

# Patient Movement Inpatient → Psych and Psych → Inpatient

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 and ReAdmit to Another Unit Process. With a “Discharge and ReAdmit to Another Unit” order.



## Entering Orders For A Discharge ReAdmit From INPATIENT TO PSYCH

1. Open the Discharge Navigator and click the Discharge and ReAdmit to Another Unit.

The screenshot displays the Epic Discharge Navigator interface. On the left sidebar, the 'Discharge' menu item is highlighted. The main content area shows the 'Discharge and ReAdmit to Another Unit' tab selected. The 'Discharge Instructions' section contains text about using the navigator for workflows requiring discharge. The 'Review for Meaningful Use' section shows 'Allergies' and 'Problem List'.

2. To perform medication reconciliation, we will need to click open **D/C Readmit 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
  - b. You can make a decision to **Continue or Don't Order** the medication.
  - c. To move on to the next section, click **Review Home Medication** Or you can hit F8 on the keyboard
  - d. 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 “Discharge and ReAdmit to Another Unit” order order has been defaulted in.

Discharge Readmit

1. Review Current Orders 2. Review Home Medications 3. New Orders 4. Review and Sign

Place New Orders

Additional Orders Search

+ Search PrefList

Additional Readmission Orders

**Discharge and ReAdmit to Another Unit**

Order details

Disposition: Psychiatric Hospital Still a Patient

Discharge Date: Time:

Comments (F6): [Click to add text](#)

b. **CRITICAL: IN DISPOSITION CLICK “PSYCHIATRIC HOSPITAL” IF MOVING PATIENT FROM INPATIENT TO PSYCH UNIT** Enter a time and date and click accept.

4. To complete the Discharge and ReAdmit to Another Unit Process, 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.



## Entering Orders For A Discharge ReAdmit from **PSYCH TO INPATIENT**

1. Open the Discharge Navigator and click the Discharge and ReAdmit to Another Unit.

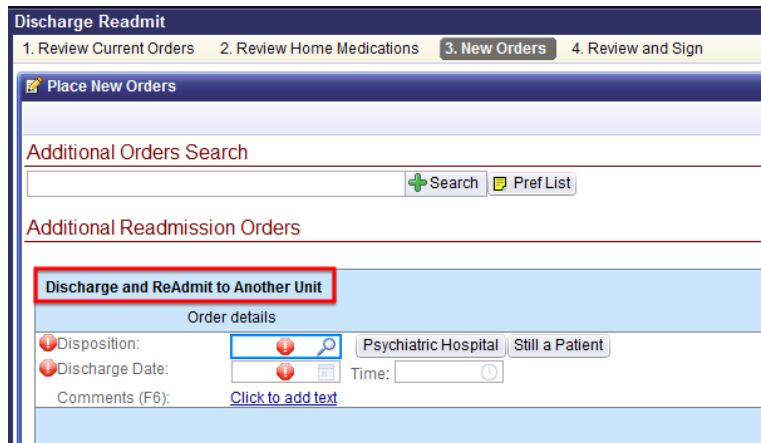
The screenshot shows the Discharge Navigator interface. The top navigation bar has three tabs: 'Discharge', 'Discharge to Outside Facility', and 'Discharge and ReAdmit to Another Unit'. The 'Discharge and ReAdmit to Another Unit' tab is selected and highlighted with a red box. The left sidebar has a 'Discharge' section with a red box around the 'Discharge' button. The main content area shows 'Discharge Instructions' and 'Review for Meaningful Use' sections. The 'Discharge Instructions' section has a red box around the text 'Use this navigator **ONLY** for Workflows that require **Discharge**'. The 'Review for Meaningful Use' section has a red box around the 'Allergies' section, which shows 'No Known Allergies' and a 'Mark as Reviewed' button. The 'Problem List' section shows 'Hospital', 'Chest pain', 'Mild persistent asthma with acute exacerbation', 'COPD (chronic obstructive pulmonary disease)', and 'Type 2 diabetes mellitus without complication'.

2. To perform medication reconciliation, we will need to click open **D/C Readmit 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
  - b. You can make a decision to **Continue or Don't Order** the medication.
  - c. To move on to the next section, click **Review Home Medication** Or you can hit F8 on the keyboard
  - d. 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 “Discharge and ReAdmit to Another Unit” order has been defaulted in.



b. **CRITICAL: IN DISPOSITION CLICK “STILL A PATIENT” IF MOVING PATIENT FROM PSYCH TO INPATIENT UNIT** Enter a time and date and click accept.

4. To complete the Discharge and ReAdmit to Another Unit Process, 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 “Discharge and ReAdmit to Another Unit” Order.
4. Note the Discharge Disposition. We will actually discharge the patient and admit them in Psych.

Orders to be Acknowledged		Comment   Collapse   Hide
New Orders		Acknowledge All
Ordered	Ordering Provider	Acknowledge Section
10/29/15 0832	Fariborz Shams, DO	Acknowledge New
Discharge and ReAdmit to Another Unit Start: 10/29/15 0819, End: 10/29/15 0819, Once, R Discharge Disposition: Psychiatric Hospital Expected Discharge Time: 0830 Expected Discharge Date: 10/29/15		



## Performing a Discharge from **Inpatient to Psych** 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.

Unit Manager (HBH 1S MED SURG) - Last Refresh Time: 8/17/2015 9:08:01 AM

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

Assign	Bed	D/T	Dest Bed	Out	Patient / Bed Status	Pt Class	Missing Q	Accom Code	Discharge a patient	RN	LPN	CNA	MEWS Sc	MEWS Tin	Attending	Dr	Ord St	Appl/Surg
106-04					Hold Inpatient, Onf											None Found		
106-01					- Dirty -											None Found		
102-04					- Dirty -											None Found		
102-02					- Dirty -											None Found		
108-04					Him Valido, Julie (17yrs F)	Inpatient			Semi-Private				0		Attending Physician Inpati	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, Testeleven											None Found		
103-01					Zzrest, Reporsone (26yrs M)	Inpatient			Semi-Private				0		Chin Goo Kim, MD	None Found		
105-01					Zzrest, Reports (24yrs F)	Inpatient			Semi-Private				0		Chin Goo Kim, MD	None Found		
112-01					Test, Drawc (20yrs F)	Inpatient			Private				0		Attending Physician Inpati	Asthma		
109-01					Cupid, Hbhip (34yrs F)	Inpatient			Semi-Private				0		Cardiologist Cupid, MD	CHF (congestive heart failure)		
102-03					Trauma, Status (32yrs M)	Observat			Private	Annabelle Abaya, RN			2		Physician Internal Medicine	Chest abrasion (Additional Hospital I		
106-02					Salt, Testomni (25yrs F)	Inpatient			Private				2		Attending Physician Inpati	Benign hypertensive heart disease w		
104-01					Test, Wound (20yrs M)	Inpatient					Vickie Bouffard, LVN		3		Attending Physician Inpati	CHF (congestive heart failure) (Add		
110-01					Testing, Core Measures (33yrs F)	Inpatient			Semi-Private	Sam Taggart, RN (Inactive)			0		Hassan Mohamed Alkhoul, CHF (congestive heart failure)			
107-01					Zzrest, Careplan (34yrs F)	Inpatient			Semi-Private				0		Khlem D, Dao, MD	Sepsis		
108-01					Plotisp, Patient (32yrs M)	Inpatient			Semi-Private				5		Reginald Godwin M, Abrahm	Pneumonia (Additional Hospital Prot		
108-03					Mixture, Orderable (30yrs M)	Inpatient			Semi-Private				2		Hassan Mohamed Alkhoul, CHF (congestive heart failure)			
114-01					- Dirty -											None Found		
115-01					- Dirty -											None Found		

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.

**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:		<a href="#">Additional Deceased Info</a>	
Discharge comments:			



## Performing a Discharge from Psych to Inpatient on the Unit Manager

- The patient is ready to be discharged to Inpatient.
- Open the *Unit Manager* and Select the patient.
- Click the *Discharge* Button.

Unit Manager (HBH 1S MED SURG) - Last Refresh Time: 8/17/2015 9:08:01 AM

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

Assign	Bed	D/T	Dest Bed	Out	Patient / Bed Status	Pt Class	Missing Q	Accom Code	Discharge a patient	RN	LPN	CNA	MEWS Sc	MEWS Tin	Attending	Di	Ord St	Appt/Surg
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114-01					- Dirty -											None Found		
115-01					- Dirty -											None Found		

- Complete the Discharge date, Discharge time, **Discharge disposition: Still a patient** and **Destination: OC Acute Care**.
- Click *Discharge*.
- Call Admitting to Admit the Patient.

**Disposition**

Request Transport Transport is disabled at the current location.

Expected discharge date:	<input type="text"/>	Expected discharge time:	<input type="text"/>
Discharge date:	<input type="text"/>	Discharge time:	<input type="text"/>
Bed status:	Dirty	Bed service priority:	<input type="text"/>
Discharge code:	<input type="text"/>	Means of departure:	<input type="text"/>
Discharge disposition:	Still a Patient	Destination:	OC Acute Care
Discharge location:	<input type="text"/>	Additional Deceased Info	
Discharge comments:	<input type="text"/>		



## Important

- Disposition/Destination Combinations to be used:

	Disposition (MD's select this while performing Discharge ReAdmit on the patient)	Destination (Nurses need to add in this after they click on Discharge Car in Unit Manager)
<b>Psych to Inpatient</b>	Still a patient	OC Acute Care
<b>Inpatient to Psych</b>	Psychiatry Hospital	OC Behavioral health
<b>Psych to ED</b>	Still a Patient	OC Acute Care
<b>ED to Psych</b>	Regular Bed Request/ Admission Workflow and Phone Communication	-

- This will trigger a Pending Admission for the patient to be admitted to Psych and Inpatient Vice-versa.
- 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

Current

+/- 7 Days

All

5/14/2015 - 8/17/2015

Encounter	Status	Date	Time	Location	Provider	Pt C/Reason	Account	CSN	Contact #
<div><div></div>Admission</div>	Pend Adm	08/17/2015		HBH 2S PSYCH		Inpat Admission		7700000006286	3
<div><div></div>Admission</div>	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 Admission
- Inpatient ➡ Psych: Discharge readmit.
- Psych ➡ Inpatient: Discharge readmit.
- For some scenarios, where patient needs to be sent to ED for some treatment, Use Discharge Readmit Navigator with Disposition, "Still a Patient" and Destination: OC Acute Care