

ELMER

1. Log into ELMER
2. Check Insurance
3. Review Chart
 - a. Crisis alerts
 - b. Progress notes
 - c. Diagnosis
 - d. AOT's
 - e. Doctor's notes
4. Make copy of face sheet
5. Request copy of ED chart
6. Interview Consumer
 - a. Presenting problem- circumstances leading to this event
 - b. Thoughts of self-harm- past and present, lethality
 - c. Sleep and appetite - significant changes or disruption
 - d. Housing
 - e. Natural supports – protective factors
 - f. Level of Education
 - g. Primary Care diagnosis
 - h. Treatment history
 - i. Family history of MH and SUD
 - j. Substance use – past and present with focus on present, type
 - k. Legal issues
7. What is the consumer looking for? Crisis Intervention vs. Inpatient Hospitalization
 - a. Crisis Intervention
 - i. Use Crisis Intervention Note
 - ii. Complete Crisis Plan and provide copy to consumer
 - iii. Use a PAS if the person will be admitted involuntarily
 1. If the person would prefer crisis intervention, but medically necessary to hospitalize
 - a. The MCG guidelines are a tool to help staff make this decision
 - b. Inpatient Hospitalization
 - i. Complete the PAS
 - ii. If NOT meeting criteria
 1. Provide 2nd opinion document and have consumer initial
 2. Provide adequate notice
 3. Develop crisis plan with consumer and provide copy of plan to consumer
8. Once ELMER document completed
 - a. Review disposition with doctor
 - b. Get Universal Consents for PCP, ER, Natural Supports, etc.
 - c. Send document to appropriate parties: e.g. PCP, primary clinician, etc.
9. If being admitted, contact hospitals

Emergency Services Basic How To 8.17.21

- a. There is a list with contact information
 - b. Ask for charge nurse and provide information to them
10. Drop off documents at CMH Medical Records
 - a. Universal Consent(s)
 - b. Petition and Certificate (if applicable)
 - c. Emergency Room Records