

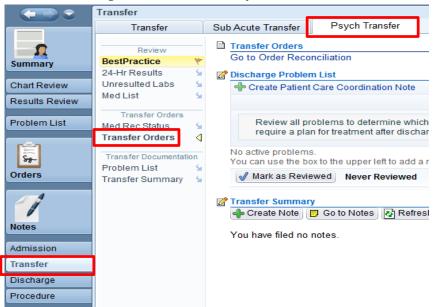
# Patient Movement Inpatient to Psych

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.



# Try it out

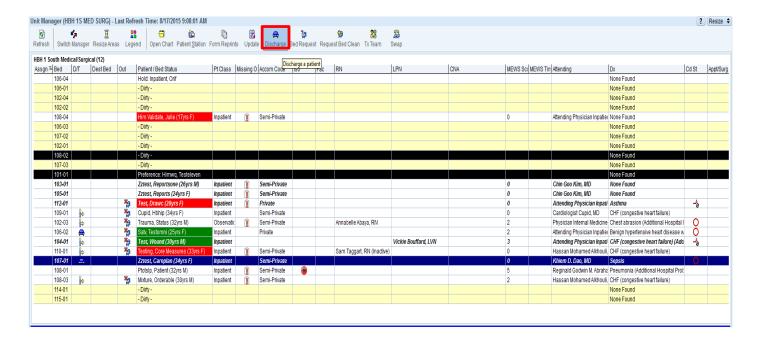
- 1. The provider has completed the Medication Reconciliation.
- 2. Click on the Summary Activity to acknowledge your Orders.
- 3. Acknowledge the Transfer Order.
- 4. Note the Discharge Disposition. We will actually discharge the patient and admit them in Psych.



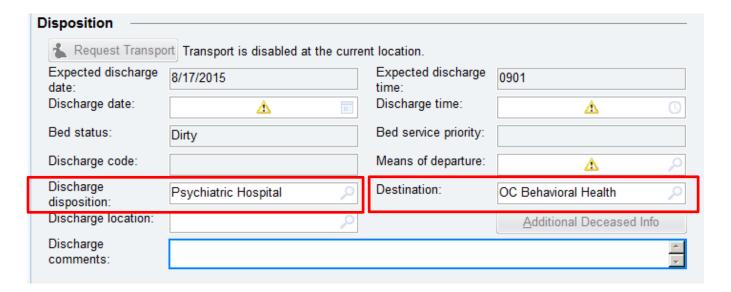


## Performing a Discharge on the Unit Manager

- 1. The patient is ready to be discharged to Psych.
- 2. Open the *Unit Manager* and Select the patient.
- 3. Click the *Discharge* Button.



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





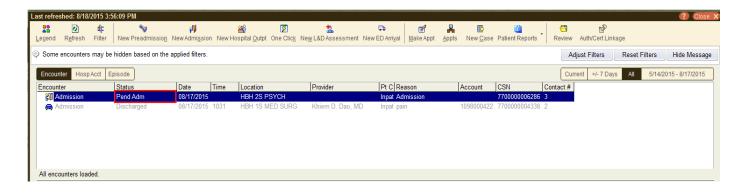
#### **Important**

- 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.





- ED Pysch : 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