**MIM Team Expectations**

**Caps:**
- New admissions per day: 5 per Intern, 10 per Resident
- Transfers per day: 2 per Intern, 4 per Resident
- New admissions per 2 days: 8 per Intern, 16 per Resident
- Total patients: 10 per Intern, 14 per Resident*

*On an ongoing basis, meaning if an Intern starts with 10 patients, and discharges 3, they could still see 3 new admissions that day, only carrying 10 over to the next day.

**Work hours:** Interns MUST have 10 hours off between shifts. You may need to help your interns finish notes or an admission to be sure this happens. Residents MUST have 8 hours off between shifts.

**Schedule:**
- Monday through Friday:
  - 6:45am – 7:00am: Check-out
  - 7:00am – 8:00am: Morning Report/EKG conference
  - 10:00am – 11:30am: Attending Rounds (flexible)
  - 12:00noon – 1:00pm: Noon Conference
  - 4:00pm – 4:30pm: Check-out
  - Answer your pager until 6:00pm.

  **Saturday and Sunday:**
  - 6:45am – 7:00am: Check-out
  - 10:00am – 11:30am: Attending Rounds (flexible)
  - 4:00pm – 4:30pm: Check-out
  - Answer your pager until 6:00pm.

**Conference:** Be on time. You are expected to attend both morning report and noon conference. On Fridays, team presents 1 case at Morning Report with a teaching point. Keep teaching points to 2-3 minutes, and present new information or studies.

**Days off:** The MIM and FIT residents cover each other for days off and on clinic days, NOT the Ward resident. Therefore, the MIM and FIT residents cannot take the same day off.

**FIT Pager:**
For Caritas patients who call, you must enter a telephone encounter in eSummit in the ambulatory context. Please do not refill meds after hours or on weekends. If the patient requests a refill, create a telephone encounter and route to the resident of the month pool (P HN GME INT MED RESIDENT OF THE MONTH).
For Caritas patients in the ED who need urgent follow-up, or for new patients in the ED whom they would like to refer to Caritas urgently, call Jean at x61571, or e-mail Jean.Cunningham@sclhs.net with patient name, DOB and reason for follow-up.

**Contact PCPs:** The team must make attempts to call the PCP, if known, of every patient at admission and discharge, in order to inform them of the admission, gather data on the patient, and facilitate follow-up.

**Follow up:**
If arranging follow-up at the Caritas Clinic, during the week days call the front desk (x61590) to arrange follow-up appointments. During the weekends please email Jean.Cunningham@sclhs.net with patients name, DOB, phone number, and reason for follow up.
Discharge Medications for Indigent patients:
Think ahead and determine if your patient will require financial assistance to obtain Rx’s. Try to coordinate discharges during morning rounds if possible. Maximize $4 generics if able. For others:

Gary Straight Fund
To be used for patients not enrolled in our clinics who require a bridge to their outpatient follow-up. This includes patients not seen at Caritas previously who are set up as new patient hospital follow ups. Qualifications determined and approved by the provider and the Case Managers. Can fill up to 7 days of medication or complete course of oral antibiotics. Print out prescriptions and give to the Case Manager.