# CARE4 MODULE NAME: OM
## How to view Transfer that have not been processed

### Overview
When the patient is admitted or transferred from one unit to another, the Manage Transfer is used to do an order reconciliation. If the transfer is incomplete because there is an order that does not have a decision to continue or stop, the nurse will not be able to process the transfer. The physician will need to be contacted to inform them that the transfer is incomplete.
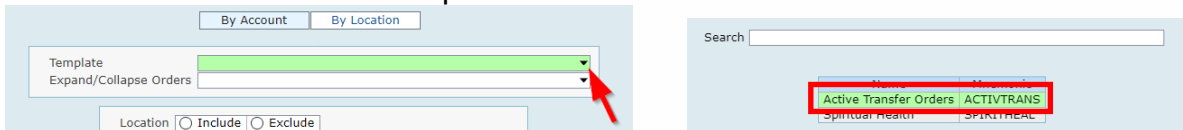
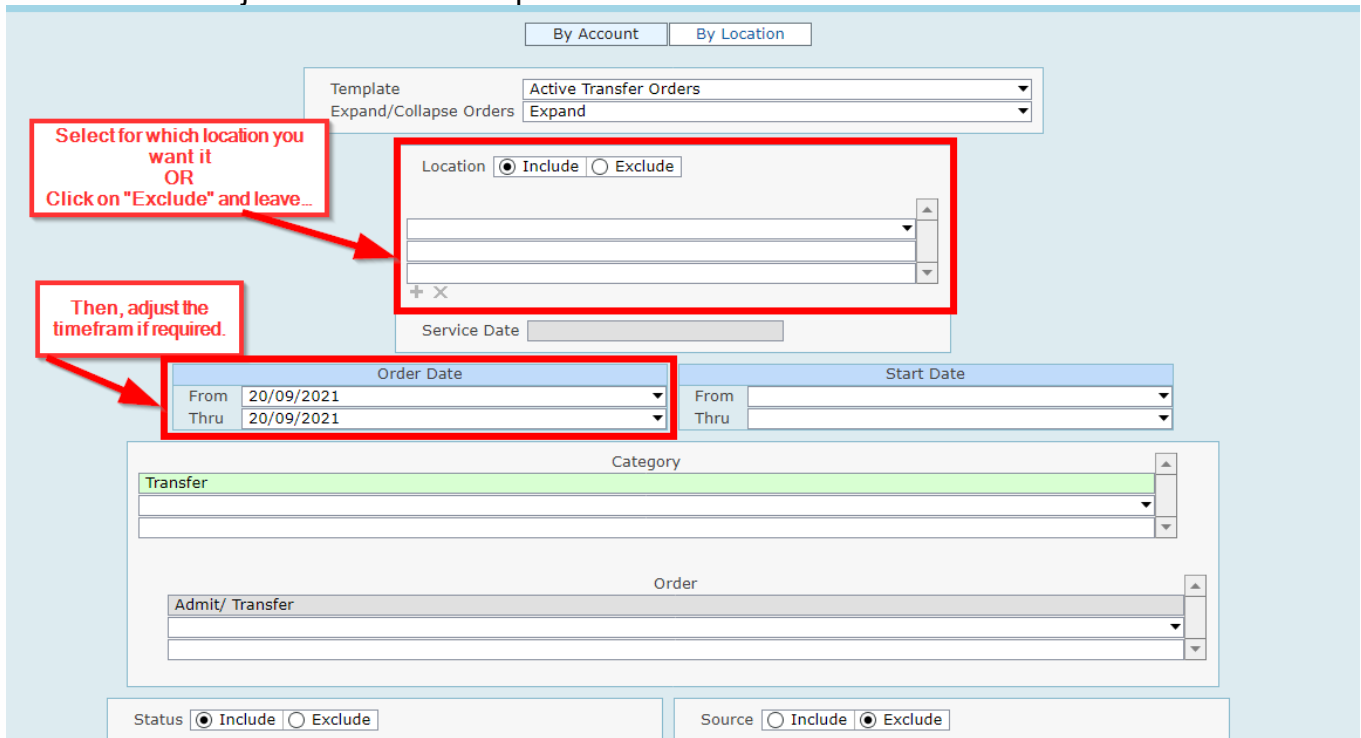This document outlines how we can see pending transfers.

### From the Main Menu
Clinical > Ordering > Manage Orders
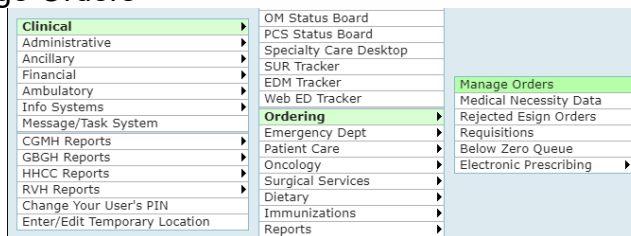


Select the "Active Transfer Orders" template



Select units and adjust timeframe if required

Click on "Compile"



You will be provided with a list of patients that have an active "Admit/ Transfer"