# CARE4 MODULE NAME: Manage Transfer (*Based on New Updates to Manage Transfer*)

Transferring an Inpatient to the OR

Please note surgeons/nursing staff may not use "Hold all Orders Before Surgery", and are to follow the below process steps.

- A. Admission from ED/Bed Reservation/Fax to the unit
- B. Surgeon to enter **Transfer** orders
  - When completing, surgeon to enter where patient will be going (i.e. "Transfer to OR")
  - If surgeon has not done this, call to request completed

Upon receiving call form OR to send, Inpatient nurse to activate Transfer Order

### Transferring an OR Patient to an Inpatient Unit

When transferring a patient from the OR to an inpatient unit –BOTH the surgeon AND anesthesiologist use the manage transfer to ensure that the patient has orders before they are physically moved to an inpatient unit. Three scenarios can occur:

## Scenario 1: Non-APS Patient (the patient requires 0 orders from the PACU to continue onto the floor)

- 1. Anesthesia enters PACU orders through the normal orders routine
  - **A.** Note: Use the normal orders routine for orders that are to be stopped upon transfer to the unit (e.g., non-APS patients)
- 2. Surgery initiates and completes the transfer
  - A. Enter the transfer and submit the transfer order
  - **B.** Reconcile any orders (Note: all orders are defaulted to STOP, so the surgeon needs to explicitly specify which are to CONTINUE)
  - C. Add any new orders (likely an admission order set)
  - **D.** Preview the transfer; click SUBMIT, then enter your PIN
- 3. Nursing staff on Inpatient unit processes the transfer once the patient arrives (PATIENT MUST BE ON THE UNIT PRIOR TO PROCESSING)

Scenario 2: APS Patient (the patient requires all orders from the PACU to



#### continue onto the floor)

- 1. Anesthesia initiates the transfer
  - A. Enter the transfer and submit the transfer order
  - B. Click ADD NEW and enter any APS orders
  - **C.** Click SUBMIT, but prior to entering your PIN, click the "NOW" box before entering your PIN
  - D. Click SUBMIT and enter your pin
- 2. Surgery completes the transfer
  - A. Enter the transfer and submit the transfer order
  - **B.** Reconcile any orders (Note: all orders are defaulted to STOP, so the surgeon needs to explicitly specify which are to CONTINUE)
  - **C.** Add any new orders (likely an admission order set)
  - **D.** Preview the transfer; click SUBMIT, then enter your PIN
- 3. Nursing staff on Inpatient unit processes the transfer once the patient arrives (PATIENT MUST BE ON THE UNIT PRIOR TO PROCESSING)

# Scenario 3: APS Patient (the patient requires <u>some</u> orders from the PACU to continue onto the floor)

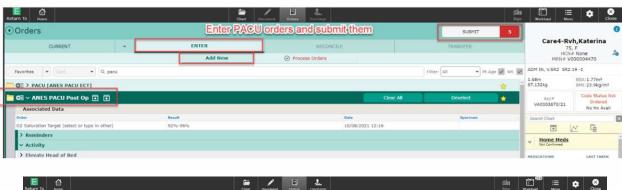
- **1.** Anesthesia enters PACU orders through the normal orders routine \*order this way for orders that are to STOP upon transfer\*
  - **A.** Note: Use the normal orders routine for orders that are to be stopped upon transfer to the unit (e.g., non-APS patients)
- **2.** Anesthesia initiates the transfer \*order this way for orders that are to CONTINUE upon transfer\*
  - **A.** Enter the transfer and submit the transfer order
  - **B.** Click ADD NEW and enter any APS orders
  - **C.** Click SUBMIT, but prior to entering your PIN, click the "NOW" box before entering your PIN
  - D. Click SUBMIT and enter your pin
- **3. Surgery** completes the transfer
  - **A.** Reconcile any orders (Note: all orders are defaulted to STOP, so the surgeon needs to explicitly specify which are to CONTINUE)
  - **B.** Add any new orders (likely an admission order set)
  - C. Preview the transfer
  - D. Submit the transfer by entering their PIN
- 4. Nursing staff on Inpatient unit processes the transfer once the patient arrives



#### (PATIENT MUST BE ON THE UNIT PRIOR TO PROCESSING)

## Scenario 1: Non-APS Patient (the patient requires 0 orders from the PACU to continue onto the floor)

Anesthesia enters PACU orders through the normal orders routine
A. Note: Use the normal orders routine for orders that are to be stopped upon transfer to the unit (e.g., non-APS patients)



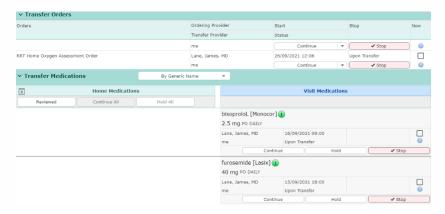


- 2. Surgery initiates and completes the transfer
  - A. Enter the transfer and submit the transfer order





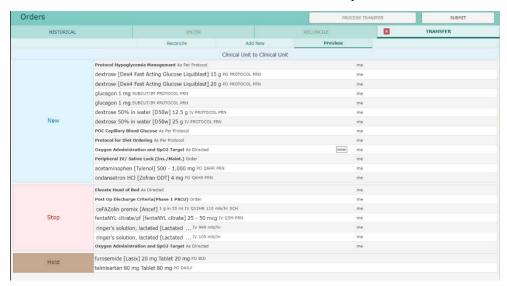
B. Reconcile any orders (Note: ALL orders are defaulted to STOP, so the surgeon needs to explicitly specify which are to CONTINUE)



C. Add any new orders (likely an admission order set)



**D.** Preview the transfer; click SUBMIT, then enter your PIN



3. Nursing staff on Inpatient unit processes the transfer once the patient arrives (PATIENT MUST BE ON THE UNIT PRIOR TO PROCESSING)

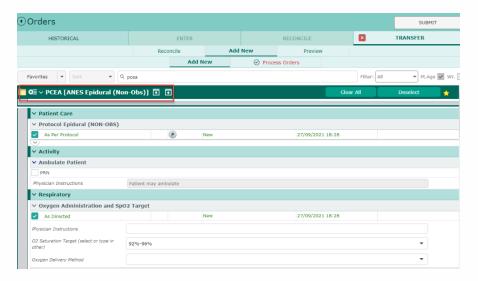


# Scenario 2: APS Patient (the patient requires <u>all</u> orders from the PACU to continue onto the floor)

- 1. Anesthesia initiates the transfer
  - A. Enter the transfer and submit the transfer order



B. Click ADD NEW and enter any APS orders



**C.** Click SUBMIT, but prior to entering your PIN, click the "NOW" box before entering your PIN



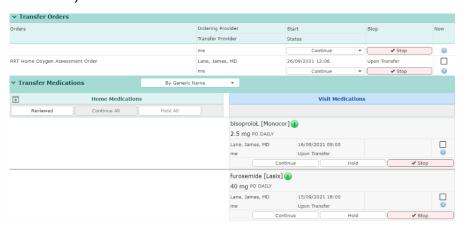


### D. Click SUBMIT and enter your pin



### 2. Surgery initiates and completes the transfer

**A.** Enter the transfer and then reconcile any orders (Note: ALL orders are defaulted to STOP, so the surgeon needs to explicitly specify which are to CONTINUE)

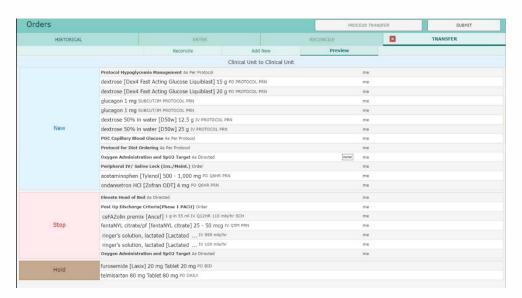


C. Add any new orders (likely an admission order set)





D. Preview the transfer; click SUBMIT, then enter your PIN

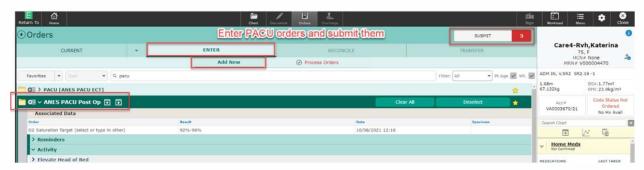


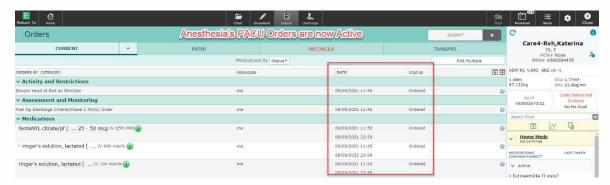
3. Nursing staff on Inpatient unit processes the transfer once the patient arrives (PATIENT MUST BE ON THE UNIT PRIOR TO PROCESSING)



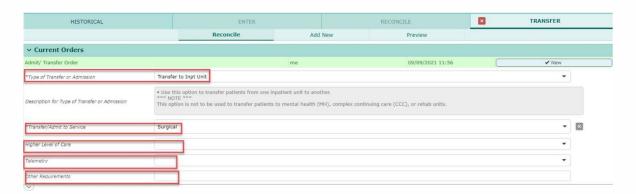
## Scenario 3: APS Patient (the patient requires <u>some</u> orders from the PACU to continue onto the floor)

- **1.** Anesthesia enters PACU orders through the normal orders routine \*order this way for orders that are to STOP upon transfer\*
  - **A.** Note: Use the normal orders routine for orders that are to be stopped upon transfer to the unit (e.g., non-APS patients)



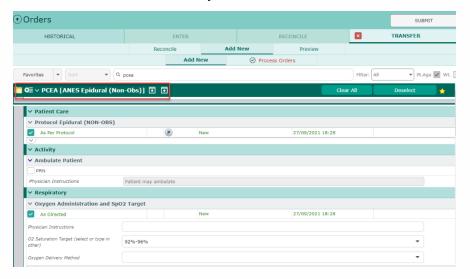


- **2.** Anesthesia initiates the transfer \*order this way for orders that are to CONTINUE upon transfer\*
  - A. Enter the transfer and submit the transfer order



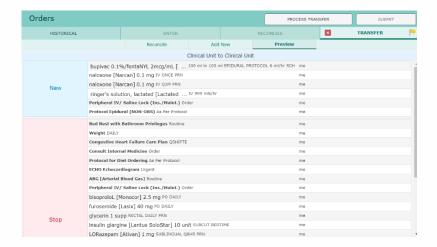


### B. Click ADD NEW and enter any APS orders



# **C.** Click SUBMIT, but prior to entering your PIN, click the "NOW" box before entering your PIN

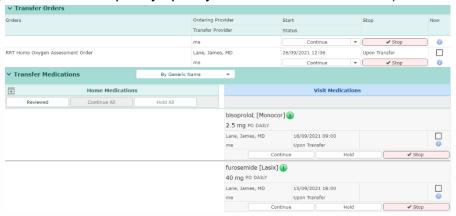






3. Surgery completes the transfer

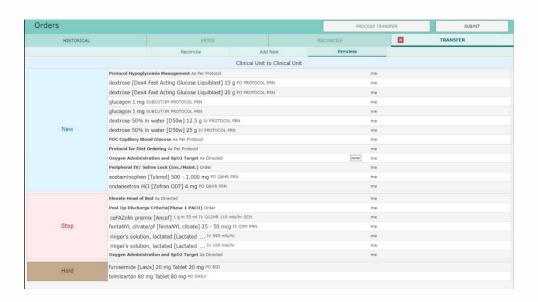
**A.** Reconcile any orders (Note: all orders are defaulted to STOP, so the surgeon needs to explicitly specify which are to CONTINUE)



B. Add any new orders (likely an admission order set)



C. Preview the transfer; click SUBMIT, then enter your PIN



**4. Nursing** staff on Inpatient unit processes the transfer once the patient arrives (PATIENT MUST BE ON THE UNIT PRIOR TO PROCESSING)

