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**

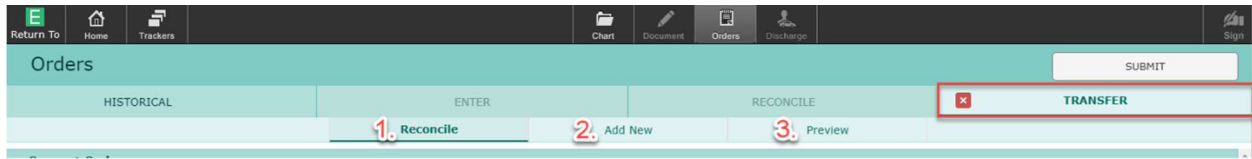
- When in the patient's chart, select **orders.**

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

- 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
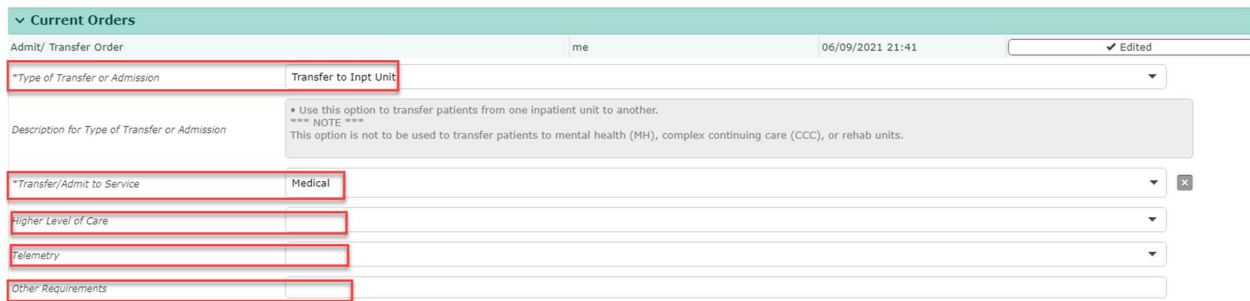

In the Reconcile Tab, select the correct option for the **Admit / Transfer Order.** When completing an inpatient to inpatient unit transfer, you have the following options:

- 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:

- 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. <u>Make sure there is an ACTION for all orders – including medication orders</u>.

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.

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.