5 Patients

Draft Only

Start Time	Patient	Unit	Room	Nurse	Service	Language	Discharge	DC Before Rounds?	Duration	Comments/Consults
1	Patient 1	PCU 200	2016-A	Nurse 1	PHM	English	> 48 hrs	No	11	
2	Patient 2	PCU 200	2038-A	Nurse 2	PHM	English	> 48 hrs	No	11	
3	Patient 3	PCU 360	3626-A	Nurse 3	PAMF	English	Tomorrow	No	11	
4	Patient 4	PCU 380	3808-A	Nurse 4	PHM	English	Today	No	11	
5	Patient 5	PCU 400	4010-A	Nurse 5	PHM	Spanish	> 48 hrs	No	13	

6. Adjust **rounding duration** as needed

Defaults to:

- 11 minutes: English-speaking
 - 13 minutes: Other languages
- Durations include rounding time + transit to the next room*

Reset

Draft

3. Click "**Draft**"

- List will auto-sort (PAMF first)
- Buffer slots will appear

7. OPTIONAL: Add comments.

4. Insert buffer, transit or teaching slots

09:31	End of Rounds	End of rounds: Displays the time rounds should end	0	
09:31	Buffer Slot #1	Buffer slots: In case you run behind	10	
09:41	Buffer Slot #2		5	
09:46	Anticipated Admit	Anticipated admit: For patients who haven't arrived yet	12	
09:58	Main - West Transit #1	Main-West Transit: To go between Main and West	5	
10:03	Main - West Transit #2		5	
10:08	Teaching #1	Teaching: For short teaching talks	5	
10:13	Teaching #2		5	

8. Click "**Publish**" by **7:50am** and print copies for the team