I. Policy Summary
   1. To constitute official policies amongst UCR Health Hospitalists.
   2. To ensure clear and concise communication between UC Riverside Health Hospitalist Team and Clinical Affairs Analyst, and Riverside Community Hospital (RCH) Administration.
   3. To institute a method on how to activate overflow procedures.

II. Definitions
Overflow Group – activation of Vikram Sahay, MD, Gamal Ghaly, MD, or a Per Diem UCR Hospitalist

III. Policy Text (Not Applicable)

IV. Responsibilities

V. Procedures
The overflow activation procedure is set in place to assist the UCR Health Hospitalist Team at Riverside Community Hospital on shifts when the patient census exceeds 52 patients, excluding all Intensive Care Unit (ICU) vented/pressor patients, between the 3 hospitalists on service.

A. ACTIVATING OVERFLOW
   1. Overflow activation is initiated by the Nocturnist/Long Shift Hospitalist.
   2. The Nocturnist/Long Shift Hospitalist will call and utilize the appropriate overflow group according to schedule to assist the Hospitalist team, whenever the census reaches 52 patients.
   3. The procedure is as follows;
      - Refer to the Overflow Calendar Schedule and identify if Dr. Vikram Sahay or Dr. Gamal Ghaly is the Overflow Call for the day. They will receive the first notification and if both providers are unavailable, defer to internal overflow, i.e. a Per Diem UCR Hospitalist
**B. E-MAIL NOTIFICATION**

1. The Clinical Affairs Analyst will send an overflow activation e-mail notification to the Director of Hospital Medicine, Medical Director of RCH Hospitalist Service, Clinical Affairs Administration, and RCH Administration.

2. If the Clinical Affairs Analyst is not available the Long Shift Hospitalist will send the e-mail notification if the external overflow is activated.

**C. EXAMPLE OF E-MAIL NOTICATION**

*Subject:* Patient Overflow activation for mm/dd/yy  
*Body:*
Greetings,

The UCR Hospitalist Service is over cap at ## patients today. As such, we are activating external overflow, “physician’s name” from the (RIC/IPC) group has agreed to help. Thank you.

*Signature*

**D. ADDITIONAL OVERFLOW INSTRUCTION**

1. Any patient seen by Dr. Vikram Sahay during overflow will remain on his service. The UCR Hospitalist Team will not to take these patients back.

2. Any UCR Health bounce back patients during overflow will return to the UCR Health Hospitalist service.

**VI. Forms/Instructions** (Not Applicable)

**VII. Contacts**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Hospital Medicine</td>
<td>951-827-7662</td>
<td><a href="mailto:mnduati@medsch.ucr.edu">mnduati@medsch.ucr.edu</a></td>
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<tr>
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<td>951-788-3636</td>
<td><a href="mailto:kharazmi@medsch.ucr.edu">kharazmi@medsch.ucr.edu</a></td>
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<tr>
<td>Hospitalist Service</td>
<td></td>
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<tr>
<td>Clinical Affairs Analyst</td>
<td>951-788-3636</td>
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<tr>
<td>Chief Medical Officer of RCH</td>
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<td><a href="mailto:kenneth.dozier@hcahealthcare.com">kenneth.dozier@hcahealthcare.com</a></td>
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</tbody>
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VIII. Related Information (Not Applicable)

IX. Revision History

New Policy (Creation Date: May 18, 2015)
Revision Date: July 21, 2016

Approval Signature(s):

Michael Nduati, MD, MBA, MPH
Director of Hospital Medicine

Mohammad Kharazmi, MD
Medical Director of RCH Hospitalist Service