

Manage Transfer Responsibilities

Providers and Nursing Tip Sheet

Overview:

This document provides quick overview of provider responsibilities during an Admission and Transfer using the MEDITECH Expense Manage Transfer Routine in Order Entry (OE). Note: Roles and responsibilities may vary depending on the hospital site-specific workflows.

Scenario	Provider Responsibility	Which Nurse to process transfer routine (Manage Transfer)	Who is responsible for moving the patient's location in MEDITECH
Admission from Emergency (ED Provider writes admission orders)	ED Provider completes a Manage Transfer	ER Nurse after account is flipped from REG ER to ADM IN	Regular hours: Clerk or designate After hours: <i>same as current state</i>
Admission from Emergency (Admissionist / Hospitalist / Consultant writes admission orders)	Admissionist / Hospitalist / Consultant completes Manage Transfer	ER Nurse after account is flipped from REG ER to ADM IN	Regular hours: Clerk or designate After hours: <i>same as current state</i>
Transfer between units (higher acuity to lower acuity)	Higher Acuity Provider completes Manage Transfer (e.g., ICU to Medicine = ICU Provider)	Receiving Unit Nurse AFTER patient has been physically moved	Regular hours: Sending Unit Clerk or designate After hours: <i>same as current state</i>
Transfer between units (lower acuity to higher acuity)	Higher Acuity Provider completes Manage Transfer (e.g., Medicine to ICU = ICU Provider)	Receiving Unit Nurse AFTER patient has been physically moved	Regular hours: Sending Unit Clerk or designate After hours: <i>same as current state</i>
Transfer to Mental Health, Rehab,	Receiving Provider completes Manage Transfer	Receiving Unit Nurse AFTER patient	Regular hours: Sending Unit Clerk or designate

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or Complex Continuing Care	(e.g., Medicine to Rehab = Rehab Provider)	has been physically moved	After hours: <i>same as current state</i>
Transfer between units (lateral acuity transfer)	Receiving Provider completes Manage Transfer (e.g., Medicine to Respiriology = Respiriology Provider)	Receiving Unit Nurse AFTER patient has been physically moved	Regular hours: Sending Unit Clerk or designate After hours: <i>same as current state</i>