Manage Transfer Changes
How will the New Manage Transfer settings will be changed

Overview

Manage Transfer is used by providers to complete admission and transfer processes. These include:

- Admissions
- Transfers between Inpatient Units due to changes in Care (e.g., ICU to medicine)
- Transfers to Mental Health, Complex Continuing Care, and Rehab
- Transfers from PACU to Surgical Inpatient Units

Changes Coming
- Visit Medications will be auto-defaulted to STOP when entering a transfer
- Transfer HAVE to be fully completed prior to being able to "Submit" a transfer

Transfer Workflow and New Changes Explain Below

1. Physician clicks the transfer button when a patient requires admission or transfer

2. The physician completing admission or transfer has to choose which **orders they would like to continue**. Orders are defaulted to stop starting with non-medication orders at the top. After scrolling down they must address the **medication orders.**

- Note: This is the new setting change, previously physicians needed to make a choice for each medication to either STOP or CONTINUE.
- Note: Home medications are not required to submit a transfer – though should be completed by the MRP during an Admission Process (this is NOT a change)

IMPORTANT: PAY CLOSE ATTENTION TO LABS, IMAGING, REFERRAL, MEDICATION ORDERS, ETC – THEY WILL STOP AND WILLL NEED TO BE CONTINUED FOR THE ORDER TO REMAIN ACTION ON THE PATIENT

3. The physician can add any new orders into the transfer

4. The physician clicks preview prior to submitting the transfer
- Note: Now that medication defaults are set to stop, all medication orders will have a response, which ensures nurses can process the transfer)

- Note: Physicians must understand that if you want anything to continue, they **must** select those orders to **continue** in the reconcile screen (see step 2a)

- Note: if a physician tries to submit an incomplete transfer, then the physician is brought back to the transfer screen to "address" any missed required fields

Implications for Surgery / Anesthesia
- **Non-APS Patients**
    - **Anesthesia**

PACU Orders Through here

    - **Surgery**

Post Op Orders Through Here

- **APS Patients (For sites that have Acute Pain Service)**
    - **Anesthesia – enter new orders in Transfer**

APS Orders Through Here

    - **Anesthesia – Before Submitting, click the "NOW" button in Transfer**

    - **Surgery**

Post Op Orders Through Here