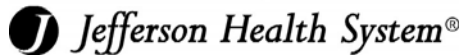


Frankford Hospitals



Torresdale Campus Intern Survival Basics

History and Physicals: History and physicals forms are readily available in the ER, and all patient care areas. Please remember to include documentation of vaccination status and tobacco cessation counseling on all patients when appropriate. All patients should be fully examined top to bottom (literally). If they refuse portions of the exam, clearly document this in the chart. If you are unable to obtain a full history from a patient because they are unable or unwilling to cooperate, clearly document this as well.

Progress Notes: Progress notes are to be written in a **SOAP** note format.

S: Subject
O: Objective
A: Assessment
P: Plan

Any encounter with a patient should be documented in the same format as well.

Abbreviations: Attached is a listing of abbreviations NOT to be used in the medical record. These abbreviations must not be used since they will result in a JCAHO Type-1 citation.

Admissions: All medicine admissions should be reviewed with your resident. Teams will be divided into non-teaching and teaching patients, with PA's following the non-teaching services. Teaching patients should be rounded on with your resident on a daily basis. Non-teaching patients of particular interest can be rounded on as well for bedside teaching purposes. During evening hours, the floor admissions will be reviewed with the resident carrying 336, and the ICU admissions should be reviewed with the ICU attending. On Friday evenings, as well as Saturday and Sunday, the ICU will be covered by the moonlighting attending.

Daytime general surgery admissions are to be reviewed with the senior resident and attending. Subspecialty admissions will be reviewed with their respective attendings. Should you be uncertain about specific orders, you can always contact the resident on beeper 336.

Paging: In house paging at Torresdale can be done one of two ways.

1. Simply page overhead by calling the operator ext. 0
2. In house paging: Simply pick up the phone and dial 27. You will then be instructed to enter the pager number. After entering the pager number, you will be instructed to enter the function digit. You will not enter 3, and will be instructed to enter the display digit. You will now enter the extension where you are. Continue to listen and you will hear a beep, followed by "page accepted". You can now hang up the phone.

Calling a hospital extension: To call extension at the Torresdale or Frankford Campus, dial 2 and then the extension. To call the Bucks Campus, dial 7 and then the extension.

Outside Calls: Dial 9 then the number you're calling. Long distance calls must be placed through the operator.

Station Calls: Station calls are outside calls. They are generally a 1400 number such as 1406. To retrieve these calls pick up the phone and dial #, then 5, then 2, and then 1400 number to which you have been paged.

Contacting Attendings: During daytime hours, attendings can often be contacted by paging overhead. If this is unsuccessful, they should be contacted at their office number, and you should leave your name and in house beeper number. Should you be unable to reach an attending quickly during an emergency care issue, contact your Chief Resident. If for any reason, a Chief Resident is unavailable contact Dr. Segal via long range pager at 215-308-1986 or call the Department of Medical Education and Academic Affairs for assistance. A full list of attending physicians' numbers is available in the computer, or the operator will put you in contact with their office.

Retrieving Dictated Reports: In order to retrieve dictated radiology reports, you do the following. First dial 24200, and you will be prompted to enter a user ID, followed by the pound key. Enter 10#. You then press 3 to listen. You then enter the patient number to retrieve the report. This number is the year in four digits, followed by the month and day in 2 digits, followed by the # key. If the patient were born November 4, 1953, the ID would be 1953/11/04.

To obtain consults, the ID would be the patient's medical record number.

To obtain EE reports, the ID would be 11/04/53. Echoes are often dictated under an ID of the same format,

To review areas during dictation you would press 3. To go to earlier reports, press 8.

Radiology at Night: To get emergent reading on CT at night, dial 24020. they will either get you in touch with an in house radiologist, or direct you to Nighthawk, a group of radiologists in Australia credentialed in the Frankford System, who review films at night. Routine films should be reviewed with the resident.

Chief Residents: All admissions and urgent/emergent clinical issues should be discussed with the Chief Residents. If for any reason a Chief Resident is unavailable, contact Dr. Segal via long-range pager 215-308-1986 or call the Department of Education & Academic Affairs for assistance.

Remember to always function as members of a team, rather than individuals.