

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**.

The screenshot shows the patient chart interface for 'Hhcc, Test Lisa'. The 'Orders' tab is highlighted in the top navigation bar. The main content area displays various sections: Summary, Arrival Notification (No Data to Display), Complaints (Stated Complaint: TESTING, Chief Complaint:), Special Indicators (No Data to Display), Active (No Active Problems on File), and Chief Complaint Data (No Data to Display). The right sidebar shows patient information and a 'Home Meds' section with '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.

The screenshot shows the 'Orders' screen with the 'CURRENT' tab selected. The table below lists the current orders:

ORDERS BY CATEGORY	PROVIDER	DATE	STATUS
Assessment and Monitoring			
Cardiac Monitoring Continuous	me	06/09/2021 21:32	Active
Electrocardiology			
ECG 12 Lead Urgent	me	06/09/2021 21:32	Ordered
Laboratory			
Basic Metabolic Panel Urgent	me	06/09/2021 21:32	Uncollected
Complete Blood Count Urgent	me	06/09/2021 21:32	Uncollected
International Normalized Ratio Urgent	me	06/09/2021 21:32	Uncollected
Troponin I High Sensitivity Urgent	me	06/09/2021 21:32	Uncollected

- 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.

The screenshot shows the 'Orders' screen with the 'TRANSFER' button highlighted in a red box. Below the 'TRANSFER' button, the steps of the transfer process are listed: 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. Make sure there is an ACTION for all orders – including medication orders

HISTORICAL		ENTER		RECONCILE		TRANSFER	
		Reconcile		Add New		Preview	
Current Orders							
Transfer Orders							
Orders	Ordering Provider		Start	Continue All	Stop All	Stop	Now
	Transfer Provider		Status				
Assessment and Monitoring							
Cardiac Monitoring Continuous	me		06/09/2021 21:32	Continue All	Stop All	Upon Transfer	<input type="checkbox"/>
	me			Continue	Stop	Stop	<input checked="" type="checkbox"/>
Electrocardiology							
ECG 12 Lead Urgent	me		06/09/2021 21:32	Continue All	Stop All	Upon Transfer	<input type="checkbox"/>
	me			Continue	Stop	Stop	<input checked="" type="checkbox"/>
Laboratory							
Basic Metabolic Panel Urgent	me		06/09/2021 21:32	Continue All	Stop All	Upon Transfer	<input type="checkbox"/>
	me			Continue	Stop	Stop	<input checked="" type="checkbox"/>
Complete Blood Count Urgent	me		06/09/2021 21:32	Continue All	Stop All	Upon Transfer	<input type="checkbox"/>
	me			Continue	Stop	Stop	<input checked="" type="checkbox"/>
International Normalized Ratio Urgent	me		06/09/2021 21:32	Continue All	Stop All	Upon Transfer	<input type="checkbox"/>
	me			Continue	Stop	Stop	<input checked="" type="checkbox"/>
Troponin I High Sensitivity Urgent	me		06/09/2021 21:32	Continue All	Stop All	Upon Transfer	<input type="checkbox"/>
	me			Continue	Stop	Stop	<input checked="" type="checkbox"/>
Lines/Tubes/Drains							
Peripheral IV/ Saline Lock (Ins./Maint.) Order	me		06/09/2021 21:32	Continue All	Stop All	Upon Transfer	<input type="checkbox"/>
	me			Continue	Stop	Stop	<input checked="" type="checkbox"/>
Targets							
Oxygen Administration and SpO2 Target As Directed	me		06/09/2021 21:32	Continue All	Stop All	Upon Transfer	<input type="checkbox"/>

- 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.

The screenshot shows the 'Orders' interface with the following data:

ORDERS BY CATEGORY	PROVIDER	DATE	STATUS
Resuscitation Status			
Resuscitation Status As Directed	me	06/09/2021 22:03	Ordered
Admit/Transfer/Discharge			
Admit/ Transfer Order	me	06/09/2021 21:41	Ordered
Assessment and Monitoring			
Cardiac Monitoring Continuous	me	06/09/2021 21:32	Active
Electrocardiology			
ECG 12 Lead Urgent	me	06/09/2021 21:32	Ordered
Laboratory			
Basic Metabolic Panel Urgent	me	06/09/2021 21:32	Uncollected
Complete Blood Count Urgent	me	06/09/2021 21:32	Uncollected