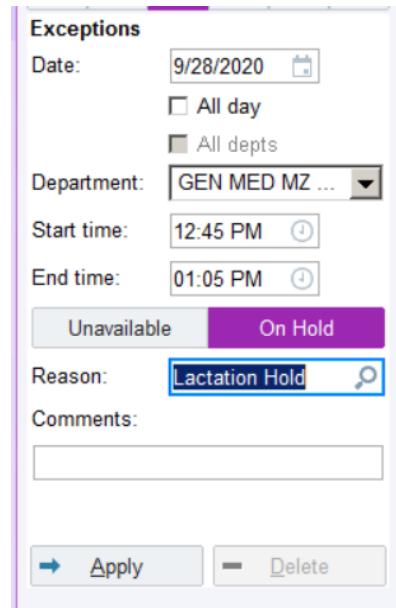


Creation of an Ambulatory “Lactation Hold”

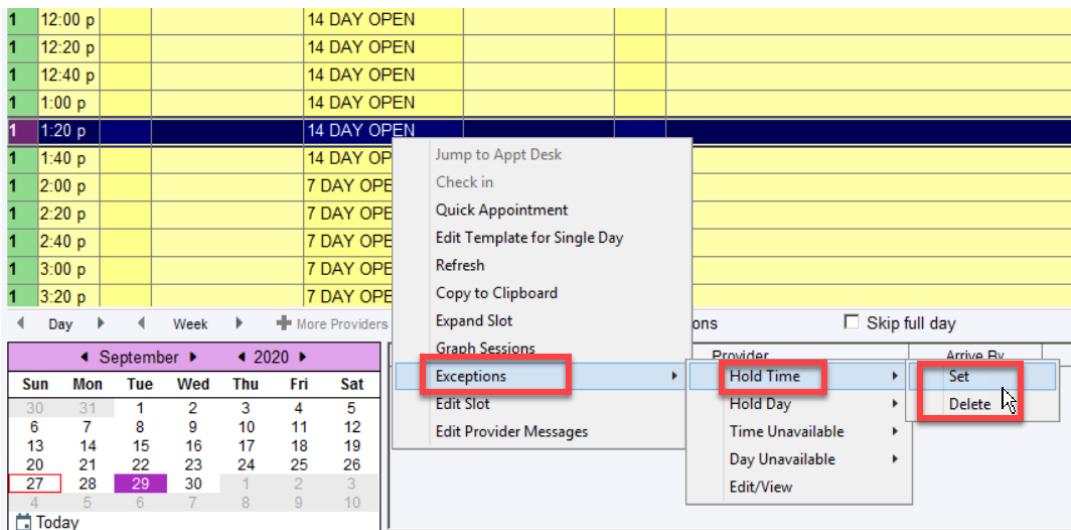
Adding a Lactation Hold to a provider template

1. Open the provider template
2. From the Exception tab, select the time slot
3. Click “On Hold”
 - a. Select the reason of “Lactation Hold”
4. Click Apply

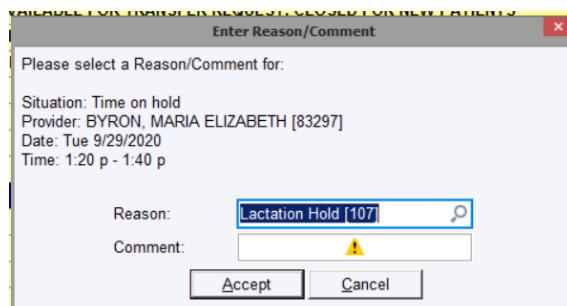


Adding a Lactation Hold from the provider View Schedule

1. Select the correct date
2. Right click
3. Click Exception > Hold Time > Set

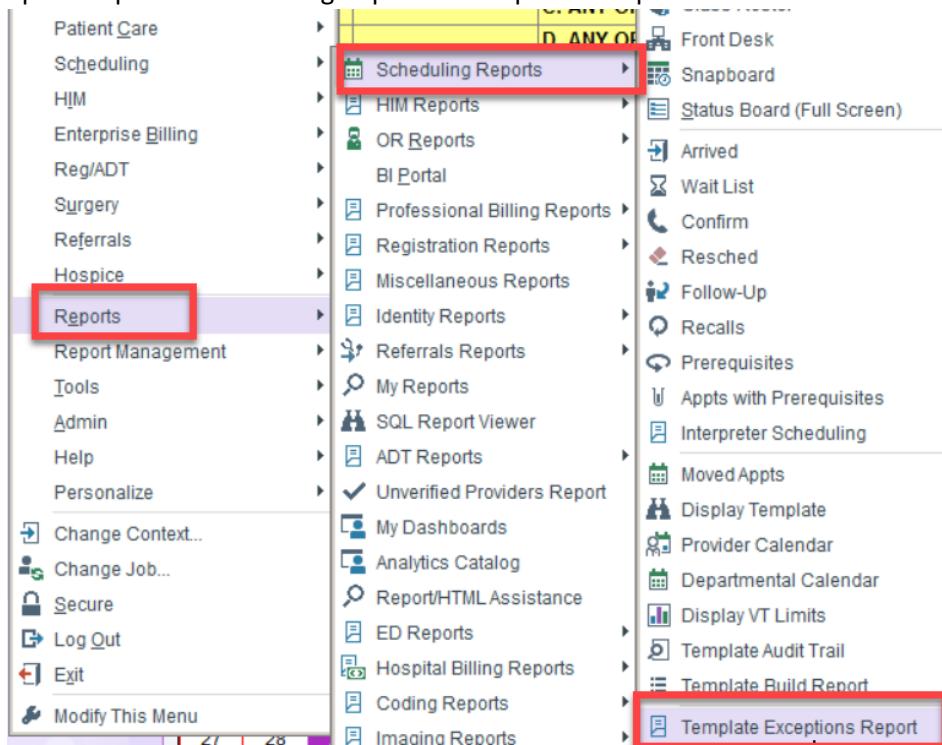


4. Enter the Reason of “Lactation Hold”
5. Click Accept



To run a report to see Hold slot with Lactation Hold

1. Epic > Reports > Scheduling Reports > Template Exception



2. Enter criteria for report. Be sure to search on only Lactation Hold

3. Click Run

The image shows a 'Criteria' dialog box. It has several sections: 'Mode' (radio buttons for Department, Center, or Subgroup), 'Department' (checkboxes for Combined dept and Login dept, with a dropdown menu showing 'GEN MED MZ 1545 2 [2110002]'), 'Provider/Resource' (checkbox for All Providers/Resources, with a dropdown menu showing 'BYRON, MARIA ELIZABETH [83297]'), 'Type' (checkboxes for Time unavailable, Day unavailable, Time on hold, and Day on hold), 'Day of week' (checkboxes for Sun through Saturday and All day), 'Date range' (From: 9/20/2020, To: empty), 'Time range' (From: empty, To: empty), 'Unavailable reason' (checkbox for All, with a dropdown menu), 'Hold reason' (checkbox for All, with a dropdown menu showing 'Lactation Hold [107]' highlighted with a red box), 'Age' (Min days since last modified: empty), and 'Use date range' (checkbox). At the bottom are buttons for Run, Save, Save As, Delete, Restore, Print, and Cancel. The 'Run' button is highlighted with a red box.

The report will pull all the lactation holds for the specified time, making it easier to count and track for RVUs.

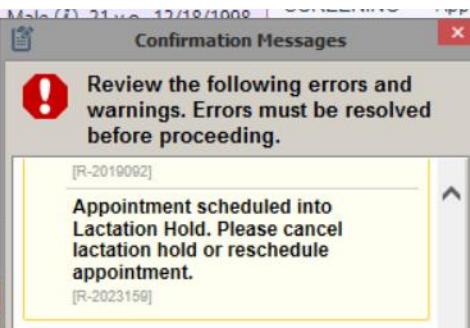
Template Exceptions Report: Temporary Report								
	Type	Date	Day	From Time	To Time	Department	Provider/Resource	Reason
☒	Time on hold	09/24/2020	Thursday	3:00 PM	3:20 PM	GEN MED MZ 1545 2 [2110002]	BYRON, MARIA ELIZABETH [83297]	Lactation Hold
☒	Time on hold	09/28/2020	Monday	12:40 PM	1:00 PM	GEN MED MZ 1545 2 [2110002]	BYRON, MARIA ELIZABETH [83297]	Lactation Hold
☒	Time on hold	09/29/2020	Tuesday	1:20 PM	1:40 PM	GEN MED MZ 1545 2 [2110002]	BYRON, MARIA ELIZABETH [83297]	Lactation Hold
☒	Time on hold	10/06/2020	Tuesday	12:00 PM	12:20 PM	GEN MED MZ 1545 2 [2110002]	BYRON, MARIA ELIZABETH [83297]	Lactation Hold
☒	Time on hold	10/06/2020	Tuesday	2:20 PM	2:40 PM	GEN MED MZ 1545 2 [2110002]	BYRON, MARIA ELIZABETH [83297]	Lactation Hold

If the scheduler schedules into a Lactation Hold – Warning message

1. The system will not show a Lactation Hold block with auto search scheduling functionality. If the schedulers use manual search, and selects the Hold slot, they will get a Warning message.



2. If the provider does not need the lactation hold and a scheduler proceeds to schedule the patient in that time slot, there will be another warning message during Registration, after scheduling. This is a reminder to cancel the Lactation Hold, so that the hold isn't counted in the lactation hold tracking.



For questions about this hold, please reach out to Dr. Katie Grouse, Katie.Grouse@ucsf.edu

For questions about the Lactation Credit program, please contact Dr. Michelle Mourad,

Michelle.Mourad@ucsf.edu