IT Dept Quick Reference Guide (QRG)



Document No – Ref 287

Version Number – 2.0

ED PATIENT PENDING TRANSFER AND WARD ACCEPTANCE

	PM OFFICE ROUTE: STEP 5 POWERCHART ROUTE: STEP 14
1.	In order to complete the above the patient must been Admitted from ED via the Discharge Process. Once they have been, they will appear in the CheckOut tab in Emergency Department.
	In Transt Incomplete Doc All Beds All Patients Majors Minors Paeds Resus Waiting Room Doctor Worklist Whiteboard All Beds Whiteboard Majors Whiteboard Majors Whiteboard Resus CheckOut Discharged within 36h Patient: BARKEr, GLILAN • WR: 0 Total: 19 AvgLOS: 7398:44 Filter: CheckOut Filter •
	MRN Name Age Reason for Visit DR RN IOS (Check-In): LOS (Encounter) (checkin lime Comment Discharge Method
2.	Open the patient record by double clicking on the arrow to the left of the MRN. MRN Name 511193 BARKER, GILLIAN 511219 BOOTH, ROBERT 511117 CAMPONI, ERIC
3.	From the toolbar, select the drop down arrow next to PM Conversation and select Pending Encounter Transfer.
	IMedication Administration Discharge Medications PM Conversation Depart Medical Record Request Pending Encounter Transfer Sex:Female Loc:RD Transfer MRN:511193 Inpatient [12/Feb/2018 14:12 - <no -="" date="" discharge="">] NHS No:965-686-6312 Clinical Staff:Lindesay , Christopher</no>
4.	Complete the mandatory fields (highlighted yellow) and click OK. You can complete the receiving Bay/Bed of the ward if you know it but this is not mandatory.
	MRN NHS Number NHS No Status Encounter Type Financial Number 511193 965-686-6312 Present and Verified Inpatient 3613175
	Name DOB Age Gender BARKER, GILLIAN 25/01/1940 78Y Female
	Administrative Category Lead Clinician Main Specialty Lindesay , Christopher C General Medicine Current Location
	Current Hospital Current Building Current Repartment/Ward Current Room/Bay Current Bed RD8-GH GH RD8-GH ED Image: Current Alert Organism Transfer Details Encounter Type Inpatient Image: Current Alert Organism
	Receiving Hospital Receiving Building Receiving Department/Ward RD8/Mitron Keynes Ge Receiving Room/Bay Receiving Bed
	Pending Date Pending Time 21/12/2018
	User ID Transaction Date Transaction Time 555049774102 21/12/2018 15:17
	DK Cancel Ready T0485 555049774102 21/12/2018 15:22



10.	Click Yes to the pop up that appears. Transfer This patient currently has a pending transfer to RD8-GH/GH/RD8-GH Ward 02// with an estimated complete date and time of 21/12/2018 15:17. Would you like to complete the pending transfer? Yes No Cancel
	The Transfer conversation opens. Click the Bedboard button.
11.	MR NHS Nusber Frencial Number Encouring Type 511133 855-686-6312 Present and Ventiled 3613175 Impattent
	Name D08 Age Gender Main Specially Treatment Function Administrative Category BARKER, GILLIAM 25/01/1940 2 7/07 Female Beneral Medicine Energial Medicine NHS
	Current Location Current Notation Current Roam/Roam/Ward Current Roam/Roam/Roam/Roam/Roam/Roam/Roam/Roam/
	Receiving Location Turneller Reason Turneller Reason
	Receiving Hospital Receiving Department/Ward Receiving Room/Bay Receiving Room/Bay Site Code of Treatment R000-Mition Sympt Example GH R000-Hill Ward 02 Bedboard - This Site -
	Lead Christen Man Specially Requested Man Specially Requested Man Specially Requested Manistrative Edepoy Undersy, Christopher L. Bequested Manistrative Celepoy NHS
	Transfer Date Torender Time User ID 21/12/2018 Image: Transfer Time User ID 15:39 Image: S56049774102
	DK Cancel Ready TD485 555049774102 21/1/2/2019 15.41
	Find an available bed, select the space and click OK.
12.	Edboard
	Building, GH Room Bed Ward Isolation Patient Bed status In Out Gender Medical rec. No. ▲ BayU4 Bed U2 HD95H Ward U2 HEGAN, JULIE Assigned Female 511239
	Bay 04 Bed 03 RD8-GH Ward 02 BAGLEY, CAROL Assigned Female 511300 Bay 04 Bed 04 RD8-GH Ward 02 TOWNSKIN, LYNDA Assigned Female 511301 Bay 04 Bed 04 RD8-GH Ward 02 COWNSKIN, LYNDA Assigned Female 511301
	Bay 04 Bed 05 RD9GH Ward 02 MONTGOMERY, TANYA Assigned Female 511213 Comparison of the state of th
	➡ Bay 04 Bed 08 RD9-GH Ward 02 ■ ➡ Bay 04 Bed 08 RD9-GH Ward 02 ■ ■
	imate asyluta Bed 10 NDS-AH Ward 0.2 imate Bay 0.4 Bed 11 RDS-GH Ward 0.2 imate Bay 0.4 Bed 12 RDS-GH Ward 0.2
	➡ Bay 04 Bed 13 RD&GH Ward 02 ↓ 0.4 0.4 0.4 0.4 ↓
	DK Cancel
13.	Click OK to the window. Patient is removed from the Pending Admissions ED by Ward and Bed Board is now
	updated with the patient.
	[ask: yew groups: Belo
	Conversation X RoomBed Bed Staul MRN Name Birl Date Age EID Geard Date Vail Date
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	Op/End/SULTINO Big/:0.48ed/05 Ansigned 51123 GEEPHILLCHANTELLE COS/UNIVATION/2007 78 Years 262/Jan/2018 14.29 955666533 Ohara, Richard James Emergency-GP Inspaint Fenale -Op. Rodelf Lobu -Op. Rodelf Endo -Assigned 51123 -Op. 2014/07.14340 12:00 78 Years 262/Jan/2018 14.39 9556865635 Ohara, Richard James Emergency-GP Inpaint Fenale -Op. Rodelf Endo
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	LO R005H PCU Bwy048ed 15

