

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

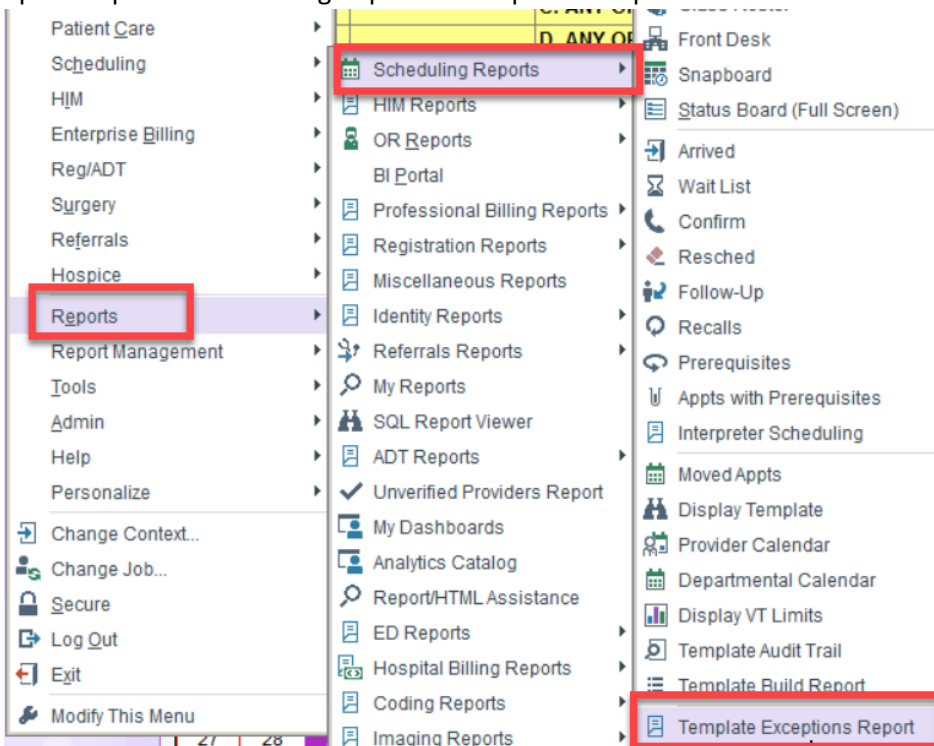
Adding a Lactation Hold from the provider View Schedule

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

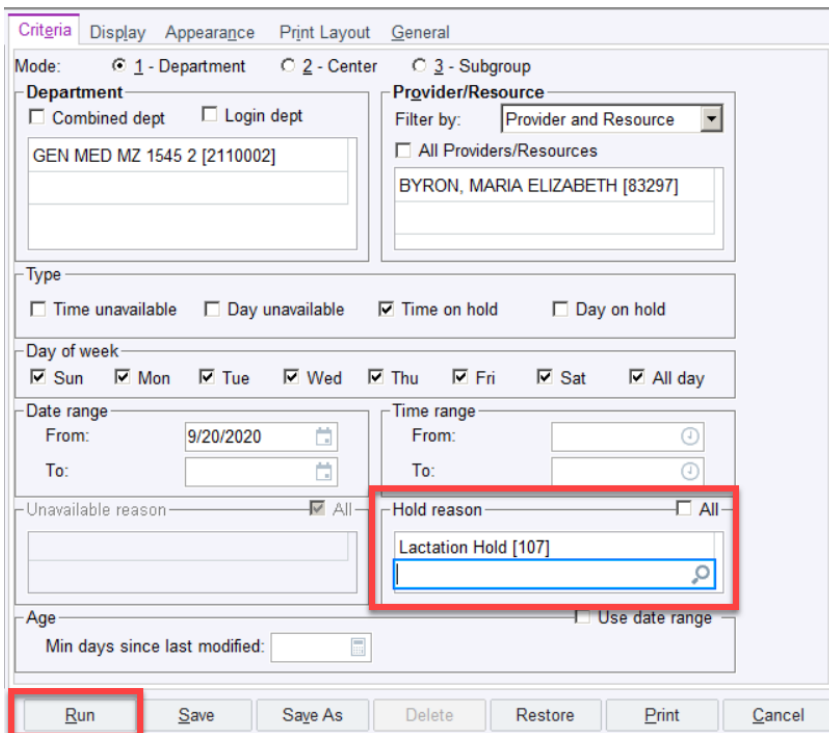
4. Enter the Reason of “Lactation Hold”
5. Click Accept

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

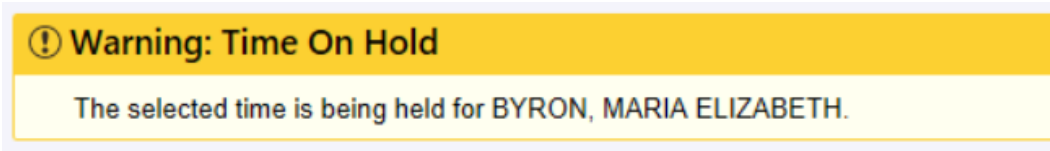
Template Exceptions Report: Temporary Report

Refresh Settings Layout Add Delete Convert Exceptions Template Messages Display Template Provider Calendar

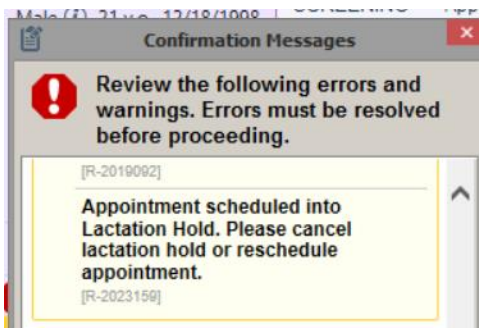
Type	Date	Day	From Time	To Time	Department	Provider/Resource	Reason
Time on hold	09/24/2020	Thursday	3:00 PM	3:20 PM	GEN MED MZ 1545 2 [2110002]	BYRON, MARIA ELIZABETH [83297]	Lactation Hold
Time on hold	09/28/2020	Monday	12:40 PM	1:00 PM	GEN MED MZ 1545 2 [2110002]	BYRON, MARIA ELIZABETH [83297]	Lactation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