

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.



Entering Orders For A Transfer To Psych

1. Open the Transfer navigator and click the Psych Transfer tab.

2. To perform medication reconciliation, we will need to click open **Transfer Orders**.
 - a. The Medication reconciliation screen will appear prompting the physician to make a decision on current medications in the **Review current orders**.

1. Review Current Orders

 2. Review Home Medications 3. New Orders 4. Review and Sign
 - i. You can make a decision to **Continue or Don't Order** the medication.
 - b. To move on to the next section, click **Review Home Medication**
 - i. Or you can hit F8 on the keyboard
 - ii. You will need to click **Marked as Reviewed** to indicate that you have seen the Prior to Admission medications. This section has been filled out from the current admission.
3. Next we move to **New Orders** section and we can enter any new orders that we would like to place.
 - a. Note: A transfer order has been defaulted in.
 - b. **Critical: In disposition click the Eye glass and search for Psychiatric Hospital.** Enter a time and date and click accept.
4. To complete the transfer, you will need to **Review and Sign** your orders that you have placed. Proceed to the **Review and Sign** section.
 - a. This section allows you to review all the orders that you have placed or have discontinued. If the orders are correct, you can finalize your orders by clicking **Sign & Hold – Will be Initiated by Receiving Unit**.
 - b. Note: The orders will be Sign and Held. The receiving unit will release and act on the order once the patient arrives to the correct destination.



- | Orders to be Acknowledged | | Comment Hide |
|---------------------------|--|--|
| New Orders | | Acknowledge All |
| Ordered | Ordering Provider | Acknowledge Section |
| 08/17/15 0902 | <div> Transfer Start: 08/17/15 0902, End: 08/17/15 0902, Once, R
 Discharge Disposition: Psychiatric Hospital
 Expected Discharge Time: 0901
 Expected Discharge Time: 08/17/15 </div> | Acknowledge New |
| | | Acknowledge All |



- Unit Manager (HBH 1S MED SURG) - Last Refresh Time: 8/17/2015 9:00:01 AM**

Refresh Switch Manager Resize Areas Legend Open Chart Patient Station Form Reprints Update Discharge Bed Request Request Bed Clean Tx Team Swap

HBH 1 South Medical/Surgical (12)

Assign To	Bed	DIT	Dest Bed	Out	Patient / Bed Status	Pt Class	Missing O	Accom Code	Discharge a patient?	Tub	Trac	RN	LPN	CNA	MEWS Scd	MEWS Tim	Attending	Dx	Cd St	Appt/Surg
	106-04				Hold; Inpatient, Off													None Found		
	106-01				- Dirty -													None Found		
	102-04				- Dirty -													None Found		
	102-02				- Dirty -													None Found		
	108-04				Hm Validate, Julie (17yrs F)	Inpatient		Semi-Private							0		Attending Physician Inpat	None Found		
	106-03				- Dirty -													None Found		
	107-02				- Dirty -													None Found		
	102-01				- Dirty -													None Found		
	108-02				- Dirty -													None Found		
	107-03				- Dirty -													None Found		
	101-01				Preference: Himwa, Tasseleven													None Found		
	103-01				Zzest, Reporsone (26yrs M)	Inpatient		Semi-Private							0		Chin Goo Kim, MD	None Found		
	105-01				Zzest, Reports (24yrs F)	Inpatient		Semi-Private							0		Chin Goo Kim, MD	None Found		
	112-01				Test, Drawc (20yrs F)	Inpatient		Private							0		Attending Physician Inpat	Asthma		
	109-01				Cupid, Hbbip (34yrs F)	Inpatient		Semi-Private							0		Cardiologist Cupid, MD	CHF (congestive heart failure)		
	102-03				Trauma, Statius (32yrs M)	Observat		Semi-Private				Annabelle Abaya, RN			2		Physician Internal Medicine	Chest abrasion (Additional Hospital Prot		
	106-02				Sak, Testotmi (25yrs F)	Inpatient		Private							2		Attending Physician Inpat	Benign hypertensive heart disease w		
	104-01				Test, Wound (30yrs M)	Inpatient						Vickie Bouffard, LVN			3		Attending Physician Inpat	CHF (congestive heart failure) (Add		
	110-01				Testing, Core Measures (33yrs F)	Inpatient		Semi-Private				Sam Taggart, RN (Inactive)			0		Hassan Mohamed Alkhouthi,	CHF (congestive heart failure)		
	107-01				Zzest, Careplan (34yrs F)	Inpatient		Semi-Private							0		Khiem D. Dao, MD	Sepsis		
	108-01				Plotslp, Patient (32yrs M)	Inpatient		Semi-Private							5		Reginald Godwin M. Abrahe	Pneumonia (Additional Hospital Prot		
	108-03				Mixture, Orderable (30yrs M)	Inpatient		Semi-Private							2		Hassan Mohamed Alkhouthi,	CHF (congestive heart failure)		
	114-01				- Dirty -													None Found		
	115-01				- Dirty -													None Found		

- Complete the Discharge date, Discharge time, **Discharge disposition: *Psychiatric Hospital*** and **Destination *OC Behavioral Health***.
- Click *Discharge*.
- Call Admitting to Admit the Patient.

Disposition

Request Transport Transport is disabled at the current location.

Expected discharge date: 8/17/2015 Expected discharge time: 0901

Discharge date: Discharge time:

Bed status: Dirty Bed service priority:

Discharge code: Means of departure:

Discharge disposition: Psychiatric Hospital **Destination: OC Behavioral Health**

Discharge location: Additional Deceased Info

Discharge comments:



Important

- 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. Correct it before clicking Discharge.



Admit the Patient to Psych Using the Pending Admission

Once the patient is Discharged off the Unit Manager using the Correct Discharge Disposition and Destination, a pending admission will be created for Admitting. Admitting admits the patient.

Last refreshed: 8/18/2015 3:56:09 PM

Legend Refresh Filter New Preadmission New Admission New Hospital Outpt One Click New L&D Assessment New ED Arrival Make Appt Appts New Case Patient Reports Review Auth/Cert Linkage

Some encounters may be hidden based on the applied filters. Adjust Filters Reset Filters Hide Message

Encounter	Hosp Acct	Episode	Date	Time	Location	Provider	Pt C Reason	Account	CSN	Contact #
Admission		Pend Adm	08/17/2015	1031	HBH 2S PSYCH	Khiem D. Dao, MD	Inpat Admission	1098000422	7700000006286	3
Admission		Discharged	08/17/2015	1031	HBH 1S MED SURG	Khiem D. Dao, MD	Inpat pain	1098000422	7700000004338	2

All encounters loaded.



FYI

- ED ➡ Psych : regular Transfer
- Inpatient ➡ Psych: Discharge readmit.
- Psych ➡ (Discharge) ED ➡ (Discharge Readmit) ➡ Psych
- Psych ➡ (Discharge) ED ➡ (Transfer) Inpatient ➡ (Discharge Readmit) Psych.

Disposition/Destination:

- Psych ➡ (Disp: "Admission as Inpatient", Dest: "OC Acute Care") ED ➡ (Disp: "Psych hosp", Dest: "OC Behav Health") ➡ Psych