

Clinical IS Job Aid



Topic:

Transfer Orders Reconciliation - Providers

Facility:

IU Health and Union Health

Audience:

Providers

Effective Date
July 24, 2019

Contact

IU Health Help Desk helpdesk@iuhealth.org

Overview:

Request 3342653

The Transfer Reconciliation creates a standardized electronic process to review all orders for a patient transferring between different levels of care when a new encounter is not required. This functionality replaces the printed Transfer Order Summary and the Transfer Order Review PowerNote (which is being retired on July 24, 2019).

All providers who practice in the hospital setting may use this feature to review current orders when transferring patients from one level of care to another level of care.

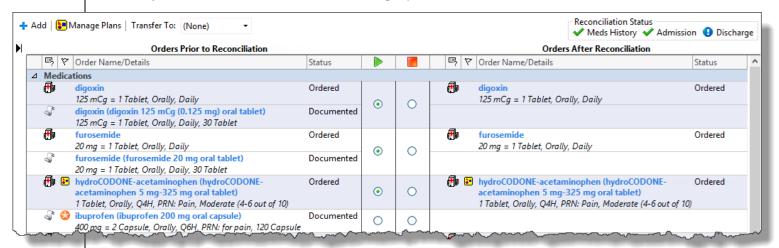
- Critical Care to Acute Care
- Acute Care to Critical Care
- Inpatient Bed to OR/Procedure areas to Inpatient Bed
- AHC Facility to AHC Facility Transfer

Step Action

1 Click the Transfer link in the Reconciliation Status Bar on the Workflow MPage.



The Transfer Orders Reconciliation screen displays:



- All active orders on the Transfer Orders Reconciliation screen will default to Continue.
- Each medication order will need to be reconciled.
- For Home Medication orders that were continued with Admission Med Reconciliation, there will be two (2) lines for the medication but only one button to reconcile and the order will be continued as the Inpatient Order (Example above: furosemide).
- Home Medications that were not reconciled at the time of Admission Reconciliation will be displayed and require reconciliation at the time of Transfer Reconcilition.

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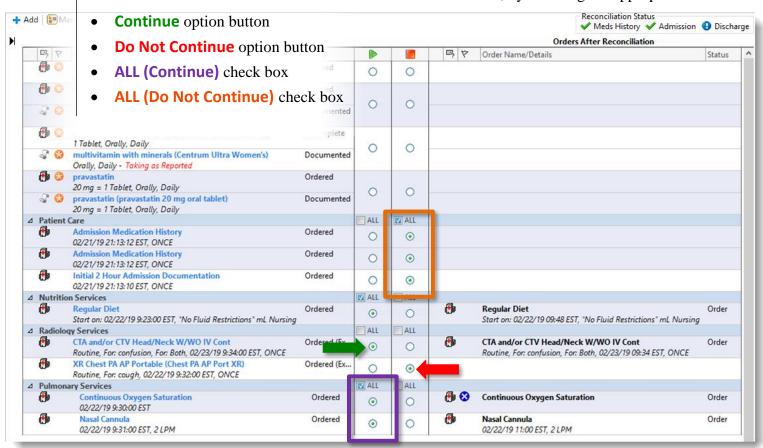


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Action Step

2 Reconcile all orders on the Transfer Orders Reconciliation screen, by selecting the appropriate action:



Click the **Transfer** button when completed. 3

> **Note:** All orders must be reconciled before they can be Signed/Initiated.



For Surgical/Procedure Patients Coming from an Inpatient Unit ONLY:

- "Reconcile and Plan" function should be used instead of 'Transfer' after addressing all orders in the Transfer Reconciliation window.
- It is recommended to plan the reconciliation immediately prior to the patient transfer to the surgery/procedure area.
- Benefits of this workflow:

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- Eliminates the need to reconcile Anesthesia and PACU orders.
- Prevents the early discontinuation of PACU orders if marked as "Do Not Continue" which makes them unavailable for administration in the PACU.
- Planned Transfer reconciliation will be initiated by the PACU nurse prior to the patient transfer back to the Inpatient Unit

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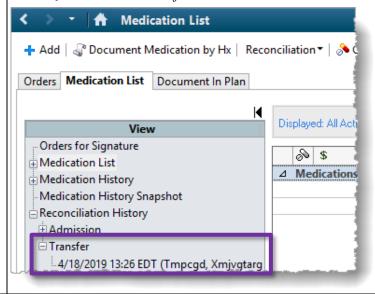


View Transfer Orders Reconciliation Status

To view if the **Transfer Orders Reconciliation** has been completed:

- 1 Navigate to either the
 - a. Medication List band, or the
 - **b.** Orders band.
- 2 Locate the **Transfer** category in the **View** pane under Reconciliation History..

A Date/Time when Transfer Orders Reconciliation was completed displays under the Transfer category.



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