

# 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

The screenshot shows the 'Orders' interface with the 'TRANSFER' tab selected. The 'Admit/ Transfer Order' form is displayed with the following fields:

Field	Value
*Type of Transfer or Admission	Admit from ED
Description for Type of Transfer or Admission	Use this option to admit a patient to any unit from the emergency room
*Reason for Visit	testing
*Transfer/Admit to Service	Medical
Higher Level of Care	
Telemetry	
Other Requirements	
*Admitting Provider	James Castillo
*Attending Provider/MRP	James Castillo

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**.

Transfer Orders			Continue All	Stop All	How
Orders	Ordering Provider	Start	Stop	How	
	Transfer Provider	Status			
	me	Continue	Stop		
Restraints Q1H	ZZTemplate, InDoctors, MD	26/07/2021 10:26	Upon Transfer		<input type="checkbox"/>
	me	Continue	Stop		<input type="checkbox"/>
Restraints (Renewable Q24H) DAILY	ZZTemplate, InDoctors, MD	26/07/2021 10:25	Upon Transfer		<input type="checkbox"/>
	me	Continue	Stop		<input type="checkbox"/>
Communication			Continue All	Stop All	
io Intramuscular or Subcutaneous injections PRN	Ohrling, David, MD	22/06/2021 14:42	Upon Transfer		<input type="checkbox"/>
	me	Continue	Stop		<input type="checkbox"/>
Consult			Continue All	Stop All	
onsult General Surgery Order	me	22/06/2021 14:37	Upon Transfer		<input type="checkbox"/>
	me	Continue	Stop		<input type="checkbox"/>
onsult General Surgery Order	ZZTemplate, InDoctors, MD	26/07/2021 10:19	Upon Transfer		<input type="checkbox"/>
	me	Continue	Stop		<input type="checkbox"/>
Dietary			Continue All	Stop All	
omments to Food Services (V) Routine	Ohrling, David, MD	22/06/2021 14:33	Upon Transfer		<input type="checkbox"/>
	me	Continue	Stop		<input type="checkbox"/>
abetic Diet (V)	ZZTemplate, InDoctors, MD	26/07/2021 18:00 Dinner	Upon Transfer		<input type="checkbox"/>
	me	Continue	Stop		<input type="checkbox"/>
rotocol for Diet Ordering As Per Protocol	me	08/07/2021 10:41	Upon Transfer		<input type="checkbox"/>
	me	Continue	Stop		<input type="checkbox"/>
rotocol for Diet Ordering As Per Protocol	Ohrling, David, MD	22/06/2021 14:19	Upon Transfer		<input type="checkbox"/>

Transfer Medications		By Generic Name
Home Medications		Visit Medications
Reviewed	Continue All	Hold All
acetaminophen [Tylenol] 325 mg Capsule		
325 mg PO QID		
Last Taken: Tue Sep 21		
Continue		Hold
metFORMIN [Glucophage]		
500 mg PO BIDCC		
Ohrling, David, MD		08/06/2021 20:15
me		Upon transfer
Continue		Hold
		Stop

- 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 WILL NEED TO BE CONTINUED FOR THE ORDER TO REMAIN ACTION ON THE PATIENT**

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

The screenshot shows the 'TRANSFER' tab in a medical system. At the top, there are tabs for 'HISTORICAL', 'ENTER', 'RECONCILE', and 'TRANSFER'. Under 'RECONCILE', there are sub-tabs for 'Reconcile', 'Add New', and 'Preview'. The 'Add New' sub-tab is highlighted with a red box. Below the tabs, there is a search bar with 'admission' entered and a filter dropdown set to 'All'. A list of medical orders is displayed, with the 'SURG Basic Admission' header highlighted in green. The list includes categories like NPO, Diet, Activity, and Patient Care.

### 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

The screenshot shows the 'TRANSFER' tab with the 'Preview' sub-tab selected. The screen displays a list of medical orders under the heading 'Clinical Unit to Clinical Unit'. The list is organized into two columns: 'New' (highlighted in light blue) and 'Stop' (highlighted in light red). The orders include:

Response	Order	Frequency
New	ceFAZolin 3 g (For weight 120 kg or greater) 3 g IV ONCE ONE	me
New	NPO (V)	me
New	Vital Signs Q1HR	me
Stop	Restraints Q1H	me
Stop	Restraints Q1H	me
Stop	Restraints (Renewable Q24H) DAILY	me
Stop	No Intramuscular or Subcutaneous Injections PRN	me
Stop	Consult General Surgery Order	me
Stop	Consult General Surgery Order	me
Stop	Comments to Food Services (V) Routine	me
Stop	Diabetic Diet (V)	me
Stop	Protocol for Diet Ordering As Per Protocol	me
Stop	Protocol for Diet Ordering As Per Protocol	me
Stop	ECHO Echocardiogram Routine	me
Stop	ECG 12 Lead Urgent	me
Stop	ECG 12 Lead Urgent	me
Stop	ECG 12 Lead Urgent	me
Stop	ECG 12 Lead Routine	me
Stop	ECG 12 Lead Routine	me
Stop	IR PICC Line Insertion Urgent	me
Stop	Peripheral IV/ Saline Lock (Ins./Maint.) Order	me
Stop	metFORMIN [Glucophage] 500 mg PO BIDCC	me

## Implications for Surgery / Anesthesia

- Non-APS Patients
  - Anesthesia

PACU Orders  
Through here

Orders

CURRENT | ENTER | RECONCILE | TRANSFER

Medications by Status

SUBMIT 0

Edit Multiple

- Surgery

Post Op Orders  
Through Here

Orders

CURRENT | ENTER | RECONCILE | TRANSFER

Medications by Status

SUBMIT 0

Edit Multiple

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

APS Orders  
Through Here

Orders

CURRENT | ENTER | RECONCILE | TRANSFER

Medications by Status

SUBMIT 0

Edit Multiple

- Anesthesia – Before Submitting, click the “NOW” button in Transfer

APS Orders  
Through Here

Order Summary				SAVE
HISTORICAL	ENTER	RECONCILE	TRANSFER	
<b>Requirements to Submit Transfer: Cont/Stop Decision</b>				
ORDERS	DATE	STATUS	NOW	ALL
Admit/ Transfer Order	22/09/2021 17:34	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ringer's solution, lactated [ ... IV 999 mls/hr	Upon Save	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ringer's solution, lactated [ ... IV 100 mls/hr	22/09/2021 23:34	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ringer's solution, lactated [ ... IV 100 mls/hr	22/09/2021 17:40	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ringer's solution, lactated [ ... IV 100 mls/hr	22/09/2021 23:34	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Post Op Discharge Criteria(Phase 1 PACU) Order	Upon Save	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elevate Head of Bed As Directed	Upon Save	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oxygen Administration and SpO2 Target As Directed	Upon Save	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Surgery

Post Op Orders  
Through Here

Orders

CURRENT | ENTER | RECONCILE | TRANSFER

Medications by Status

SUBMIT 0

Edit Multiple