

ED PATIENT PENDING TRANSFER AND WARD ACCEPTANCE

	<p>PM OFFICE ROUTE: STEP 5 POWERCHART ROUTE: STEP 14</p>																																																																								
1.	<p>In order to complete the above the patient must be Admitted from ED via the Discharge Process. Once they have been, they will appear in the CheckOut tab in Emergency Department.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>MRN</th> <th>Name</th> <th>Age</th> <th>Reason for Visit</th> <th>DR</th> <th>RN</th> <th>LOS (Check-In)</th> <th>LOS (Encounter)</th> <th>Checkin Time</th> <th>Checkout Time</th> <th>Comment</th> <th>Discharge Method</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td>511193</td> <td>BARKER, GILLIAN</td> <td>78 y</td> <td>abdominal pain</td> <td></td> <td></td> <td>7488:19</td> <td>7488:51</td> <td>12/Feb/2018 14:12</td> <td>21/Dec/2018 14:31</td> <td></td> <td>Ward - physical ward bed</td> </tr> <tr> <td>511219</td> <td>BOOTH, ROBERT</td> <td>74 y</td> <td>Abdominal Pain</td> <td></td> <td></td> <td>16:29</td> <td>7920:37</td> <td>25/Jan/2018 14:26</td> <td>26/Jan/2018 06:55</td> <td></td> <td>Ward - physical ward bed</td> </tr> <tr> <td>511117</td> <td>CAMPONI, ERIC</td> <td>91 y</td> <td>Abdominal Pain</td> <td></td> <td></td> <td>17:56</td> <td>7922:10</td> <td>25/Jan/2018 12:53</td> <td>26/Jan/2018 06:49</td> <td></td> <td>Ward - physical ward bed</td> </tr> <tr> <td>511214</td> <td>DE-MASI, TRACEY</td> <td>78 y</td> <td>Abdominal Pain</td> <td></td> <td></td> <td>17:59</td> <td>7922:20</td> <td>25/Jan/2018 12:43</td> <td>26/Jan/2018 06:42</td> <td></td> <td>Ward - physical ward bed</td> </tr> <tr> <td>511115</td> <td>FERGUSON, GARETH</td> <td>91 y</td> <td>Abdominal Pain</td> <td></td> <td></td> <td>17:56</td> <td>7922:12</td> <td>25/Jan/2018 12:51</td> <td>26/Jan/2018 06:47</td> <td></td> <td>Ward - physical ward bed</td> </tr> </tbody> </table>	MRN	Name	Age	Reason for Visit	DR	RN	LOS (Check-In)	LOS (Encounter)	Checkin Time	Checkout Time	Comment	Discharge Method	511193	BARKER, GILLIAN	78 y	abdominal pain			7488:19	7488:51	12/Feb/2018 14:12	21/Dec/2018 14:31		Ward - physical ward bed	511219	BOOTH, ROBERT	74 y	Abdominal Pain			16:29	7920:37	25/Jan/2018 14:26	26/Jan/2018 06:55		Ward - physical ward bed	511117	CAMPONI, ERIC	91 y	Abdominal Pain			17:56	7922:10	25/Jan/2018 12:53	26/Jan/2018 06:49		Ward - physical ward bed	511214	DE-MASI, TRACEY	78 y	Abdominal Pain			17:59	7922:20	25/Jan/2018 12:43	26/Jan/2018 06:42		Ward - physical ward bed	511115	FERGUSON, GARETH	91 y	Abdominal Pain			17:56	7922:12	25/Jan/2018 12:51	26/Jan/2018 06:47		Ward - physical ward bed
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2.	<p>Open the patient record by double clicking on the arrow to the left of the MRN.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>MRN</th> <th>Name</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td>511193</td> <td>BARKER, GILLIAN</td> </tr> <tr> <td>511219</td> <td>BOOTH, ROBERT</td> </tr> <tr> <td>511117</td> <td>CAMPONI, ERIC</td> </tr> </tbody> </table>	MRN	Name	511193	BARKER, GILLIAN	511219	BOOTH, ROBERT	511117	CAMPONI, ERIC																																																																
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3.	<p>From the toolbar, select the drop down arrow next to PM Conversation and select Pending Encounter Transfer.</p>																																																																								
4.	<p>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.</p>																																																																								

Accepting Pending Transfer via PM Office:

Launch PM Office from the Metaframe.

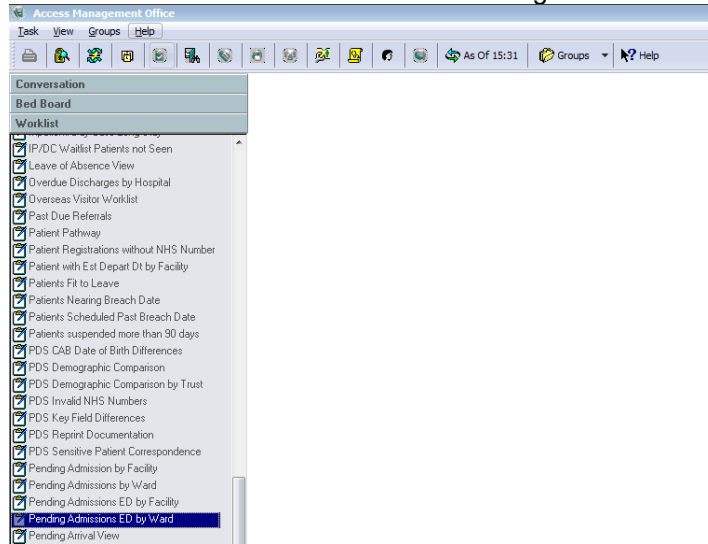
5.



PMOffice B0485

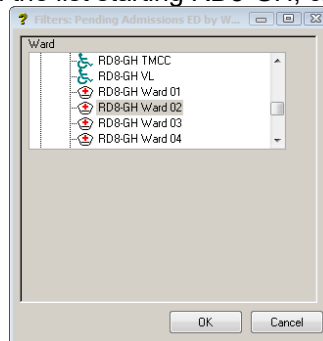
Click Worklist on left hand side and double click Pending admissions ED by Ward.

6.



Choose your ward from the list starting RD8-GH, click OK once highlighted.

7.



You will now see a list of patients that are waiting to be transferred onto your ward.

8.

MRN	Name	FIN	NHS Number	Gender	Birth Date/Time	Age	Admit Method	Encounter Type	Treatment Function	Lead Clinician	Referring Clinician	Pending Date/Time	Pending Facility	Pending Building	Pending Ward
511193	BARKER, GILLIAN	3613175	965-686-6312	Female	25/Jan/1940	78 Years	Emergency-ED/Dental	Inpatient	General Medicine	Lindsay, Christopher	Ajwon, Richard Babatund	21/Dec/2018 15:17	RD8GH	GH	RD8GH Ward 02

Right click on patient and select Transfer.

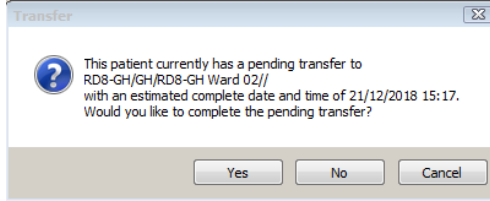
9.

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- Transfer
- Encounter Summary
- Refresh
- Change Filters
- Export to file
- Cancel

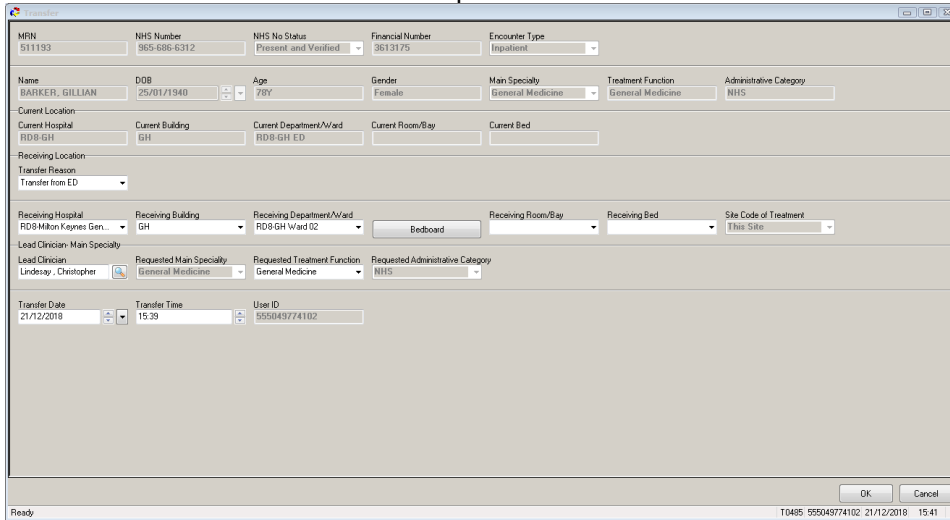
10.

Click Yes to the pop up that appears.



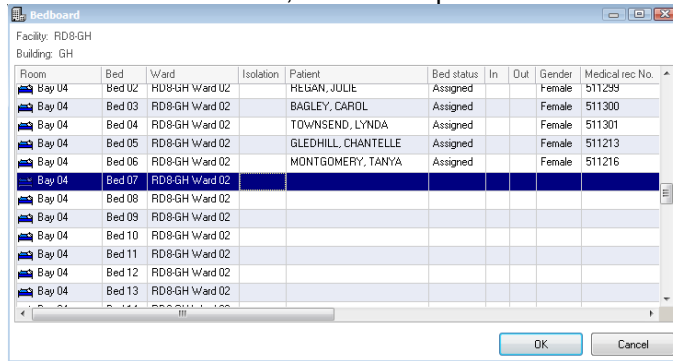
11.

The Transfer conversation opens. Click the Bedboard button.



12.

Find an available bed, select the space and click OK.



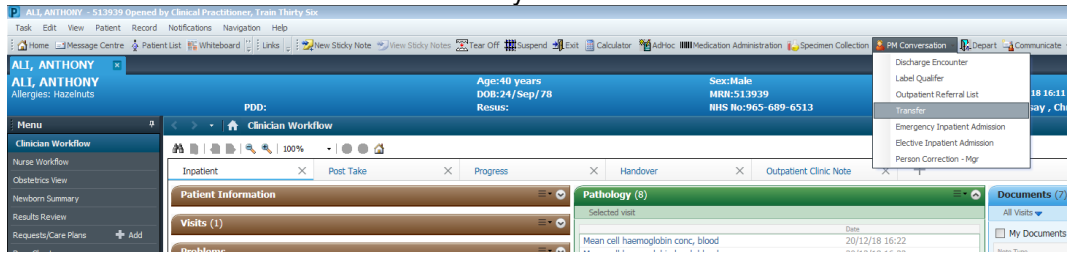
13.

Click OK to the window. Patient is removed from the Pending Admissions ED by Ward and Bed Board is now updated with the patient.

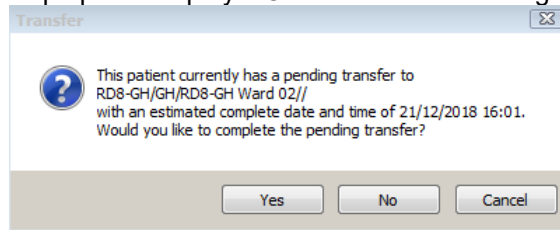


Accepting Pending Transfer via PowerChart:

14. Complete Steps 1-4. Then from within the patient record, click on the drop down next to PM Conversation and select Transfer. This is most likely to be done in Powerchart as shown.



15. Pop up box displays. Click Yes to the message.



16. The Transfer conversation opens. Click the Bedboard button.

17. Find an available bed, select the space and click OK.

Room	Bed	Ward	Isolation	Patient	Bed status	In	Out	Gender	Medical rec No.
Bay 04	Bed 04	RD8-GH Ward 02		TOWNSEND, LYNDIA	Assigned			Female	511301
Bay 04	Bed 05	RD8-GH Ward 02		GLEDHILL, CHANTELE	Assigned			Female	511213
Bay 04	Bed 06	RD8-GH Ward 02		MONTGOMERY, TANYA	Assigned			Female	511216
Bay 04	Bed 07	RD8-GH Ward 02		BARKER, GILLIAN	Assigned			Female	511193
Bay 04	Bed 08	RD8-GH Ward 02							
Bay 04	Bed 09	RD8-GH Ward 02							
Bay 04	Bed 10	RD8-GH Ward 02							
Bay 04	Bed 11	RD8-GH Ward 02							
Bay 04	Bed 12	RD8-GH Ward 02							
Bay 04	Bed 13	RD8-GH Ward 02							
Bay 04	Bed 14	RD8-GH Ward 02							
Bay 04	Bed 15	RD8-GH Ward 02							

18. Click OK to the window. Refresh the screen and the patient location will be updated on the banner bar.

