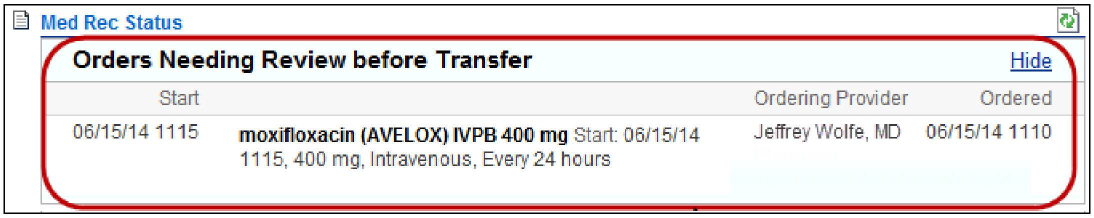
Transfer

Make sure the physician reviewed medications

Physicians must review all of a patient's orders before transfer (medication reconciliation).

1. In the patient's chart, open the Transfer navigator to the **Med Rec Status** section.
2. If orders appear in the Orders Needing Review before Transfer section, contact the physician for a decision about whether to continue the orders in the new unit.



Med Rec Status

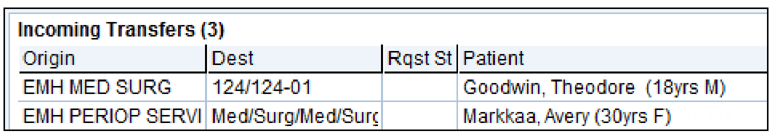
Orders Needing Review before Transfer Hide

Start		Ordering Provider	Ordered
06/15/14 1115	**moxifloxacin (AVELOX) IVPB 400 mg** Start: 06/15/14 1115, 400 mg, Intravenous, Every 24 hours	Jeffrey Wolfe, MD	06/15/14 1110

Medications that the physician hasn't reconciled appear on the MAR in brown. This is called a MAR Hold, and you can't administer the medications until the physician reconciles these orders.

Confirm a patient's arrival in your unit

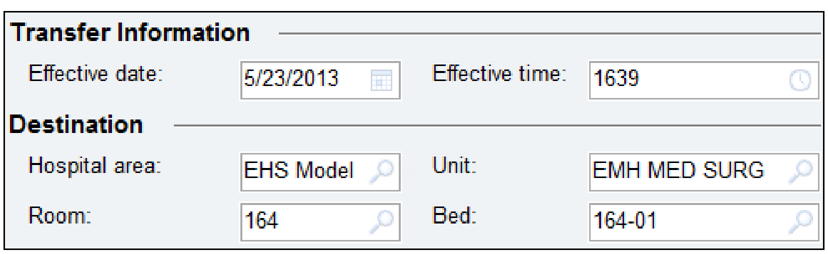
To find incoming transfer patients, click the tab under the Epic button to open the Unit Manager. Incoming transfer patients appear in the Incoming Transfers section in the lower right corner.



Incoming Transfers (3)

Origin	Dest	Rqst St	Patient
EMH MED SURG	124/124-01		Goodwin, Theodore (18yrs M)
EMH PERIOP SERVI	Med/Surg/Med/Surg		Markkaa, Avery (30yrs F)

1. In the Incoming Transfers section, right-click the patient who arrived and select **Complete Transfer**. The Transfer activity opens.
2. Enter the date and time and make sure the bed is correct.
3. Click **Transfer** at the bottom of the screen.



Transfer Information

Effective date: 5/23/2013 Effective time: 1639

Destination

Hospital area: EHS Model Unit: EMH MED SURG

Room: 164 Bed: 164-01

After the patient is on your unit, assign yourself to his treatment team if you're the nurse who's assigned to him this shift. Open Patient Lists and find the transferred patient on your unit's list. Right-click the patient and select **Assign Me**. The patient appears on your My List list.

Release signed and held orders after a transfer

Release signed and held orders when a transferred patient arrives on your unit so you and other clinicians can act on those orders.

!	The patient's transfer must be completed in the Unit Manager before you release the orders. If the transfer isn't complete, all orders will be routed to the original unit instead of your unit when you click **Release**.

1. In the Admission or Transfer Navigator, find the **Release Orders** section.
2. Click the **Click Here to Release Signed and Held Orders** link. The Release Orders window appears.
3. Select the orders you want to release.
4. Click **Release**. After the orders are released, they disappear from the list and can be acted on.

i	The orders you release are active, but they will still appear on your list of Orders to Acknowledge in the Summary activity until you acknowledge them.

This guide is based on Epic 2014.