Department of Pulmonary and Clinic Policy for EPIC In-Basket coverage:

1) We will assign each physician a “group” in which one will identify a “partner” for each faculty member that sees patients in the pulmonary clinic. This list will be available at all times electronically.

2) The Epic In-Basket will be signed out to the “partner” physician before the vacation starts.
   a. This must a division approved vacation or division approved activity such as conferences, speaking engagements, work-related travel, etc.
   b. The physician “partner” must be notified directly (not only electronically) at least one week in advance.
   c. If the “partner(s)” are not available (and no one is willing to cover), the responsibility will fall to the consult attending for that week.
   d. It is the vacationing physician’s responsibility to sign out the In-Basket and sign back in on arrival back to work.

3) Nursing should be prepared to assist the covering physicians, as they may have more knowledge of the patient or the situation than the covering physician.

Richard Rissmiller, MD -- Medical Director of Pulmonary Ambulatory Clinics

Lynn Schnapp, MD – Division Director
Physician Partners for Pulmonary Clinics:

Huggins – Argula -- Strange = Advanced Lung Disease Group

Rissmiller – James = General Pulmonary group #1

Miller – Cox = General Pulmonary Group #2

Silvestri – Pastis – Tanner = Pulmonary Diagnostic Group

Whelan – Paoletti = Transplant Group

Lal – Rinn -- Frye = Sleep Group

Flume – Taylor = CF/Bronchiectasis group