

# CARE4 MODULE NAME: Manage Transfer

## Inpatient to Inpatient Transfer

To transfer a patient from one unit to another, physicians are to use the Transfer routine, located within the orders section.

### Which physician should complete the transfer routine?

- Transfer from a higher acuity unit to lower acuity unit: **Higher Acuity Physician**
- Transfer from a lower acuity unit to a higher acuity unit: **Higher Acuity Physician**
- Lateral acuity transfer between units: **Receiving Physician**
- Transfer to / from Mental Health, Rehab, or Complex Continuing Care: **Receiving Physician**
- When in the patient's chart, select **orders**.

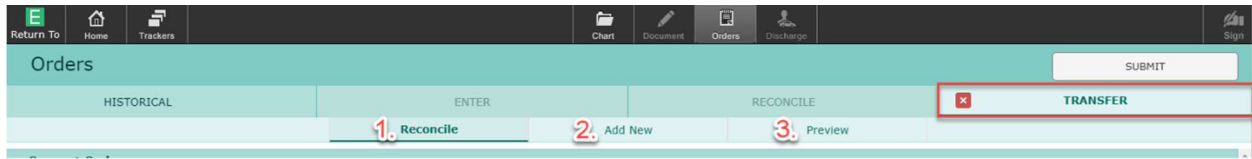
The screenshot shows the patient chart interface for 'Hhcc, Test Lisa'. The 'Orders' tab is highlighted in the top navigation bar. The main content area displays several sections: 'Arrival Notification' (No Data to Display), 'Complaints' (Stated Complaint: TESTING), 'Special Indicators' (No Data to Display), 'Active' (No Active Problems on File), and 'Chief Complaint Data'. A right-hand sidebar shows patient information and a 'Code Status' section indicating 'Ordered' and 'No Hx Avail'.

- 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 a 'CURRENT' filter selected. The table below lists the current orders:

ORDERS BY CATEGORY	PROVIDER	DATE	STATUS
<b>Assessment and Monitoring</b>			
Cardiac Monitoring Continuous	me	06/09/2021 21:32	Active
<b>Electrocardiology</b>			
ECG 12 Lead Urgent	me	06/09/2021 21:32	Ordered
<b>Laboratory</b>			
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

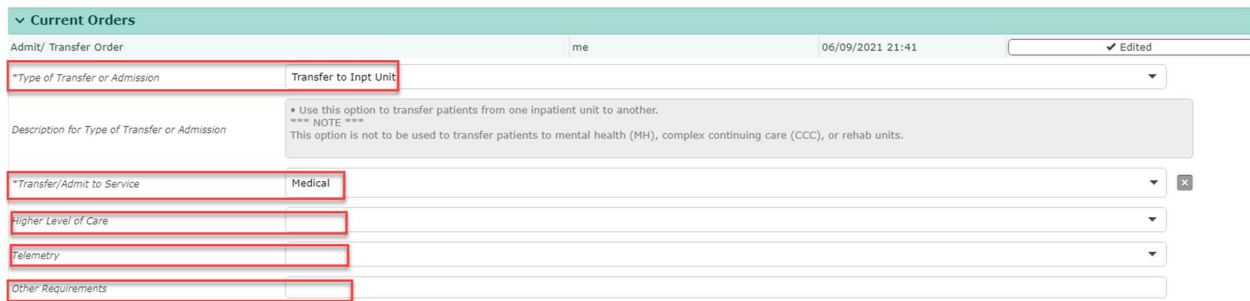


In the Reconcile Tab, select the correct option for the **Admit / Transfer Order**. When completing an inpatient to inpatient unit transfer, you have the following options:

- Transfer to Inpatient Unit – use this option if you are transfer from one unit to another
- Transfer to MH, CCC, Rehab – use this option if you are transfer to MH, CCC, or Rehab



If selecting Transfer to Inpatient Unit, fill out the following fields:



- Type of Transfer or Admission: This is the transfer option we have selected (mandatory field)
- Transfer / Admit to Service: Define what service the patient is admitted to (mandatory Field)
- Higher Level of Care: If the patient requires higher care bed (e.g., ICU) (optional field)
- Telemetry: If the patient requires telemetry (optional field)
- Other Requirements: Anything else require for the admission (optional field)

If selecting Transfer to MH, CCC, Rehab, fill out the following fields:

The screenshot shows the 'Admit/Transfer Order' form for patient 'me' on 06/09/2021 at 21:41. The form is marked as '\*Edited'. The following fields are highlighted with red boxes:

- \*Type of Transfer or Admission: Transfer to MH,CCC,Rehab
- \*Reason for Visit for New Encounter: (empty)
- \*Transfer/Admit to Service: Medical
- Other Requirements: (empty)
- \*Admitting Provider for New Encounter: (empty)

Description for Type of Transfer or Admission: Use this option to transfer patients to and from mental health (MH), complex continuing care (CCC), or rehab.

- Type of Transfer or Admission: This is the transfer option we have selected (mandatory field)
- Reason for Visit for New Encounter: What is the patient's visit reason for moving to MH, CCC, or Rehab (mandatory field)
- Transfer / Admit to Service: Define what service the patient is admitted to (mandatory Field)
- Other Requirements: Anything else required for the admission (optional field)
- Admitting Provider for New Encounter: Who is the patient's MRP on MH, CCC, or Rehab

In the reconcile tab, define what orders should be **stopped** or **continued** upon transfer to the new unit. 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			
<div style="display: flex; justify-content: space-between;"> <span>Continue All</span> <span>Stop All</span> </div>							
Orders	Ordering Provider	Transfer Provider	Start	Status	Stop	Now	
<div style="display: flex; justify-content: space-between;"> <span>Continue All</span> <span>Stop All</span> </div>							
<b>Assessment and Monitoring</b>							
Cardiac Monitoring Continuous	me	me	06/09/2021 21:32	Upon Transfer	Stop		<input type="checkbox"/>
				Continue	Stop		<input checked="" type="checkbox"/>
<b>Electrocardiology</b>							
ICG 12 Lead Urgent	me	me	06/09/2021 21:32	Upon Transfer	Stop		<input type="checkbox"/>
				Continue	Stop		<input checked="" type="checkbox"/>
<b>Laboratory</b>							
Basic Metabolic Panel Urgent	me	me	06/09/2021 21:32	Upon Transfer	Stop		<input type="checkbox"/>
				Continue	Stop		<input checked="" type="checkbox"/>
Complete Blood Count Urgent	me	me	06/09/2021 21:32	Upon Transfer	Stop		<input type="checkbox"/>
				Continue	Stop		<input checked="" type="checkbox"/>
International Normalized Ratio Urgent	me	me	06/09/2021 21:32	Upon Transfer	Stop		<input type="checkbox"/>
				Continue	Stop		<input checked="" type="checkbox"/>
Troponin I High Sensitivity Urgent	me	me	06/09/2021 21:32	Upon Transfer	Stop		<input type="checkbox"/>
				Continue	Stop		<input checked="" type="checkbox"/>
<b>Lines/Tubes/Drains</b>							
Peripheral IV/ Saline Lock (Ins./Maint.) Order	me	me	06/09/2021 21:32	Upon Transfer	Stop		<input type="checkbox"/>
				Continue	Stop		<input checked="" type="checkbox"/>
<b>Targets</b>							
Oxygen Administration and SpO2 Target As Directed	me		06/09/2021 21:32	Upon Transfer	Stop		<input type="checkbox"/>

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

**ICU [CRIT Critical Care Admission]** Clear All Deselect

**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 Ordered 06/09/2021 22:03

As Directed

**Diet**

Protocol for Diet Ordering

As Per Protocol **P**

**NPO (V)**

NPO (V) New 06/09/2021

Diet Now

**Enteral Tube Feed (NPO) Diet (V)**

**Activity Restrictions**

**Bed Rest**

Routine

**Bed Rest with Bathroom Privileges**

Routine

**Elevate Head of Bed**

Routine

**Patient Care**

Ensure consent is obtained when restraints are ordered.

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)	me
	Urinary Catheter (Insert/Maintain) Once	me
Continue	nitroglycerin [Nitrolingual sublingual 0.4 mg/spray] 1 spray SUBLINGUAL Q5M PRN	me
	acetylsalicylic acid [Aspirin ; ASA ; Asaphen] 160 mg PO ONCE ONE	me
Stop	Cardiac Monitoring Continuous	me
	ECG 12 Lead Urgent	me
	Basic Metabolic Panel Urgent	me
	Complete Blood Count Urgent	me
	International Normalized Ratio Urgent	me
	Troponin I High Sensitivity Urgent	me
	Peripheral IV/ Saline Lock (Ins./Maint.) Order	me
	Oxygen Administration and SpO2 Target As Directed	me

It should **NOT** 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)	me
	Urinary Catheter (Insert/Maintain) Once	me
Continue	acetylsalicylic acid [Aspirin ; ASA ; Asaphen] 160 mg PO ONCE ONE	me
Stop	Cardiac Monitoring Continuous	me
	ECG 12 Lead Urgent	me
	Basic Metabolic Panel Urgent	me
	Complete Blood Count Urgent	me
	International Normalized Ratio Urgent	me
	Troponin I High Sensitivity Urgent	me
	Peripheral IV/ Saline Lock (Ins./Maint.) Order	me
	Oxygen Administration and SpO2 Target As Directed	me
No Action	nitroglycerin [Nitrolingual sublingual 0.4 mg/spray] 1 spray SUBLINGUAL Q5M 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.

The screenshot shows a web-based interface for managing medical orders. At the top, there is a navigation bar with icons for 'Return To', 'Home', 'Trackers', 'Chart', 'Document', 'Orders', 'Discharge', and 'Sign'. Below this is a header section with the title 'Orders' and a 'SUBMIT' button. A dropdown menu is set to 'CURRENT', and there are buttons for 'ENTER', 'RECONCILE', and 'TRANSFER'. A red box highlights the 'TRANSFER' button. Below the header, there is a table of orders with columns for 'ORDERS BY: CATEGORY', 'PROVIDER', 'DATE', and 'STATUS'. The table contains several rows of orders, including 'Resuscitation Status', 'Admit/Transfer/Discharge', 'Assessment and Monitoring', 'Electrocardiology', and 'Laboratory'.

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