Process for the ACHD Team to Evaluate Urgent Patients

**Date Effective:** MM/DD/YYYY

**Type of Policy:** Please indicate if this document is hospital policy or ACHD program policy/clinical guideline.

**Purpose**
Indicate why this process is in place and the population it benefits.

**Policy Statement**
State the actual process for the ACHD team to evaluate urgent patients. These patients should be evaluated by the ACHD team within 48 hours.

**Procedures**
Describe the exact steps of the process by which the ACHD team evaluates urgent patients. Provide details about:

- The exact timelines of the evaluation process
- Personnel involved (i.e., what members of the ACHD team are involved)
- ACHD program’s relationship to specialty providers and other hospitals
- Follow-up and referral procedures

**References**
If applicable, please list any articles or other resources utilized to develop your institution’s process for the ACHD team to evaluate urgent patients within 48 hours.

**Required Signatures**
N/A

**Helpful Tips**
Please upload any documentation or examples of the above policy to the “additional files” section of your application.

**Section J: Outpatient Services.** These documents should be labeled with “J5” only in the title so that each policy/plan can be easily identified.