CARE4 MODULE NAME: Manage Transfer
Admitting an ED Patient

Overview

To admit a patient from the ED, the physician who writes the patient's admission orders must follow the following steps. Note: depending if your site has an admissionist, then the following steps are to be followed by the admissionist; otherwise they are to be completed the admitting ED physician.

- When in the patient's chart, select **orders.**

- This brings you to the **Current** orders screen. Review these orders, as these are the orders that will need to be reconciled.

- Click on **Transfer.** This brings you to the Manage Transfer Routine where you follow the steps of the transfer: 1. Reconcile, 2. Add New, and 3. Preview.

In the Reconcile Tab, **Admit / Transfer Order**

1. The Type of Admission or Transfer is Admit from ED (required field)
2. The Reason for visit is what will be used for registering the patient (required field)
3. Transfer/Admit to Service tells admitting which service to admit the patient (required field)
4. Higher level of Care specifies if the patient requires higher care (e.g., ICU), if the patient requires telemetry and/or any other requirements on admission
5. Admitting Provider defaults in for the physician completing the admission
6. Attending Provider is something you must fill out so admitting knows who to place the patient under as MRP

- In the reconcile tab, define what orders should be **stopped** or **continued** upon admission. Note: ALL orders except medications are defaulted to STOP. This is the **orders reconciliation** upon admission. <u>Make sure there is an ACTION for all orders – including medication orders</u>

- Next, in the Add New Tab, add any orders that the patient requires for Admission. Typically, an admission orderset is utilized. Select any orders that the patient requires.

- Next, click the Preview Tab. Make sure every order has an action. It should look like this:

- It should **NOT** look like this:

- When complete, hit the "submit" button and enter your PIN. The transfer should look like this. Note: these orders will become active once the admission is complete from Registration and Nursing perspectives.