

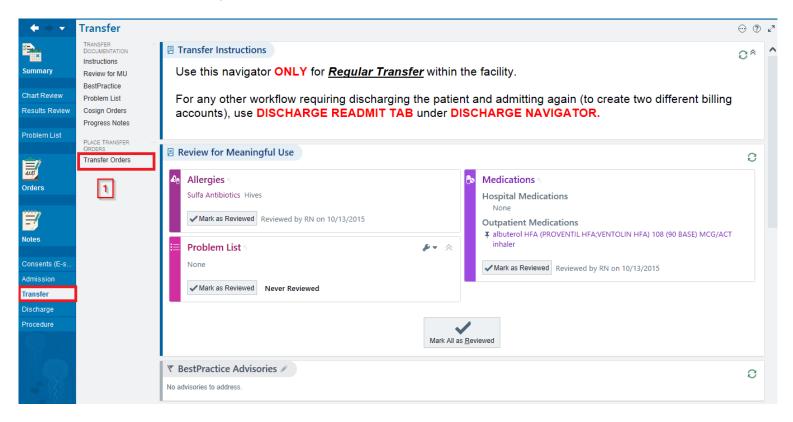
Patient Movement Inpatient to Psych

This tip sheet includes the workflow for moving a patient from an Inpatient Unit to Psych. In Epic this is going to be a Discharge, Admit process. With a "Transfer" order.

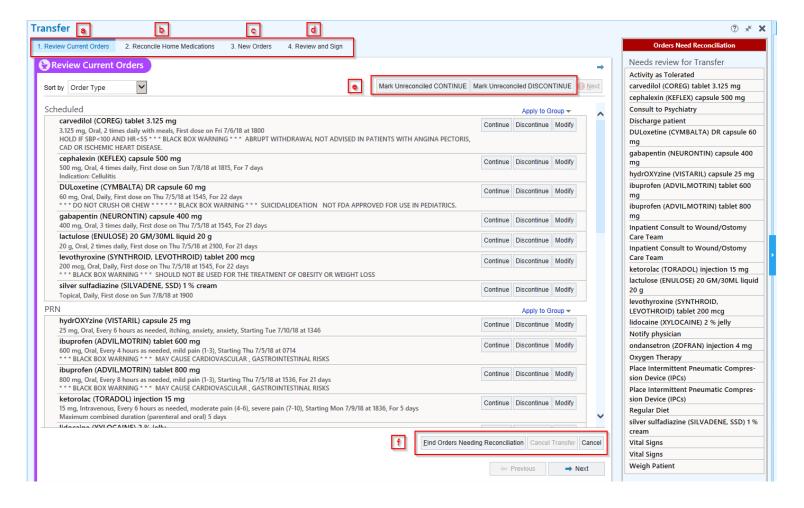


Try It Out

1. Open the Transfer navigator and click Transfer Orders to complete the medication reconciliation.



- 2. In the Transfer Medication Reconciliation window you can:
 - a. Review, Continue or Discontinue the Current Orders
 - b. Reconcile the Home Medications
 - c. Add any New Orders
 - d. Then Review and Sign
 - e. Mark all as Continue or Discontinue
 - f. Sort by any order still needing to be reconciled or Cancel the Transfer



- 3. The Orders will be Signed and Held. The Receiving Unit will acknowledge and release the order once the patient arrives to the correct destination. *Note the Discharge Disposition*. We will actually discharge the patient and admit them in Psych.
- 4. To Verify the Medication Reconciliation has been completed Click on the Summary Activity and look for Orders needing to be Acknowledged

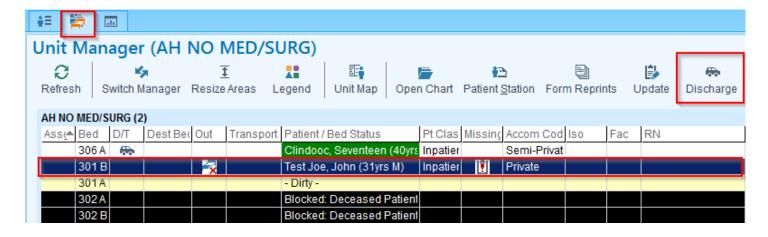




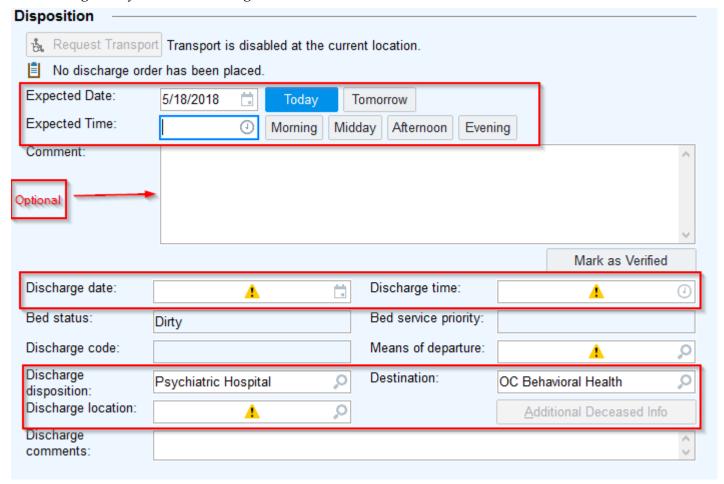
You can also..

Perform a Discharge on the Unit Manager

- 1. Open the *Unit Manager* and Select the patient.
- 2. Click the *Discharge* Button.



3. Complete the Discharge date, Discharge time, **Discharge disposition**: *Psychiatric Hospital* and **Destination** *OC Behavioral Health*. The red boxes denote the important information that should be entered to mitigate any confusion during the transfer.



- 4. Click Discharge.
- 5. Call Admitting to Admit the Patient.

Note:

- It is critical that Discharge disposition is selected as Psychiatric Hospital and Destination is OC Behavioral Health.
- This will trigger a Pending Admission for the patient to be admitted to Psych.
- If it is pre-populated incorrectly. <u>Correct it before clicking Discharge.</u>

• This is an example of a pending admission created from this Discharge Disposition. Admitting will see the encounter listed like below and be able to admit the patient.

