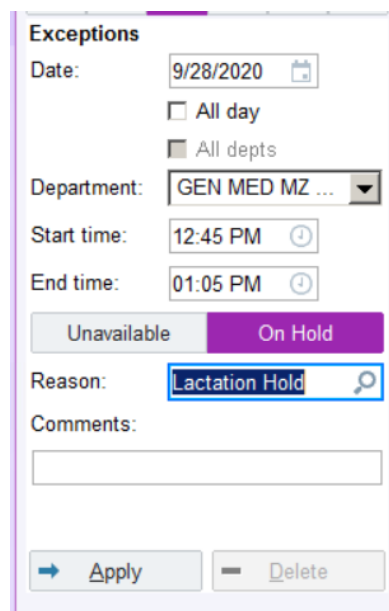


Creation of an Ambulatory “Lactation Hold”

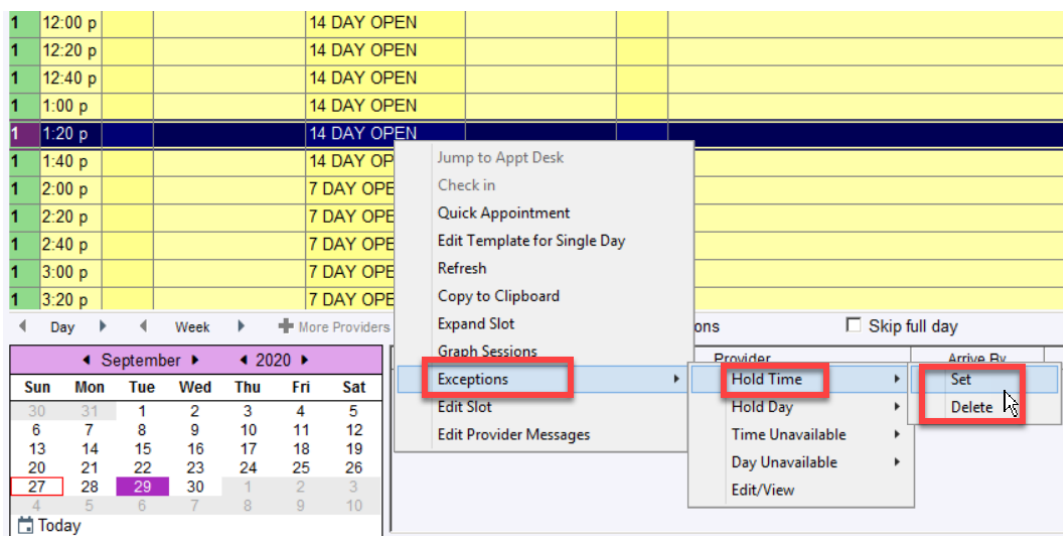
Adding a Lactation Hold to a provider template

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

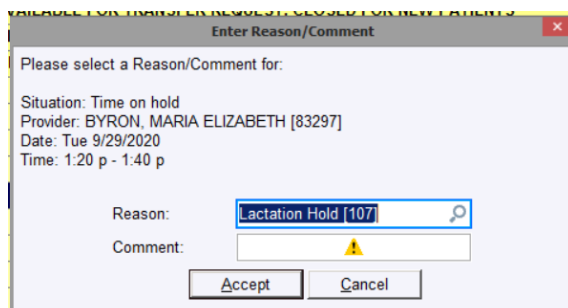


Adding a Lactation Hold from the provider View Schedule

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

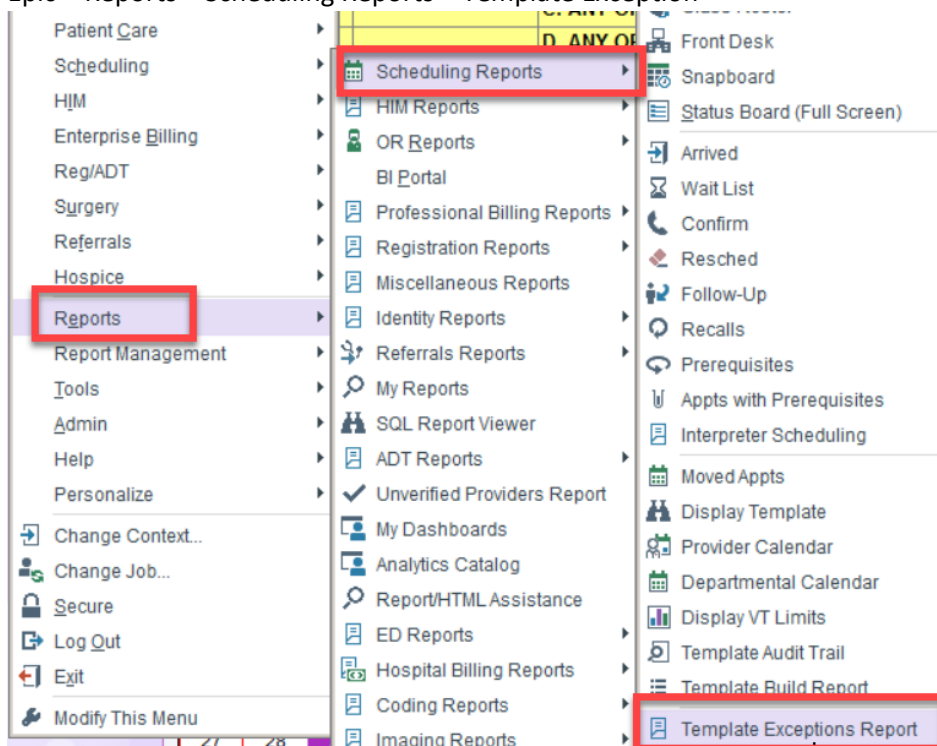


4. Enter the Reason of “Lactation Hold”
5. Click Accept



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

A screenshot of the 'Criteria' tab in the Epic report builder. The 'Mode' is set to '1 - Department'. Under 'Department', 'GEN MED MZ 1545 2 [2110002]' is entered. Under 'Provider/Resource', 'BYRON, MARIA ELIZABETH [83297]' is entered. The 'Type' section has 'Time on hold' checked. The 'Day of week' section has 'Sun', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'All day' checked. The 'Date range' section has 'From: 9/20/2020' and 'To:' empty. The 'Hold reason' section has 'Lactation Hold [107]' entered. The 'Run' button at the bottom left is highlighted with a red box.

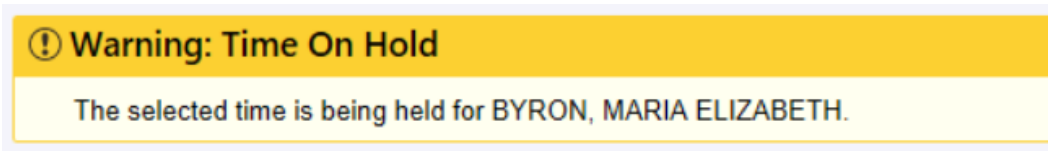
The report will pull all the lactation holds for the specified time, making it easier to count and track for RVUs.

Template Exceptions Report: Temporary Report

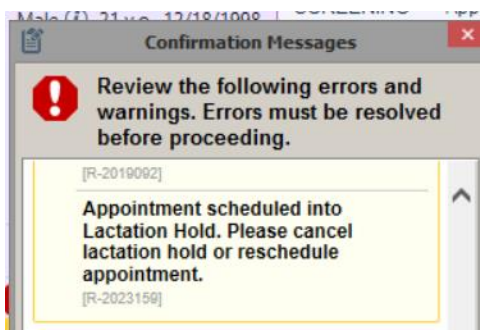
Type	Date	Day	From Time	To Time	Department	Provider/Resource	Reason
Time on hold	09/24/2020	Thursday	3:00 PM	3:20 PM	GEN MED MZ 1545 2 [2110002]	BYRON, MARIA ELIZABETH [83297]	Lactation Hold
Time on hold	09/28/2020	Monday	12:40 PM	1:00 PM	GEN MED MZ 1545 2 [2110002]	BYRON, MARIA ELIZABETH [83297]	Lactation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