

Message from MD to Charge Nurse or ED department

Hello.

My name is [NAME], I am a Physician from Penn Medicine, and I have a patient who I am concerned about because he/she has risk factors for COVID-19 and he/she has concerning clinical symptoms that I believe need to be addressed emergently. We would like to send that patient to your facility.

Are you the correct person I should be speaking to? If not, who is the best person to communicate with?

Are you able to manage this patient's need and do you have capacity to receive this patient emergently?

[IF NO – thank them and go back patient who has been on hold to see if there is another location they would want or recommend a different location]

[IF YES – Proceed]

[Have this information on hand in your mind or refer to your note]

- Concerning travel history?
- Symptoms
- Exposure to COVID-19?
- What are the clinical concerns that you have for the patient?