

CARE4 MODULE NAME: PCS/EDM

External Transfer Reports

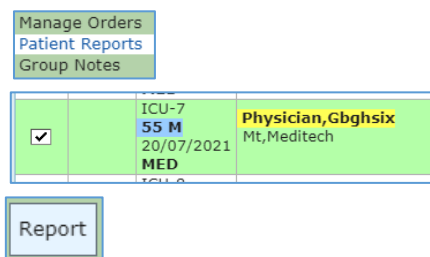
Overview - External Transfer Reports are comprehensive patient reports for patients being transferred to an external location i.e., a different hospital, long term care facility, rehab facility, psychiatric facility. Reports are printed out and provided to the receiving facility.

What information is included in External Transfer Reports?

- Information documented on and pulled from the EMR including:
 - Demographic page with area for MT# and detailed Resuscitation Status
 - Allergies, Special Indicators, Current Diagnosis, Patient Problems
 - Vital signs
 - Lab results
 - Medications (date, time and dose of last given)
 - IV's, Lines, Tubes
 - Physical assessments, Diet, Elimination, ADLs, I&O
 - Medical, surgical, social and family history

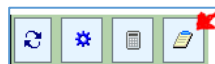
How to access External Transfer Reports from PCS Status Board/EDM Tracker

- Select "Patient Reports" from menu on right side
- Check box to left of patient you want report for
- Select Report button on footer
- Select required Transfer Report from dropdown list, select OK
- From here, preview and/or print



How to access External Transfer Reports from Specialty Care Desktop

- Check box to left of the patient you want report for
- Select clipboard from bottom left footer
- Select required Transfer Report from dropdown list, select OK
- From here, preview and/or print



What is not included in External Patient Reports?

- Some information cannot be included in External Transfer Reports and will have to be printed or photocopied separately. These include:
 - Physician Notes – print from EMR Reports tab
 - ECG's and cardiac monitor strips - Photocopy/obtain copy if needed
 - Fetal health surveillance strips - Photocopy if needed
 - Medical Imaging Reports – print separately from "Reports" in patient's EMR, menu on right
 - Medical Imaging disks - obtain from Medical Imaging department

Note – "Code Blue Report" can be printed as a patient summary for the attending code team