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.

Return	To Home 1	rackers		Chart	Document	Orders	& Discharge				Kan Sign	لالله الله الله الله الله الله الله الل	i Menu	٠	× Close
	Diagnostics Provider Notes			Nurse/Allied Health Medication			Medications			C			0		
	History & Problems Administrative			Other Clinical				н		ihcc,Test Lisa					
	Summary Activity		Activity		Flowsheets				Health Mgmt			51, F · 04/06/1970 HCN# None			
۲	(*) Summary									\$	0	REG ER, RVH	Main ED		
• Widge	t data for 06/09/2	021 (REG ER)										Acc# Cor		Code Statu	us Not
~ ● <u>A</u>	rrival Notificati	on		1	Special Indicators							VE0000902/21 No		No Hx A	ed Avail
		No Data to	Display		No Data to Display							Search Chart X			×
				-11	✓ Active						(Ť	N			
Stated Complaints			- 8	No Active Problems on File						V Home Meds			Â		
Chief Complaint TESTING			_	 ✓ ● Chief Complaint Data 						No Data to Display					

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

E 🖆 루 Return To Home Trackers		Chert	Document Orders	& Discharge		Xan Sign	Workload Me	≡ 🏟 😣
Orders					SUBMIT	0	C	0
CURRENT	-	ENTER		RECONCILE	TRANSFER		Hhcc, 51, F -	Test Lisa 04/06/1970
		Medication	s by Status*		Edit M	Iultiple	MRN#	v000008291
ORDERS BY CATEGORY		PROVIDER		DATE	STATUS	÷ +	REG ER, RVH Main	ED
 Assessment and Monitoring 							Acc#	Code Status Not
Cardiac Monitoring Continuous		me		06/09/2021 21:32	Active	0	VE0000902/21	Ordered No Hx Avail
v Electrocardiology							Search Chart	
ECG 12 Lead Urgent		me		06/09/2021 21:32	Ordered	0		IN G
✓ Laboratory								
Basic Metabolic Panel Urgent		me		06/09/2021 21:32	Uncollected	0	V Home Meds	6
Complete Blood Count Urgent				06/09/2021 21:32	Uncollected	0	No Data	to Display
International Normalized Ratio Urgent		me		06/09/2021 21:32	Uncollected	0		
Troponin I High Sensitivity Urgent		me		06/09/2021 21:32	Uncollected	0	v Problems	

• 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.

E A Frackers		Chart Document	Criders Discharge	1	á l Sign
Orders				SUBMIT	
HISTORICAL	ENTER		RECONCILE	TRANSFER	
	1. Reconcile	2. Add New	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

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Orders				(SUBMIT			
HISTORICAL	ENTER		RECONCILE	×	TRANSFER			
	Reconcile	Ile Add New Preview						
✓ Current Orders								
Admit/ Transfer Order		me	06/09/2021 21:41		✔ New			
"Type of Transfer or Admission 1 Admit	from ED				•			
Use this option to admit a patient to any unit from the emergency room Description for Type of Transfer or Admission								
"Reason for Visit 2.	pain							
"Transfer/Admit to Service 3. Medica	al construction of the second s				• 🛛			
Higher Level of Care					•			
Telemetry 4.					•			
Other Requirements								
"Admitting Provider 5. James	Castillo				•			
"Attending Provider/MRP 6. James	Castillo				•			

 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</u> orders – including medication orders

HISTORICAL	ENTER			REC	ONCILE	×	TRANSFER	
	Reconcile	Add	Add New Preview		Preview			
v Current Orders								
v Transfer Orders				1	Continue All	-	Stop All	
Orders	Ordering Provider				Start		Stop	Now
		Transfer Provider			Status			
 Assessment and Monitoring 					Continue All	-	Stop All	
Cardiac Monitoring Continuous		me			06/09/2021 21:32		Upon Transfer	
		me			Continue 💌		✓ Stop	0
 Electrocardiology 					Continue All		Stop All	
CG 12 Lead Urgent		me			06/09/2021 21:32		Upon Transfer	
		me			Continue		✓ Stop	0
 Laboratory 					Continue All		Stop All	
Basic Metabolic Panel Urgent		me			06/09/2021 21:32		Upon Transfer	
		me			Continue		✓ Stop	
Complete Blood Count Urgent		me			06/09/2021 21:32		Upon Transfer	
		me			Continue		✓ Stop	
nternational Normalized Ratio Urgent		me			06/09/2021 21:32		Upon Transfer	
		me			Continue		✓ Stop	
Troponin I High Sensitivity Urgent		me			06/09/2021 21:32		Upon Transfer	
		me			Continue		✓ Stop	0
 Lines/Tubes/Drains 					Continue All	-	Stop All	
Peripheral IV/ Saline Lock (Ins./Maint.) Order		me			06/09/2021 21:32		Upon Transfer	
		me			Continue		✓ Stop	0
 Targets 					Continue All		Stop All	
Dxygen Administration and SpO2 Target As Directed		me			06/09/2021 21:32		Upon Transfer	



• 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.

Orders						SUBMIT
HISTORICAL	ENTER		R	ECONCILE	×	TRANSFER
	Reconcile	Add New	/	Preview		
	Add I	New	Process Order			
Favorites 🔹 Sort 👻 Q admission						Filter: All 👻 Pt.Age 🜌 Wt.
OE ∨ SURG Basic Admission 💽 💽 =						*
Associated Data						
Order	Result			Date		Specimen
O2 Saturation Target (select or type in other)	92%-96%			06/09/2021 21	:32	
✓ Resuscitation Status						
✓ Resuscitation Status						
As Directed						
∨ NPO						
⊕ NPO (V)						
Diet Now						
✓ Diet						
Regular Diet (V)						
Diabetic Diet (V)						
⊕ Heart Healthy Diet (V)						
Renal Diet (V)						
✓ Activity						
Activity as tolerated is a standard of care on the nurs	ing worklist and does not need be order	ed.				
For Activity Restrictions, see the activity restrictions s	uggested set below					
✓ Patient Care						

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

Orders							SUBMIT		
HISTORICAL		ENTER			RECONCILE	×	TRANSFER		
		Reconcile	Add	New	Preview				
Requirements to Submit Transfer: Required Fields									
Clinical Unit to Clinical Unit									
New NPO (V) Urinary Catheter (Insert/Maintain) Once									
Continue	nitroglycerin [Ni	trolingual sublingual 0.4 mg/spray	me						
Continue	acetylsalicylic ad	id [Aspirin ; ASA ; Asaphen] 160	mg PO ONCE ONE		me				
	Cardiac Monitorin	g Continuous			me				
	ECG 12 Lead Urger	nt	me						
	Basic Metabolic Pa	anel Urgent			me				
Stop	Complete Blood C	ount Urgent			me				
	International Nor	malized Ratio Urgent			me				
	Troponin I High S	in I High Sensitivity Urgent							
	Peripheral IV/ Sa	line Lock (Ins./Maint.) Order			me				
	Oxygen Administr	ation and SpO2 Target As Directed			me				

• It should **NOT** look like this:

E 🟠 न Return To Home Trackers				//a Sign						
Orders										
HISTORICAL ENTER					RECONCILE			TRANSFER		
	Reconcile Add		New Preview							
Requirements to Submit Transfer: Required Fields										
Clinical Unit to Clinical Unit										
New	NPO (V)		me							
nen	Urinary Catheter	y Catheter (Insert/Maintain) Once me								
Continue	acetylsalicylic acid [Aspirin ; ASA ; Asaphen] 160 mg PO ONCE ONE me									
	Cardiac Monitorin	g Continuous				me				
	ECG 12 Lead Urge	ECG 12 Lead Urgent me								
	Basic Metabolic P	Basic Metabolic Panel Urgent me								
Stop	Complete Blood C	ount Urgent				me				
	International Nor	malized Ratio Urgent				me				
	Troponin I High S	ensitivity Urgent				me				
	Peripheral IV/ Sa	line Lock (Ins./Maint.) Order				me				
Oxygen Administration and SpO2 Target As Directed						me				
No Action	No Action nitroglycerin [Nitrolingual sublingual 0.4 mg/spray] 1 spray SUBLINGUAL QSM PRN									



• 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.

E A F Return To Home Trackers			Chart Document C	Dirders Discharge				//si Sign
Orders							SUBMIT	0
CURRENT	<u>.</u>	ENTER		RECONCILE			TRANSFER	-
		Me	edications by Status*				Edit Multiple	
ORDERS BY CATEGORY		PF	ROVIDER		DATE	STATUS		* *
 Resuscitation Status 								
Resuscitation Status As Directed		m	ie		06/09/2021 22:03	Ordered		0
v Admit/Transfer/Discharge								
Admit/ Transfer Order		m	ie		06/09/2021 21:41	Ordered		0
 Assessment and Monitoring 								
Cardiac Monitoring Continuous		m	ie		06/09/2021 21:32	Active		0
 Electrocardiology 								
ECG 12 Lead Urgent		m	ne		06/09/2021 21:32	Ordered		0
✓ Laboratory								
Basic Metabolic Panel Urgent		m	ie		06/09/2021 21:32	Uncollected		0
Complete Blood Count Urgent		m	ne		06/09/2021 21:32	Uncollected		0

