

One Medical Passport - Downtime Instructions

During extended OMP downtime, please follow the corresponding procedures to your role listed below.

Surgical Coordinators:

Submitting Booking Requests:

1. Submit only for cases that need to be scheduled within the next 1 day.
2. Access the OMP Downtime Booking form located here:
<https://www.nyee.edu/professionals/admitting-forms>
3. Complete the form and send to: NYEEOMPdowntime@mountsinai.org

Submitting Pre-Surgical Documents:

1. Submit ALL documents for cases within the next 1 day via e-mail to:
NYEEOMPdowntime@mountsinai.org

Central Scheduling:

Review/Confirm Booking Requests:

1. Receive booking requests via email
2. Approve/Reject booking request by contacting the sender directly via e-mail

Chart Review:

Review/Confirm Pre-Surgical Documents:

1. Receive pre-surgical documents for next day's cases via email
2. Approve/Reject pre-surgical documents by contacting the sender directly via e-mail

Nursing:

Follow the normal process for documenting assessments, allergies, and height/weight. Some fields will not auto-recall patient entered information via OMP.