Overview

The Manage Transfer functionality is used when patients are transferred from one level of care to another or upon initial admission, it is important to completely review their orders and ensure a fresh accurate set of orders is available for the new location.

To initiate a manage transfer, select the transfer tab on the orders navigation bar.

Orders				SUBMIT 0
CURRENT	•	ENTER	RECONCILE	TRANSFER

Orders					SUBI	MIT
HISTORICAL		ENTER	RECONCILE TRANSFE			
NF Not Included in Conflict	5	Reconcile	Add New	Preview	Hold	Queue
✓ Current Orders						
Admit/ Transfer Order		ĸ	arasmanis, George	16/03/2021 17:3	7 🔷 *New	
*Provider	Karasmanis	,George			•	
*Source	Written Ord	er			•	
*Type of Transfer or Admission	l Admission	From ED	A		•	
Transfer/Admit to Service	Transfer M	patient Unit H, CCC, Rehab n, No Transfer			•	×
Resuscitation Status As Dire			arasmanis, George	01/02/2021 11:1	9 Ordered	
✓ Transfer Orders				Continue All	Stop All	
Orders		Orde	ring Provider	Start	Stop	Now
		Trans	sfer Provider	Status		

Each type of Transfer or Admission when selected will provide a new list of questions required to fulfill the requirement of the transfer. For example, selecting Admission from ED will present the screen below.

✓ Current Orders					
Admit/ Transfer Order		Karasmanis, George	16/03/2021 17:37	✓ *New	
*Provider	Karasmanis,George			•	
*Source	Written Order			•	
*Type of Transfer or Admission	Admission From ED			•	
Transfer/Admit to Service				•	×
Higher Level of Care				•	
Telemetry				•	
Other Requirements					
*Admitting Provider	George Karasmanis			•	×
*Attending Provider/MRP				•	×
*Reason for Visit					
\checkmark					





The "Transfer/Admit to Service" shows a drop-down menu with all the possible locations for the location/service where the patient can be transferred to.

Ccc - Complex Continuing Care	^
Med - Medical	
Mental Health - Mental Health	
New - Newborn	
Obs - Obstetrics	
Paediatrics - Paediatrics	
Rehabilitation - Rehabilitation	Ŧ

Input the Transfer Details

- Pick the appropriate location from them menu.
- Input data into of all of the required fields identified by an asterix (*) such as Admitting Provider, Attending Provider/MRP and Reason for Visit in addition to any other relevant fields.

*Admitting Provider	▼	×
*Attending Provider/MRP	•	×
*Reason for Visit		
$\mathbf{\overline{\mathbf{v}}}$		

• Select the red highlighed chevron to expand the section to see supporting text that explains the meaning of each type of transfer option.

Type of Transfer or Admission						
*Type of Transfer or Admission	Admission From ED					
	t a patient (using the transfer routine) to any unit (inpatient, mental health (MH), complex or rehab) from the emergency room					
	sfer patients from one inpatient unit to another. Not to be used to transfer patients from mental ontinuing care (CCC), or rehab.					
Transfer MH, CCC, Reha - Use this option to tran	b: sfer patients to and from mental health (MH), complex continuing care (CCC), or rehab					
Post-Partum, No Transfe - Patient does not chang	r: je location, however, the manage transfer is used to reconcile orders					

- Review all current active orders to determine if they should be continued or stopped at transfer. Make a selection for each order.
- You may use the "continue all" or "Stop all" buttons at the top of each section to select multiple options at one time for all sections.

✓Transfer Orders		Continue All	Stop All	
Orders	Ordering Provider	Start	Stop	Now
	Transfer Provider	Status		
✓ Care		Continue All	Stop All	
Capillary Blood Glucose TIDAC	me	Upon Transfer		
	me	✓ Continue	Stop	
Insert Saline Lock ONCE	me	04/07/19 12:09	Upon Transfer	
	me	Continue 💌	✓ Stop	
Intake and output Q8H	me	Upon Save		
	me	🗸 Continue 🗸 🗸	Stop	
Vital Signs Q8H	me	04/07/19 12:09	Upon Save	
	me	Continue 🔻	✓ Stop)
 Communication / Alerts 		Continue All	Stop All	



Tip Sheet

- Alternatively select the Continue All or Stop All options per section or select individual orders that you want to stop or continue.
- Select the process "Now" button if an order needs to be carried out immediately and not upon transfer.

 Activity and Restrictions 		Continue All	Stop All	
Bed Rest Routine	ZZTemplate, InDoctors	07/12/2020 21:43	Upon Save	
	Karasmanis, George	Continue	✓ Stop	0

• Note that the start time of the order will update to "Upon Save" instead of "Upon Transfer" when the "Now" checkbox is marked. The order will be activated right after it is submitted and visible in the current orders tab and available in the nurse's worklist.

Medication Reconciliation Prior to the Transfer

Medications that the patient was taking from home in addition to medications taken during a hospital visit will appear. Home medications appear in the left-hand column and Visit Medications in the right-hand column.

Session Pulled to Another Device 🗙 🛛 😒	Session Pulled to Another Device 🗙 📀 Orders	- MEDITECH × +			0	- 🗆 ×
\leftrightarrow \rightarrow C \cong ehrtest.partners4health.	.ca/s0000032483370196/					🔅 🛪 😝 🗄
Return To Home	Chart	Document Orders Discharge		//a Sign	₩orkload Menu	Close
Orders				SUBMIT		0
HISTORICAL	ENTER	RECONCILE		TRANSFER	eLearni 20,	
R	teconcile Add New	Preview		Hold Queue	HCN# 010 MRN# V00	01010101 🖧
✓ Transfer Medications	By Generic Name	•		•	ADM IN, V.RESP RESP	10 -1
Home Med	dications		Visit Medications		1.65m 0g	BMI:0.0kg/m ²
Continue A			visit medications		Acc# VA0000187/21	FULL Resuscitation
clopidogrel [Plavix] 75 mg Tablet					Search Chart	
75 mg PO DAILY		Home	e Medication On Hold			· Ca
Last Taken: Unknown	✓ Hold				V Allergies	
Hold Reason						
🛕 acetaminophen [Tylenol Arthri	tis Pain] 650 mg Tablet Extended	acetaminophen [Tylenol Art	hritis] 🕕		apple Calcium Carbonate	Agitation
		650 mg PO Q12H			(From Maalox Extra Strength)	
650 mg PO Q12H Last Taken: ~Wed Jap 20					gentian violet (From Gentiane Violet)	Cough
Continue					penicillin G	Anxiety
		acetaminophen [Tylenol] 🕕)		pentagastrin	Cough
		500 mg po Q4HR PRN			ragweed pollen	Nasal Congestion
		me 22/04/	2021 10:54	0	sage salicylic acid (From T-	Cough Cough
		Continue	Hold	Stop	Gel Shampoo)	Cougn
		> norepinephrine [Levophed	1 4 mg IV TITR P		starch strawberry	Confusion
			2021 07:10	0		Cough
		Continue	Hold	Stop	V Problems	
		ramipriL [Altace]				ONSET
		1.25 mg PO DAILY		_	Diabetes	
1		-			Hyperqlycemia	

- Medications on hold from initial reconciliation will be highlighted in yellow and you can decide to continue or to keep them on hold.
- Medications that were continued upon reconciliation on admission will be highlighted in green.
- These meds cannot be modified from the home meds screen. Edit is available from the Visit Medications column.



Sheet					
	Visit M	edications			
	Home Medio	ation On	Hold		
acetaminophen [Ty	/lenol Arthritis]				
650 mg PO Q12H					
555 mg · c (220					
acetaminophen [Ty	/lenol]				
acetaminophen [Ty		54			0
acetaminophen [Ty 500 mg PO Q4HR PR me	N 22/04/2021 10: Upon Transfer	54 Hold		✓ Stop	Image: Control of the second secon
acetaminophen [Ty 500 mg PO Q4HR PR me me	N 22/04/2021 10: Upon Transfer nue	Hold		✓ Stop	Image: A start of the start
acetaminophen [Ty 500 mg PO Q4HR PR me me Conti	N 22/04/2021 10: Upon Transfer nue	Hold		✓ Stop	
acetaminophen [Ty 500 mg PO Q4HR PR me Conti	N 22/04/2021 10: Upon Transfer nue Levophed] 4 mg	Hold		✓ Stop	i

- Use the Visit Medications column to Continue, or Stop each of the current visit active medications.
- Selection of any of these buttons sets up the activation of the order as "Upon Transfer". It means that the order will be visible under the current orders tab and in the nurse's worklist only if the Transfer is processed once the patient arrives at the new location.
- If you want the order to be carried out immediately and not upon transfer, select the process "Now" button. Note that the start time of the order will update to "Upon Save" instead of "Upon Transfer" when the "Now" checkbox is marked. The order will be activated right after it is submitted and will be visible under the current order tab and available in the nurse's worklist.



Tip Sheet

To enter new orders, select the "Add New" tab under the Transfer function

HISTORICAL	ENTER	RECON	VCILE	×	TRANSFER
Not Included in Conflicts	Reconcile	Add New	Preview		
avorites 🔹 Orders Sets 👻 🔍 pca				Filter: All	👻 Pt.Age 🗹 Wt.
YPCA [Patient Controlled Analgesi	a] 🗉 🗈		Clear		Deselect 🔶 🛧
✓ Patient Care					
V Initiate PCA Protocol PER PROTOCOL	New		04/07/19 13:29		
AS DIRECTED					
✓ Respiratory					
✤ Oxygen if Sats Below 92%					
AS REQUIRED					
✓ Oxygen if Sats Below 88%					
Oxygen If Sats Below 88% AS REQUIRED AS REQUIRED		Ordered	04/07	7/19 12:07	
c etaminophen [Tylenol] 🕕 25 - 650 mg PO Q4H PRN					
e	04/07/19 12:07				
le	Upon Save				
		continue		🖌 Stop	Process No

- Once you have finalized entering your new orders, ensure that there are no conflicts that needed to be resolved before submitting.
- Select the Preview button to see a summary of the changes done to previous entered orders and new orders placed.
- New, Continue, Stop and Hold orders will appear on your screen.
- Orders selected as active "Now" will have the icon in front.

HISTORICAL		ENTER		RECONCILE	×	TRANSFER		
NF Not Included in Conflicts		Reconcile	Add New		Preview			
		Medicine	D3 to Surgery A3					
Initiate PC	Protocol PER PROTOCO	rotocol PER PROTOCOL			me			
diphenhyd	4INE [Benadryl]				me			
New sodium chi	sodium chloride 0.9 % [Normal Saline ; CONTIV .Q24H 30 mls/hr				me			
Oxygen if s	s Below 88% AS REC	UIRED			me			
	OPTION 1: HYDROmorphone PCA P				me			
HYDROmorp	ne [HYDROmorphone (0.4 mg/mL 20 mg in 50 ml CONTIV CON	T 10 mg/hr SCH					
Capillary B	d Glucose TIDAC				me			
Insert Sali	Lock ONCE				me			
Oxygen if s	s Below 88% AS REC	UIRED			me			
Diabetic Di					me			
Complete I	Complete Blood Count Routine				me			
	Creatinine/EGFR Routine				me			
Continue Electrolyte	Electrolytes Routine				me			
Glucose Ra	Random Routine				me			
Lipids Prof					me			
	1 Tests Routine			me				
Urinalysis					me			
	en [Tylenol] 🕕			Pr	rocess Now			
gabapentir	Neurontin]			NOW				
ECG Electr	rdiogram 12 Lead R	outine			me			
Intake and	itput Q8H				me			
Vital Signs	H				me			
Stop VTE proph	xis not required Rout	ine			me			
	sion [ADT] AS DIREC	TED			me			
Regular Di					me			
w ramipril					me			
sennosides	Senokot]			NOW	me			
Hold IV Calcite I								

• After submitting you will see the summary of the actions taken on all orders. This include decision made on the transfer orders, orders that will be active upon filing and a list of home meds that have been reconciled.



Tip Sheet

Order Summary				SAVE
HISTORICAL	ENTER	RECONCILE		TRANSFER
ntake and output Q8H	04/07/19 12:			*
	Upon Transfe			
vital Signs Q8H	04/07/19 12:			×
	Upon Transfe			
VTE prophylaxis not required Routine	04/07/19 12:			×
		Upon Transfer		_
Patient Admission [ADT] AS DIRECTED	04/07/19 12:			×
	Upon Transfe			
Regular Diet	04/07/19 Din			×
	Upon Transfe		_	_
📧 ramipril 5 mg PO BID	01/07/19 21			×
	Upon Transfe			
sennosides [Senokot] 17.2 mg PO BEDTIME PRN	04/07/19 11	:56 Stop	1	×
	Upon Save			-
Initiate PCA Protocol PER PROTOCOL	Upon Save	New		×
diphenhydrAMINE [25 - 50 mg PO Q4H PRN	Upon Save	New	1	×
> sodium chloride 0.9 % CONTIV .Q24H 30 mls/hr	Upon Save	New	S	×
Oxygen if Sats Below 88% AS REQUIRED	Upon Transfe	r New		×
OPTION 1: HYDROmorphone PCA (P)		:00 New		×
HYDROmorph 20 mg in 50 ml CONTIV CONT 10 mg/hr SCH				

- Once a manage transfer has been initiated, a flag will appear next to the transfer tab on the orders screen to alert other providers that there is a manage transfer underway.
- Until this transfer is processed in the new location, all new orders will need to be specified as to what will stop or continue once the transfer occurs.
- To add orders that will continue after the transfer, select the "Transfer" tab, then "Add New" and enter your order. It will be displayed under the visit medications column as new.

RECONCILE		×	TRANSFER	
Add New	Preview			

- It is important to mention that orders placed by the provider under the Transfer Routine will not be active or transmitted to the proper applications until the Transfer is processed by the receiving nurse.
- Nurses will be flagged or notified that a transfer order exists for being immediately processed.
- Once the transfer is processed, the orders show as "Ordered" under the current orders tab with the provider's name who initiated the transfer.

