CARE4 MODULE NAME: PCS/EDM
Manage Transfer - Nursing

Overview – This document outlines the nursing workflow to process the transfer orders when a patient is transferred to a new unit/location. The physician reviews all orders and indicates if the order should continue, stop or hold. New orders can also be added in addition to the reconciled orders.

Nursing Physician Process Summary
Physician

1. The physician will admit an ED patient or transfer a patient by using the "**Manage Transfer**" routine
   The physician will be asked to do three steps:
   > **Reconcile** - which is to review and decide on the BPMH and also medications that are being given currently
   > **New** - Which allows the physician to enter any new orders or order sets
   > **Preview** - Which allows the physician to review all reconciled and newly entered orders, making sure everything is addressed
2. Before the physician submits the orders to be processed, they will need to check off the now column for the admission order/transfer order & any other orders that need to be done immediately
3. Once the transfer orders have been filed, the transfer indicator appears on the status board to alert the nurse/clerk that transfer orders have been entered

Nursing
1. The transfer indicator = **TR**, appears in the **TR/DC** column to alert the nurse/clerk that transfer orders have been entered
2. Once the physician has entered the **admission orders** and the clerk has processed the admission/transfer orders
3. The nurse will be able to process the transfer orders
4. Click in the "**TR**" in the **DC/TRAN** column of the status board/tracker
5. You will be prompted that there are Transfer orders
6. Select "**Transfer Orders**"
7. You will now be in the "**Transfer Orders**" screen and a yellow flag will be displayed
8. On the bottom footer you will see a "**Process Transfer**" button lit up, click on this button
9. You will then be prompted with,
10. Click "**Yes**", and your transfer orders will be processed
11. Go back out to the status boards/trackers, and select **Refresh**, and the "**TR**" will disappear
12. Proceed with acknowledging order(s)

Note
Inpatient Unit to Unit Transfers – The receiving nurse is responsible for processing the orders
ED to Inpatient Transfers – The ED nurse is responsible for processing the orders

If the Process Transfer footer button is low lit/greyed out, you must contact the physician as there are orders that are missing action

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