

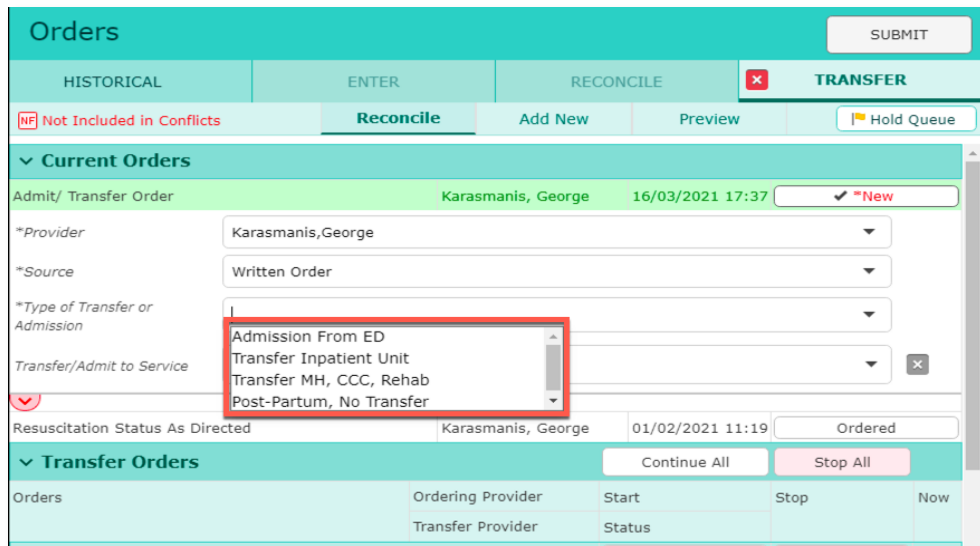
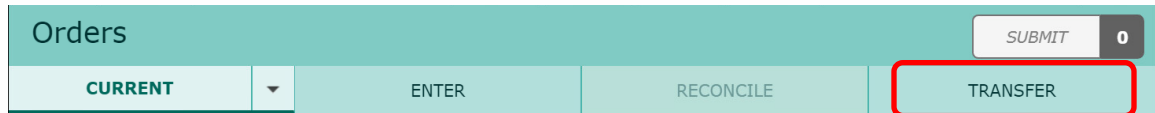
Manage Transfer

Tip Sheet

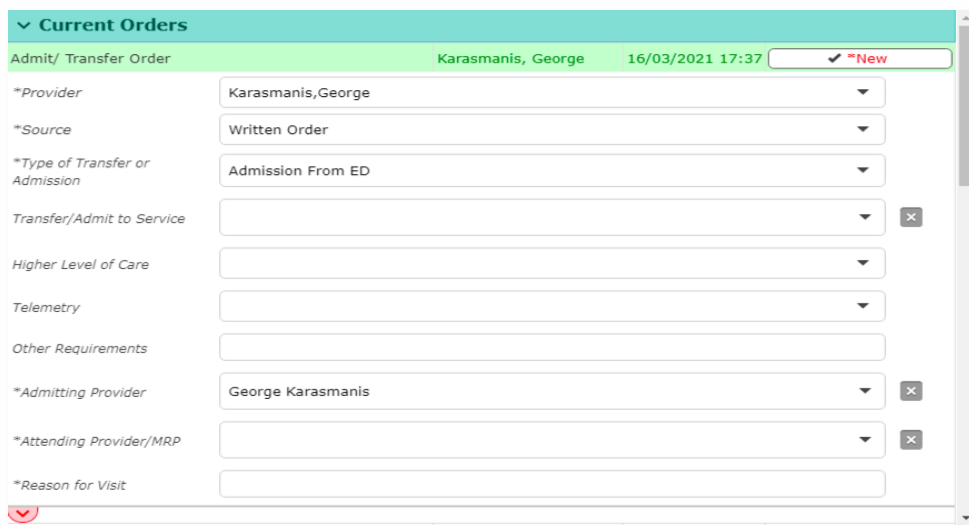
Overview

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.



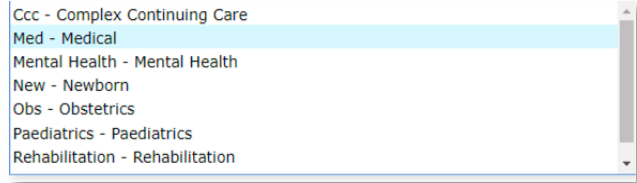
Each type of Transfer or Admission when selected will provide a new list of questions required to fulfill the requirement of the transfer. For example, selecting Admission from ED will present the screen below.



Manage Transfer

Tip Sheet

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.

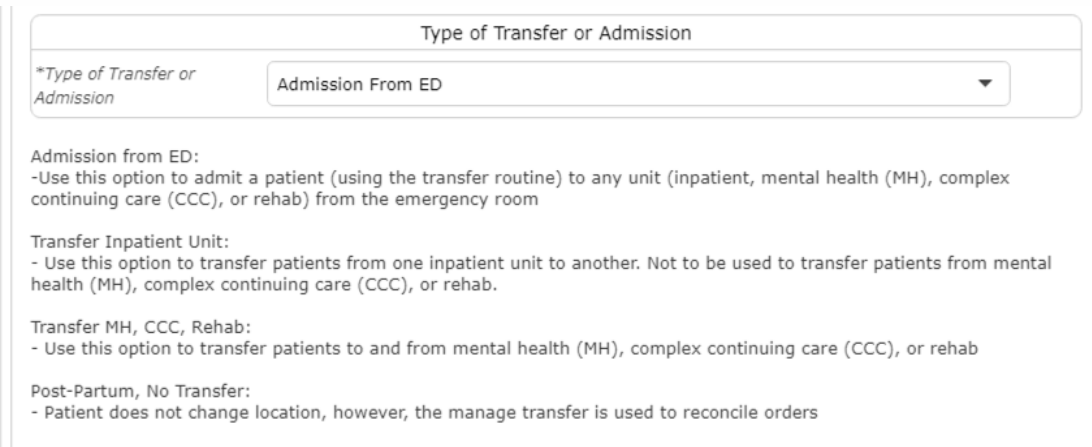


Input the Transfer Details

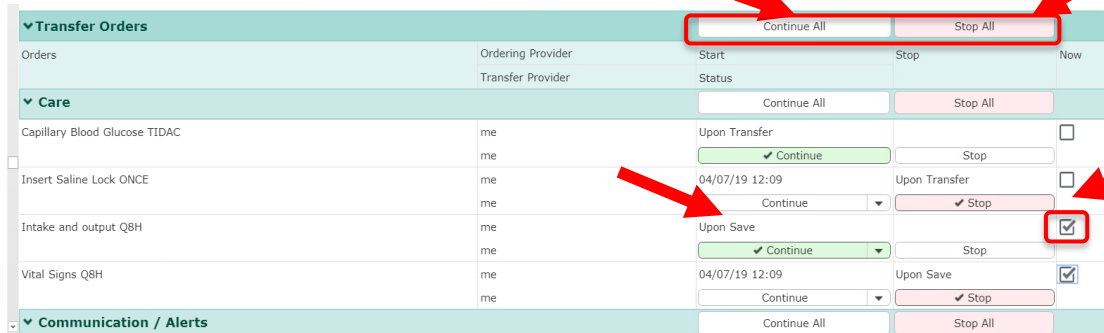
- Pick the appropriate location from them menu.
- Input data into of all of the required fields identified by an asterisk (*) such as Admitting Provider, Attending Provider/MRP and Reason for Visit in addition to any other relevant fields.



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



- 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.



Orders	Ordering Provider	Transfer Provider	Start	Status	Stop	Now
▼ Care						
			Continue All	Stop All		
Capillary Blood Glucose TIDAC	me		Upon Transfer	Continue	Stop	<input type="checkbox"/>
Insert Saline Lock ONCE	me		04/07/19 12:09	Continue	Stop	<input type="checkbox"/>
Intake and output Q8H	me		Upon Save	Continue	Stop	<input checked="" type="checkbox"/>
Vital Signs Q8H	me		04/07/19 12:09	Continue	Stop	<input checked="" type="checkbox"/>
▼ Communication / Alerts						
			Continue All	Stop All		

Manage Transfer

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 Karasmanis, George	07/12/2020 21:43	Upon Save <input checked="" type="checkbox"/>
		Continue	Stop <input checked="" type="checkbox"/>

- 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.

The screenshot shows the MEDITECH Orders interface. The 'Transfer Medications' section is active, displaying two columns: 'Home Medications' and 'Visit Medications'. In the 'Home Medications' column, clonidogrel [Plavix] 75 mg Tablet and acetaminophen [Tylenol Arthritis Pain] 650 mg Tablet Extended are listed. The acetaminophen entry has a 'Hold Reason' section with a 'Continue' button highlighted in green and a 'Hold' button highlighted in yellow. In the 'Visit Medications' column, acetaminophen [Tylenol Arthritis] 650 mg PO Q12H, acetaminophen [Tylenol] 500 mg PO Q4HR PRN, norepinephrine [Levophed] 4 mg IV TITR, and ramipril [Altace] 1.25 mg PO DAILY are listed. The 'Problems' list on the right includes Agitation, Confusion, Cough, Anxiety, Nasal Congestion, and OMSSET.

- 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.

Manage Transfer

Tip Sheet

Visit Medications			
Home Medication On Hold			
acetaminophen [Tylenol Arthritis] ⓘ 650 mg PO Q12H			
acetaminophen [Tylenol] ⓘ 500 mg PO Q4HR PRN			
me	22/04/2021 10:54	<input type="checkbox"/>	<input type="checkbox"/>
me	Upon Transfer	<input type="checkbox"/>	<input type="checkbox"/>
Continue		Hold	✓ Stop
> norepinephrine [Levophed] 4 mg IV TITR ⓘ			
Castillo, James, MD	11/03/2021 07:10	<input type="checkbox"/>	<input type="checkbox"/>
me	Upon Transfer	<input type="checkbox"/>	<input type="checkbox"/>
Continue		Hold	✓ Stop
ramipril [Altace]			

- 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.

Manage Transfer

Tip Sheet

- To enter new orders, select the “Add New” tab under the Transfer function

The screenshot shows the 'TRANSFER' tab in the software interface. The 'Add New' button is highlighted with a red box. Below, the 'PCA [Patient Controlled Analgesia]' section is expanded, showing various order types like 'Initiate PCA Protocol', 'Communication Order/Instructions', and 'Respiratory'. A specific order for 'acetaminophen [Tylenol]' is shown with a status of 'Upon Save' and a 'Process Now' button highlighted in yellow.

- 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.

The screenshot shows the 'Preview' button highlighted with a red box. The interface displays a summary of orders categorized into 'New', 'Continue', 'Stop', and 'Hold' sections. The 'New' section includes orders like 'Initiate PCA Protocol', 'diphenhydramine [Benadryl]', and 'sodium chloride 0.9%'. The 'Continue' section includes 'Capillary Blood Glucose TIDAC' and 'Insert Saline Lock ONCE'. The 'Stop' section includes 'ECG Electrocardiogram 12 Lead Routine' and 'Intake and output Q8H'. The 'Hold' section includes 'Calcite D'. A 'Process Now' button is highlighted in yellow.

- 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.

Manage Transfer

Tip Sheet

Order Summary					SAVE
HISTORICAL	ENTER	RECONCILE	TRANSFER		
Intake and output Q8H	04/07/19 12:07 Upon Transfer	Stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vital Signs Q8H	04/07/19 12:09 Upon Transfer	Stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VTE prophylaxis not required Routine	04/07/19 12:07 Upon Transfer	Stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient Admission [ADT] AS DIRECTED	04/07/19 12:08 Upon Transfer	Stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular Diet	04/07/19 Dinner Upon Transfer	Stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ramipril 5 mg PO BID	04/07/19 21:00 Upon Transfer	Stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sennosides [Senokot] 17.2 mg PO BEDTIME PRN	04/07/19 11:56 Upon Save	Stop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiate PCA Protocol PER PROTOCOL	Upon Save	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
diphenhydramine [... 25 - 50 mg PO Q4H PRN	Upon Save	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sodium chloride 0.9 % ... CONTIV ,Q24H 30 mls/hr	Upon Save	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxygen if Sats Below 88% AS REQUIRED	Upon Transfer	New	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPTION 1: HYDROMORPHONE PCA HYDROMorph ... 20 mg in 50 ml CONTIV CONT 10 mg/hr SCH	04/07/19 14:00	New	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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.