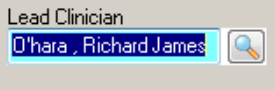
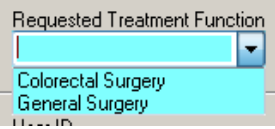
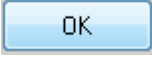
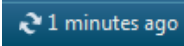


Transfer Patient to a new Lead Clinician

1.	Open the Patient Record
2.	<p>You will see the Lead Clinician on the Banner Bar.</p>
3.	<p>To change this, click on the arrow next to PM Conversation from the toolbar at the top of the screen.</p>
4.	<p>From the drop down menu, select Transfer.</p>
5.	<p>The Transfer Conversation window opens, the first time you complete this you will need to Highlight the Mandatory fields. Right click in any grey area and select Highlight Required Fields.</p>
6.	<p>For Transfer Reason select drop down and select Transfer to new Consultant only</p>
7.	<p>The below Transfer pop up appears. Click OK.</p>
8.	In Lead Clinician, search for the New Lead Clinician.

	
9.	<p>Select their Treatment Function.</p> 
10.	<p>Click on OK to save the details of the Transfer conversation.</p> 
11.	<p>Click Refresh</p> 
12.	<p>You will see on the Banner Bar the lead Clinician has changed</p> 