A general forecast of patient flow and admissions, based on an analysis of recent history, is valuable in preparing the emergency department for likely scenarios to be faced each day of the week and each clinical shift in the day. Each day, and every shift, the health care team should act and use the actual and predicted admissions forecast to prepare for and leverage flow of patients admitted from the emergency department. The steps to take in this process are listed below.

**Figure 7.8: Identifying and Communicating Potential Admissions from the Emergency Department**

1. Have up-to-date information on ED patient status visible on a white board or electronic system.
2. Communicate with patient placement when the decision is made in the ED to admit a patient.
3. Establish ED board rounds to review patient status.
4. Based on board rounds, predict admissions for the next four hours.
5. Communicate those predictions to patient placement.