**Instructions for POD:**

This is for Disposition patients needing Acute follow-up “check” after an Emergency assessment. This is not intended for routine care. ***For Ft. Meade-based service members, they do not see WR resident clinic for follow up. See end of this document for more information.***

Most often this, is disposition from ER (or similar) to this Acute Clinic.

This includes are **All DEERS/Tricare Eligible** **Patients (including Non-Prime WRNMMC):** You may need to confirm Tricare Eligibility with ER Front Desk. Tricare Non-Eligible (such as VA only) cannot be seen in ABH ACUT clinic. **(No CAPS-age patients in Resident Acute Clinic.)**

1. Locate Resident Acute Clinic on sharepoint on intranet under DBH:
	1. The Password is: “walkin”

 2. Select an appropriate appointment date and time for your patient.

**--No CAPS-age patients in WR-ABH Resident Acute Clinic.**

**--If your patient is established with a resident please attempt to match the patient with the appropriate resident time slot.**

**--It is not optimal to give a next day appointment to someone who has been in the ER the previous date since the pt often sleeps the day after—additionally, if that degree of monitoring is needed, then consider admission. Optimal appointments are usually 48-72 hours after ER visit.**

**--If all the slots within an appropriate timeframe are filled, do not add to the schedule. Send an encrypted e-mail to the following and request appointment be booked for your patient.**

1. Ms. Melinda Davis, (ABH Clinical Manager) melinda.m.davis10.civ@mail.mil

2. Ms. Pat Kemezis (ABH Case Manager) patricia.a.kemezis.civ@mail.mil

3. Ms. Layne Sweatt (ABHC Case Manager) layne.b.sweatt.civ@mail.mil

4. CDR Barb Delsesto, ABH RN (CM) barbara.s.delsesto.mil@mail.mil

5. LCDR John M. Burger (PGY3 site supervisor) john.m.burger6.mil@mail.mil

6. Mr. DeJuan Rowland (Lead psychiatric technician) dejuan.d.rowland.civ@mail.mil

7. Ms. Arielle Jordan (Psychiatric technician) arielle.n.jordan.civ@mail.mil

* **Email Group:** melinda.m.davis10.civ@mail.mil ; patricia.a.kemezis.civ@mail.mil; layne.b.sweatt.civ@mail.mil; barbara.s.delsesto.mil@mail.mil; john.m.burger6.mil@mail.mil; dejuan.d.rowland.civ@mail.mil; arielle.n.jordan.civ@mail.mil>
1. **Fill in the info directly onto the EXCEL spreadsheet to include:**
	1. Patient Full Name and D.O.B.
	2. FMP/last four and/or Federal ID #
	3. A verified cell phone (or contact; also include Command or emergency contact number).

4**. Enter a BEHAVIORAL HEALTH MTF BE** referral into CHCS/AHLTA including the appointment date/time/resident. (CHCS: go to outpatient order set, enter “con”, enter “behav”, select “behavioral health MTF BE”)

5. **Encrypted email th**e assigned Resident along with the clinic’s Acute Visit Follow Up Team with the patient information and appointment date/time.

**Resident + the following Email Group:** patricia.a.kemezis.civ@mail.mil; layne.b.sweatt.civ@mail.mil; barbara.s.delsesto.mil@mail.mil; ; john.m.burger6.mil@mail.mil; dejuan.d.rowland.civ@mail.mil; melinda.m.davis10.civ@mail.mil; arielle.n.jordan.civ@mail.mil>

6**. Provide the patient** with a written documentation of the appointment date/time with the clinic location (Building 19 - America bldg, 6th Floor, Behavioral Health clinic), clinic number (301-295-0500) and the name of the provider. Also provide this information to the ED physician to add to their disposition documentation and discharge papers.

- You should notify **Non-Prime WRNMMC** patients that this will be a one-time visit for Care Coordination.

**For Ft. Meade-based service members being discharged from ER by POD:**

1. Instruct them to walk in to the Ft. Meade Behavioral Health clinic (aka **Kimbrough**) 0730-1630 M-F to establish care.
2. To ensure good communication when a patient is referred to Ft. Meade, please email: Ms. Angela Sluzalis (angela.m.sluzalis.civ@mail.mil), Ms. Carmen Arias (carmen.arias2.civ@mail.mil), and LCDR Rudolph Francin (rudolph.t.francin.mil@mail.mil) with patient information, contact number, command (if known), and 2 sentences on why they presented.
3. This should open up more resident acute clinic spots at WR for our own local personnel.

**For Fort Belvoir-based service members being discharged from ER by POD:**

There is a walk-in clinic at FBCH for Adult Outpatient Behavioral Health only (no walk-in clinic for children). If there is a service member who presents at WR and needs acute follow-up at FBCH, the walk-in clinic would be the best option. To ensure handoff, I would contact the following two people to let them know to expect the service member.

Dr. Sandra Pahl – she manages the walk-in clinic - sandra.a.pahl.civ@mail.mil

CDR Michelle Tsai – she is the chief of the AOBH clinic - michelle.n.tsai.mil@mail.mil