

[Official Institution Logo]



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.