

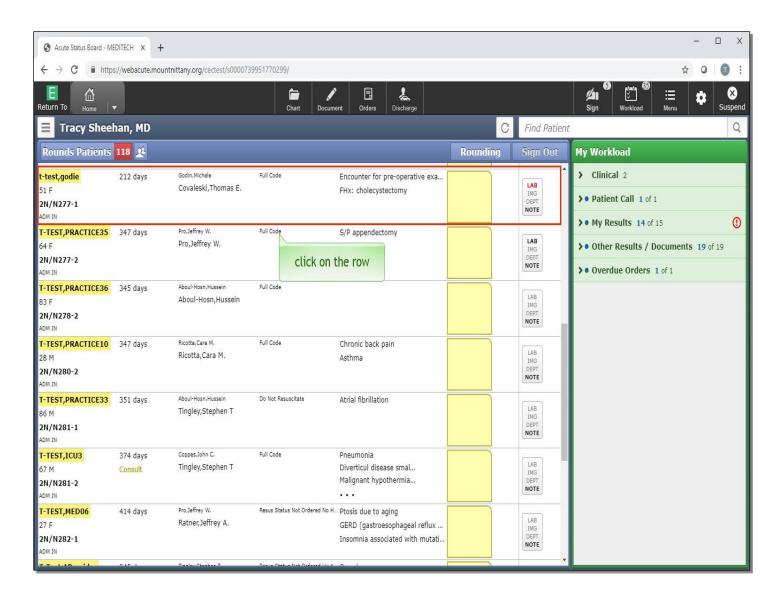
Transfer Routine

MEDITECH E X P A N S E

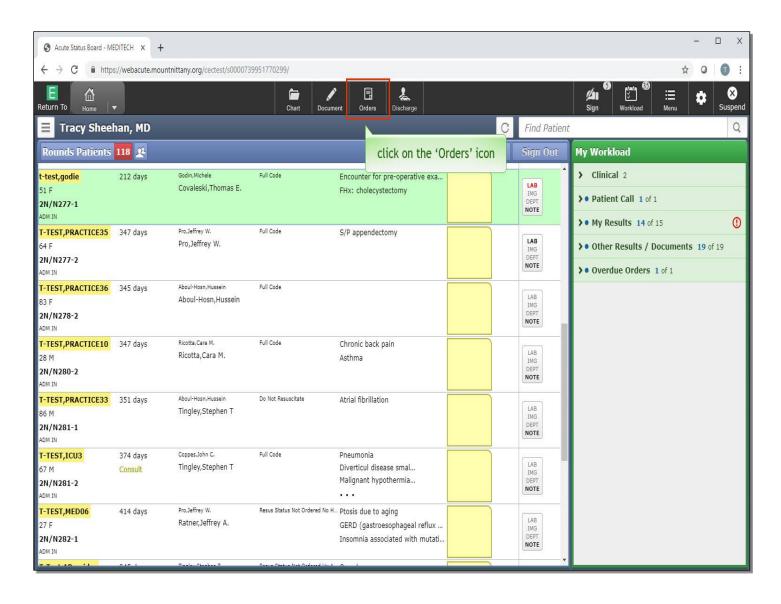
This course will guide you through how to:

- Enter the Transfer Routine
- Reconcile existing orders
- Place new orders
- Enter orders in an existing Transfer Routine

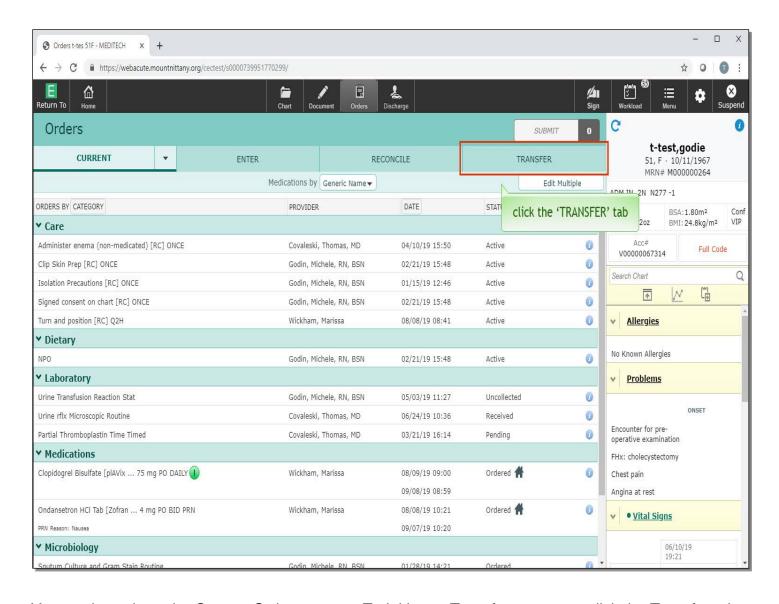
Subtle on screen elements of the LIVE system may vary from what is shown within this course; however, the functionality is as shown.



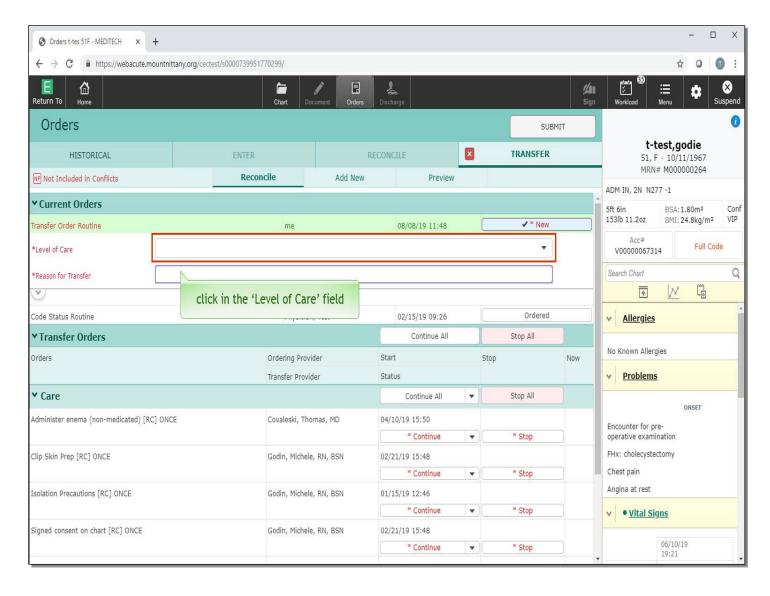
We will begin this lesson on the Rounds List. Click on the row for 't-test,godie'.



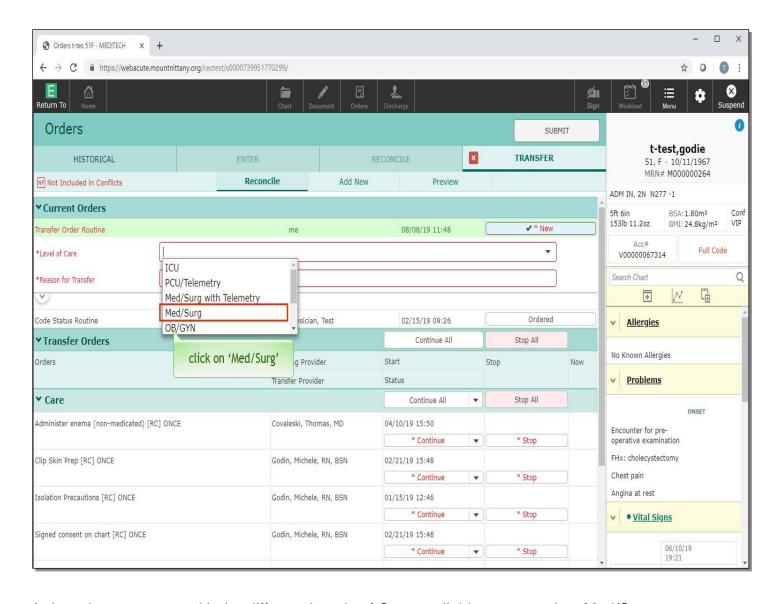
Click on the 'Orders' icon in the navigation bar.



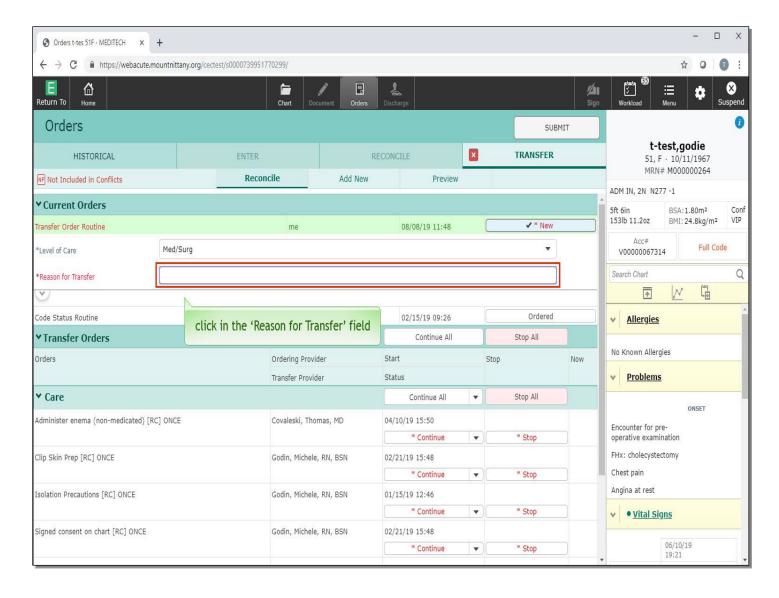
You are brought to the Current Orders screen. To initiate a Transfer, you must click the Transfer tab. Clicking on Orders and searching for the Transfer Order will not yield any results. Click the 'Transfer' tab.



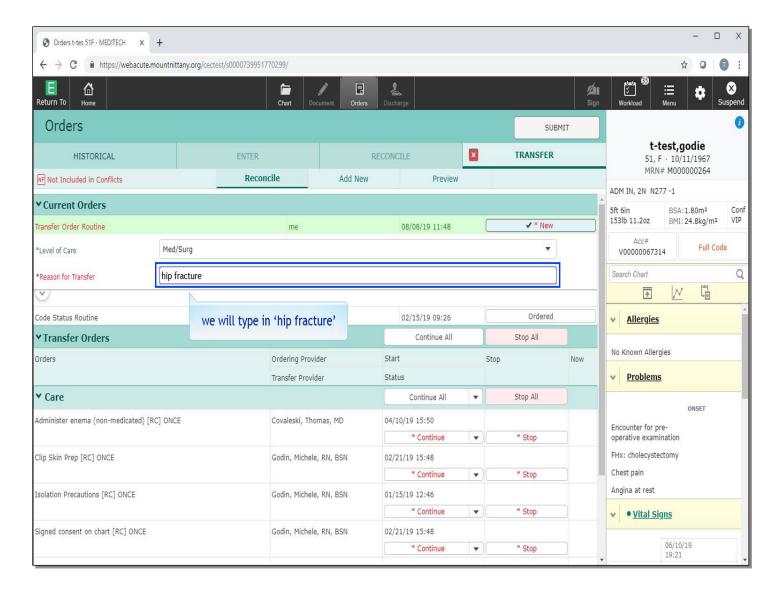
This will launch you into the Transfer Routine, where you will determine the Level of Care and enter the reason for the Transfer. Click in the 'Level of Care' field.



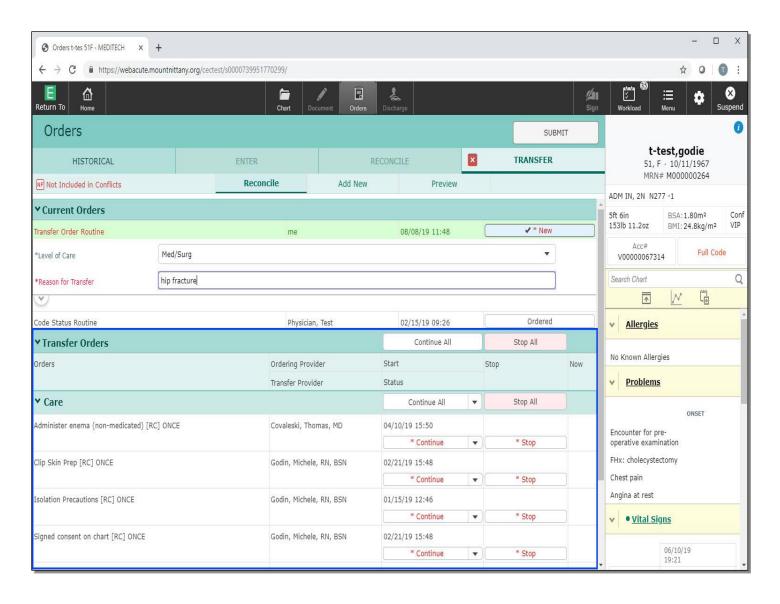
A drop down appears with the different Levels of Care available to you, select Med/Surg.



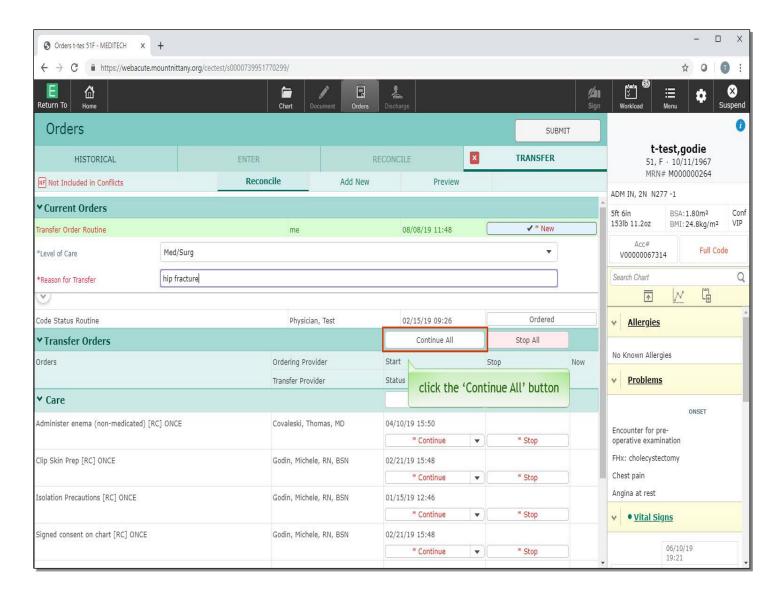
Click in the 'Reason for Transfer' field.



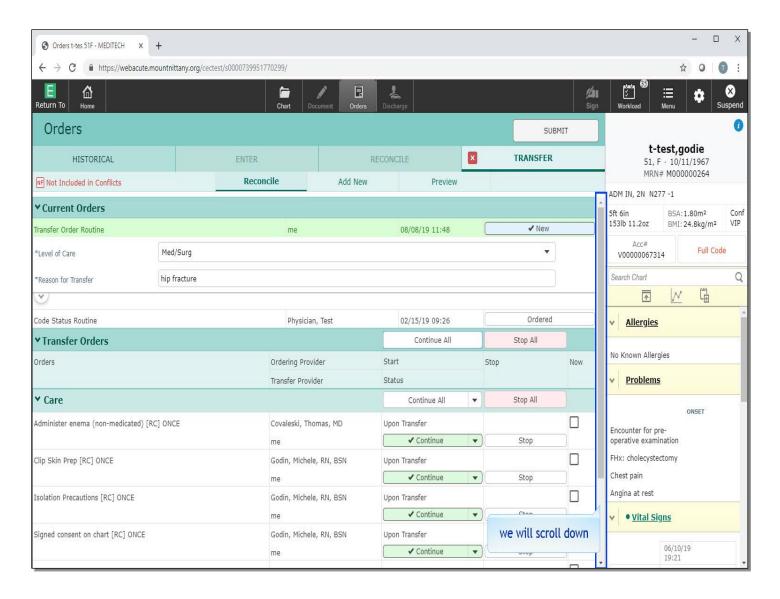
We will type 'hip fracture' for you.



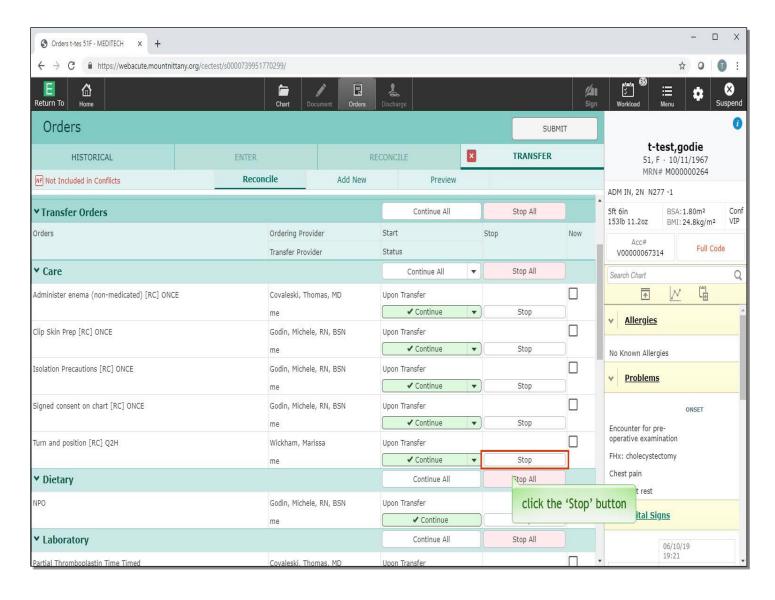
The Transfer Order is now green, indicating that all requirements have been met. Below it, you will see the Active Orders. Each of these orders will need a decision to either 'Stop' or 'Continue' in order to being able to sign the Transfer.



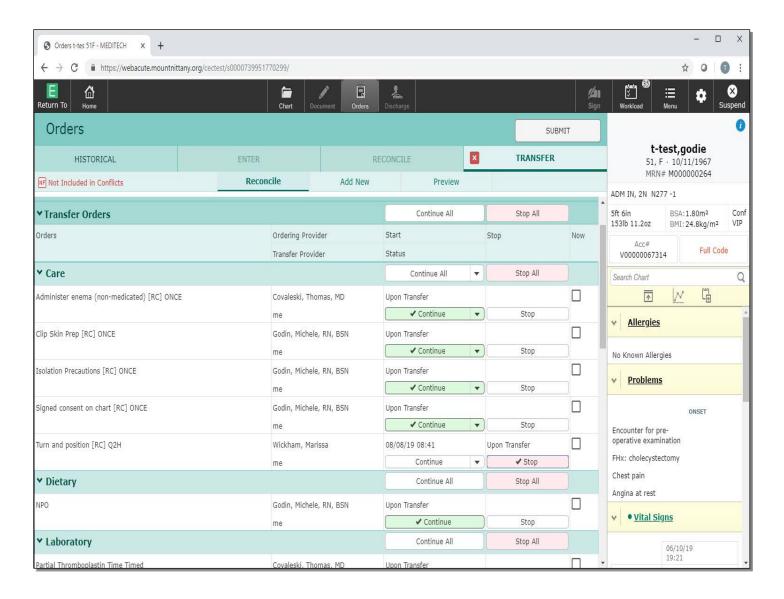
You may select the 'Continue All' button in the Transfer Orders row, which will continue all orders with the exception of medications, they need to be individually reviewed and continued. Alternatively, you may choose the 'Continue All' button associated with the category header to continue all orders within that category. Click the 'Continue All' button in the Transfer Orders header.



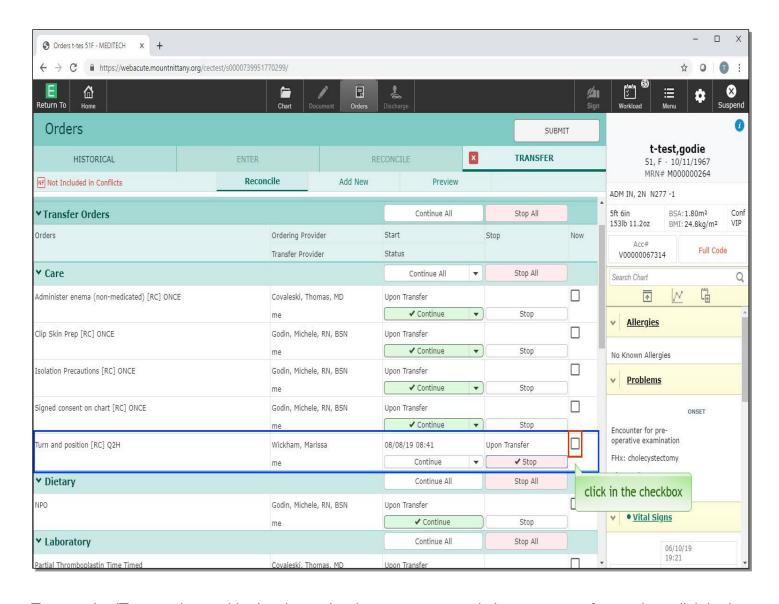
We will scroll down.



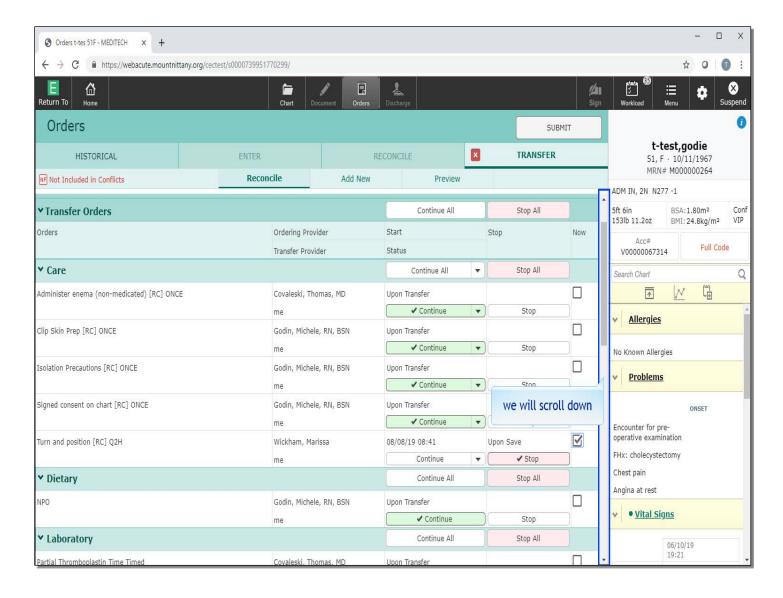
All orders, with the exception of the medications, will now be highlighted in green to continue. Although this has been checked, you choose to stop those orders that you wish to Discontinue once the patient is transferred. For 'Turn and position Q2H', click the 'Stop' button.



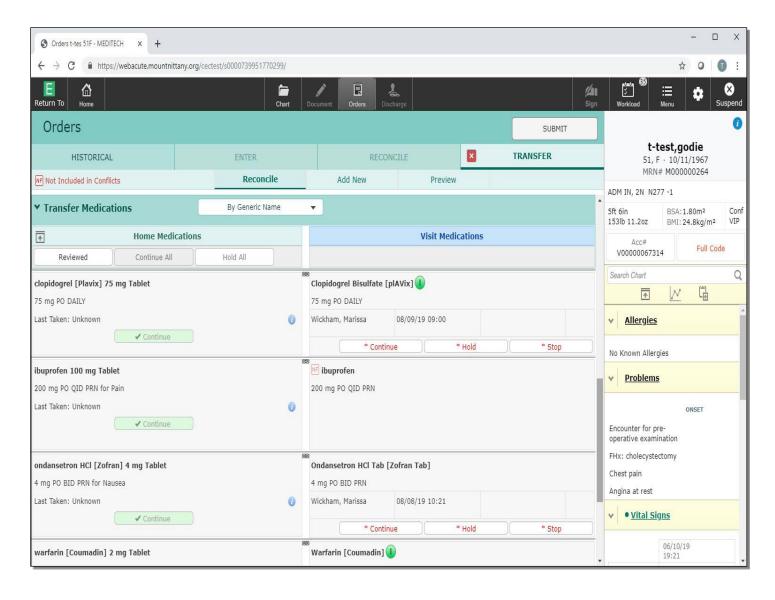
Next to the 'Stop' button, you'll notice a checkbox in the 'Now' column. These orders are set to 'Continue' or 'Stop' upon transfer to their new Level of Care. If you would like these orders to change **now** and not wait until the transfer is processed, you would click in the checkbox in the 'Now' column.



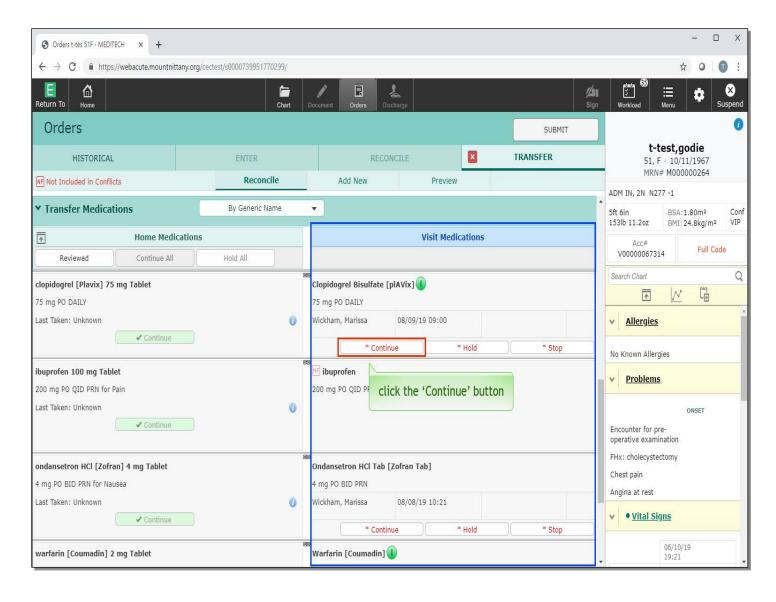
To stop the 'Turn and reposition' order at the time you save and sign your transfer routine, click in the checkbox in the 'NOW' column.



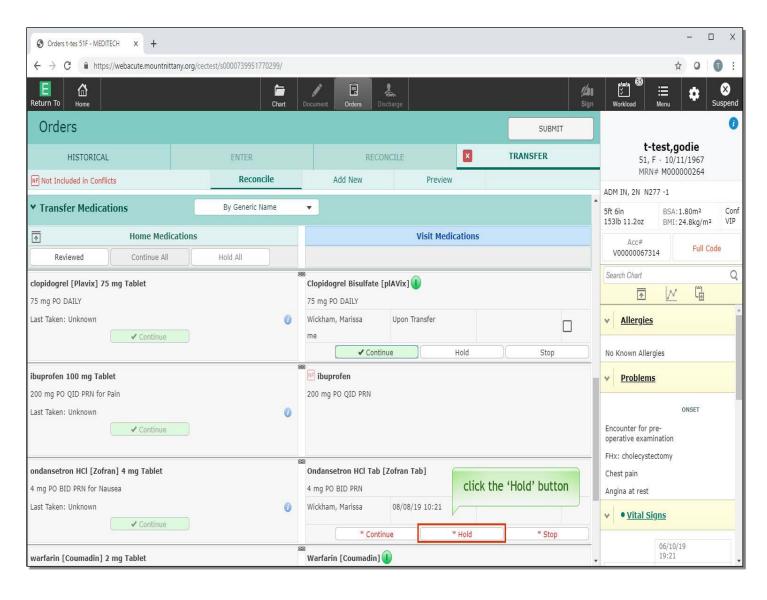
We will scroll down to the Medication section for you.



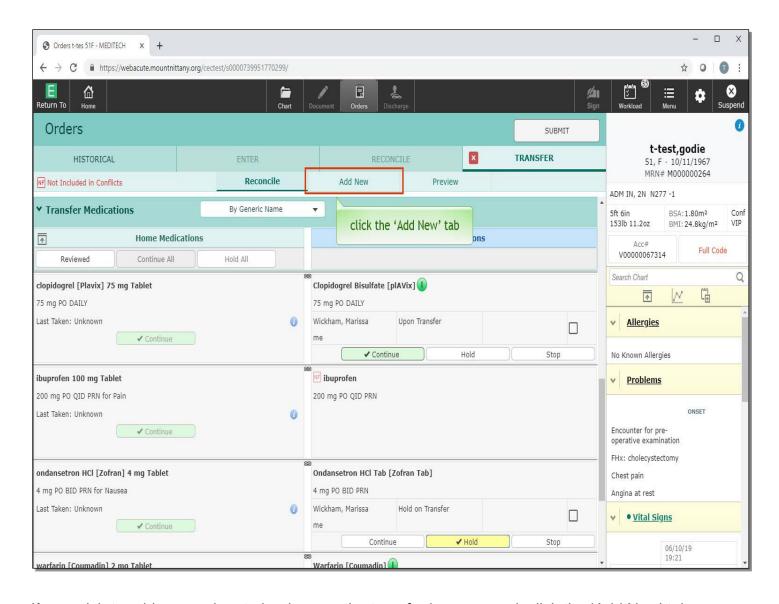
None of the meds in the Transfer Routine have a decision made on them. On the left side are the Home Medications, and on the right side is where you can make a decision to 'Continue', 'Hold', or 'Stop' the Visit Medications.



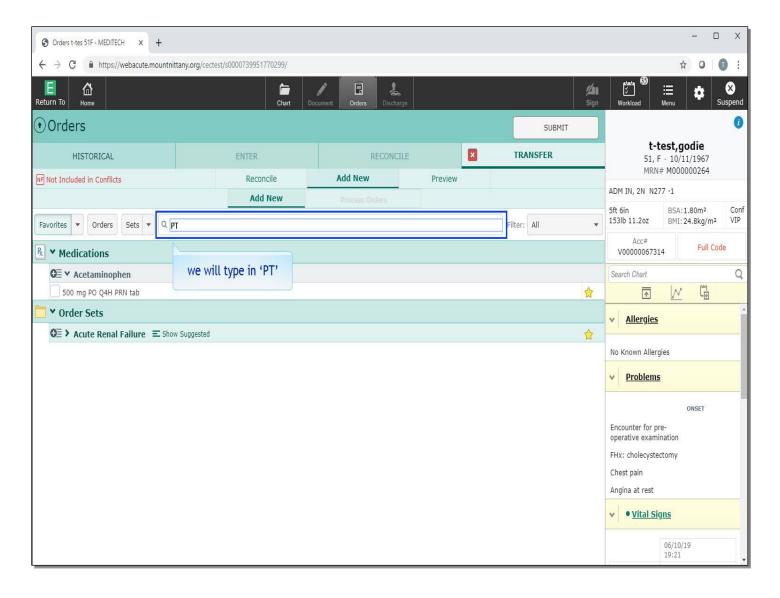
If a medication does not have the 'Continue', 'Hold', or 'Stop' buttons on the Visit side of the screen, this Home Medication was continued as a Visit Med at one point during the patient's stay, but has been discontinued since and is no longer an Active Medication. For now, click the 'Continue' button for 'Plavix'.



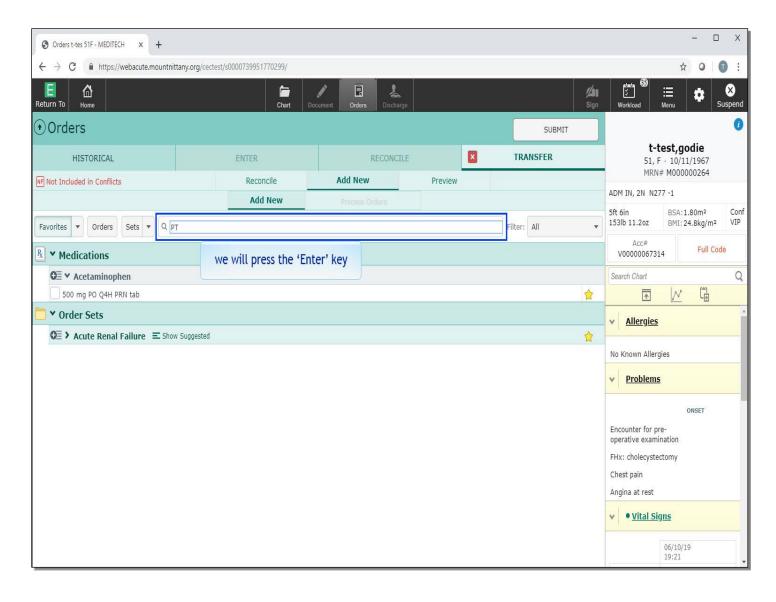
Click the 'Hold' button for Zofran.



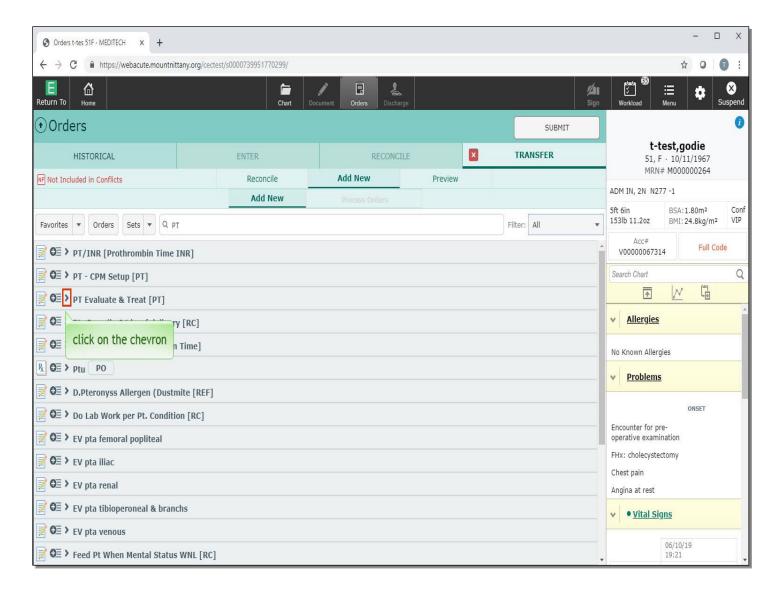
If you wish to add new orders to begin once the transfer is processed, click the 'Add New' tab.



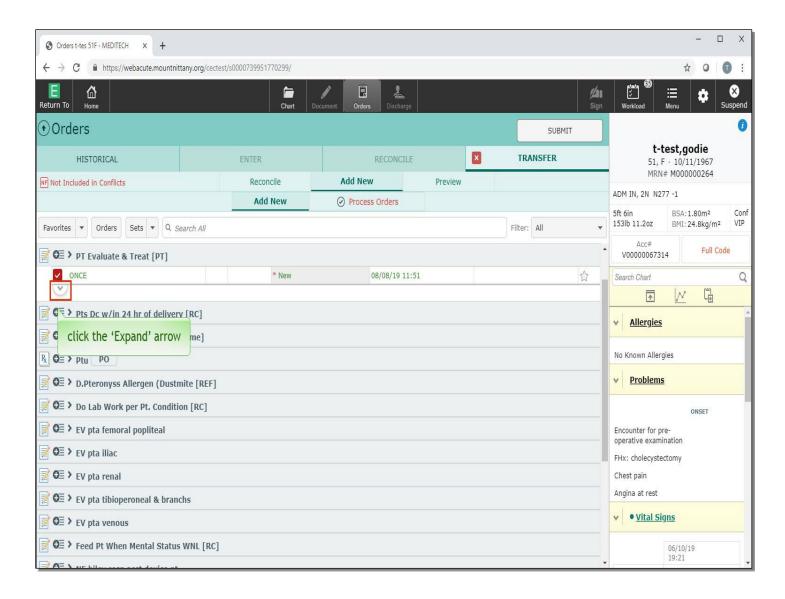
This launches you to a screen that looks very similar to entering orders outside the Transfer Routine; however, these orders will all default to start once the transfer has been processed. As the cursor is already in the search bar, we will type in 'PT' for you.



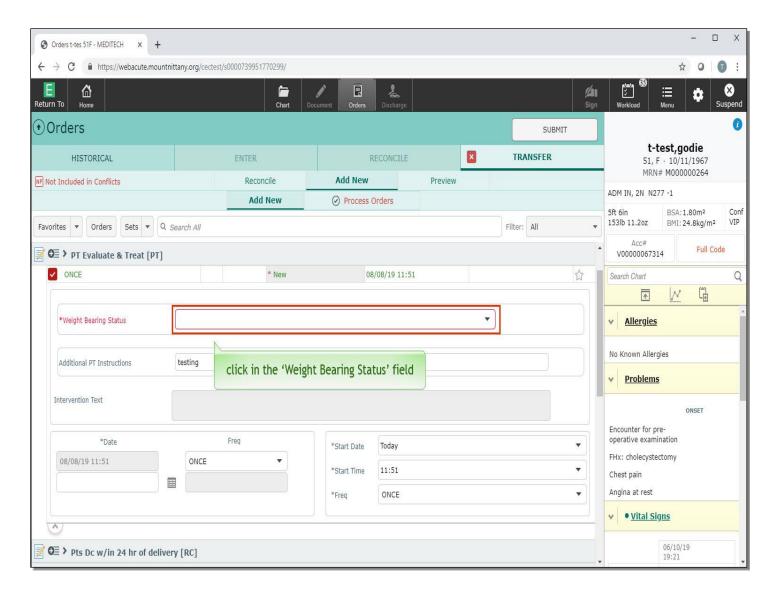
As PT is less than three characters, the search results will not automatically appear. We will press the 'Enter' key.



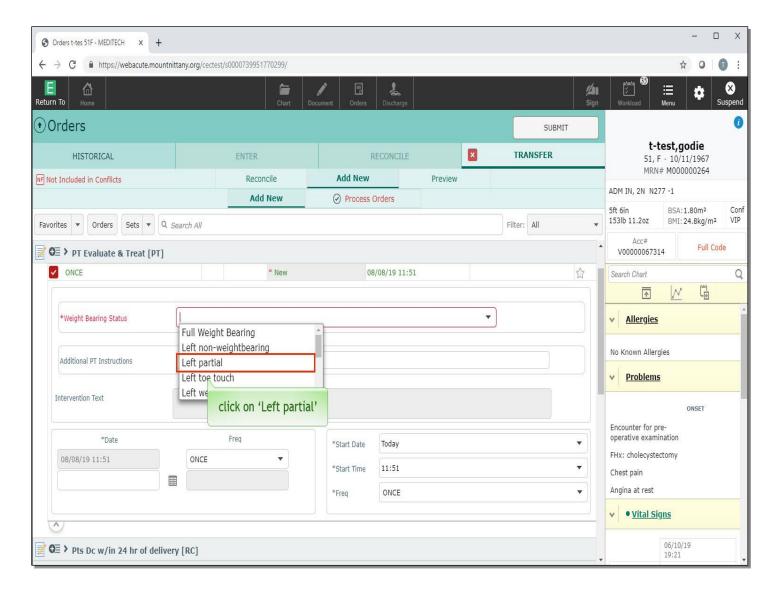
Click on the chevron next to 'PT Evaluate & Treat.



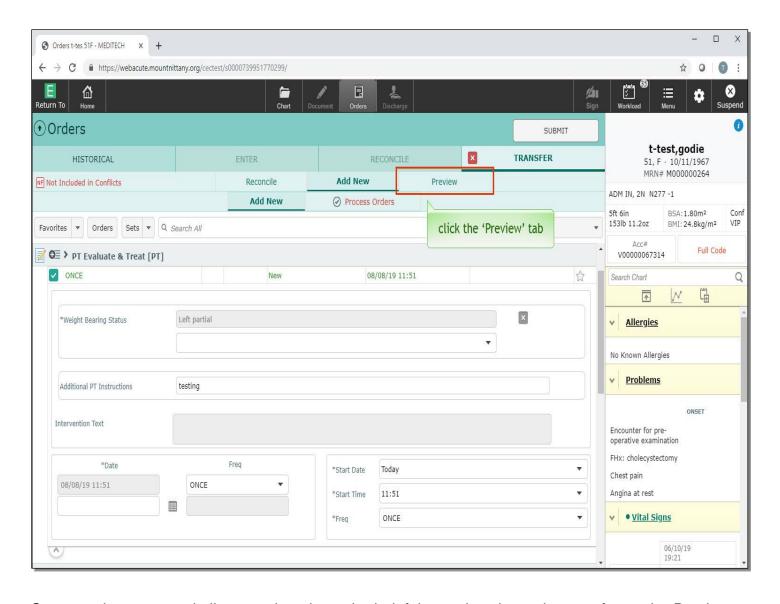
You'll notice the checkbox is **red** indicating that there are fields needing additional information. To open the Order Details, click the 'Expand' arrow.



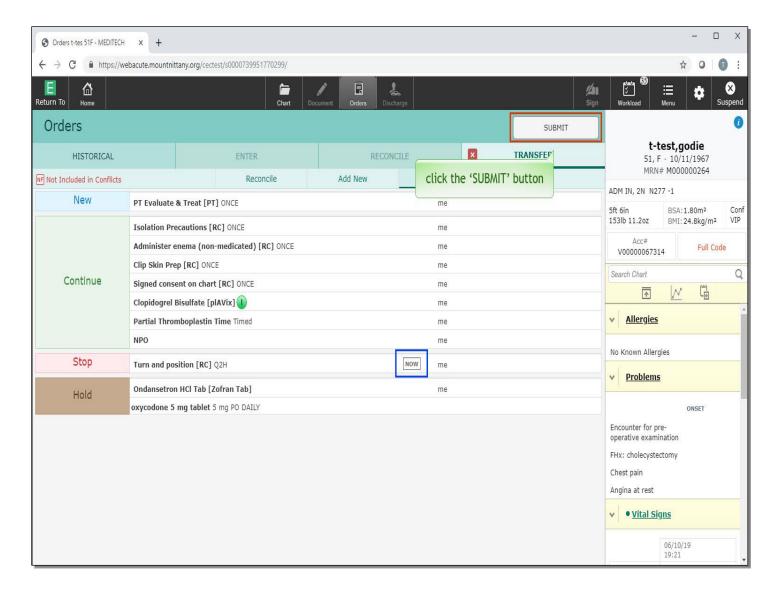
Click in the 'Weight Bearing Status' field.



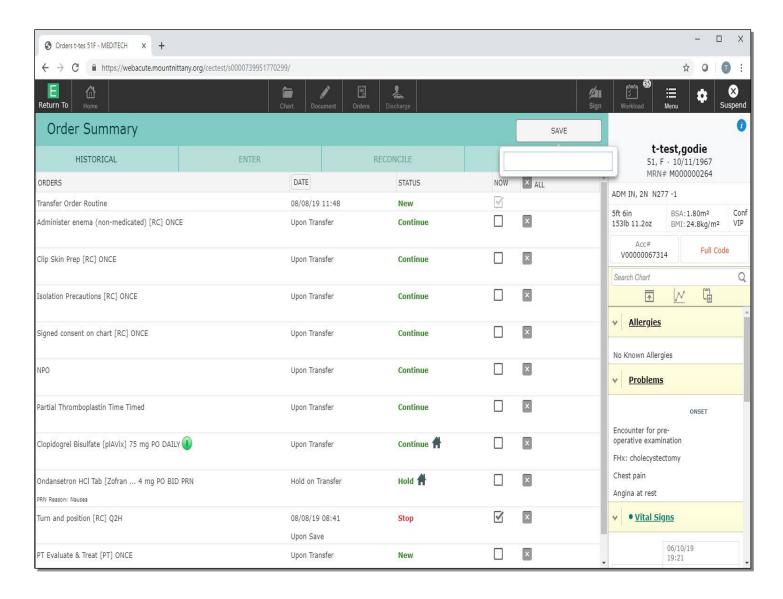
Choose 'Left partial'.



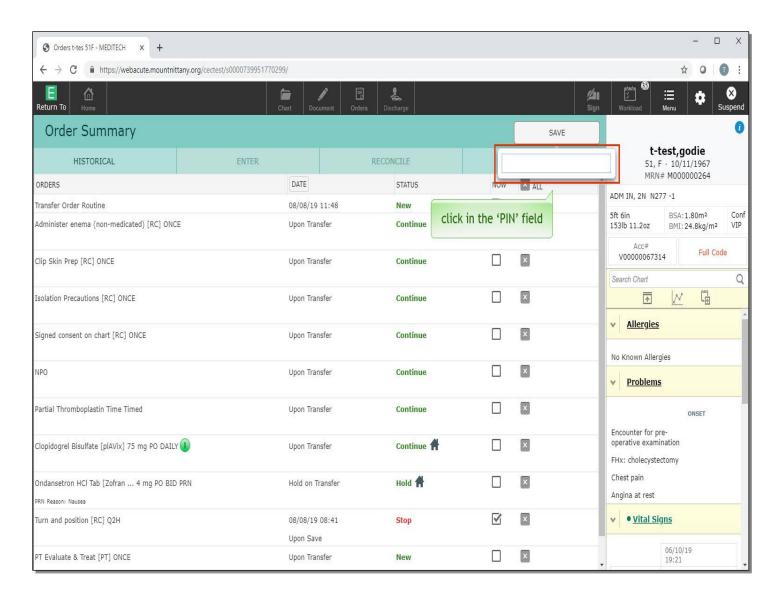
Once you have entered all new orders, it can be helpful to review the entire transfer on the Preview tab. Click the 'Preview' tab.



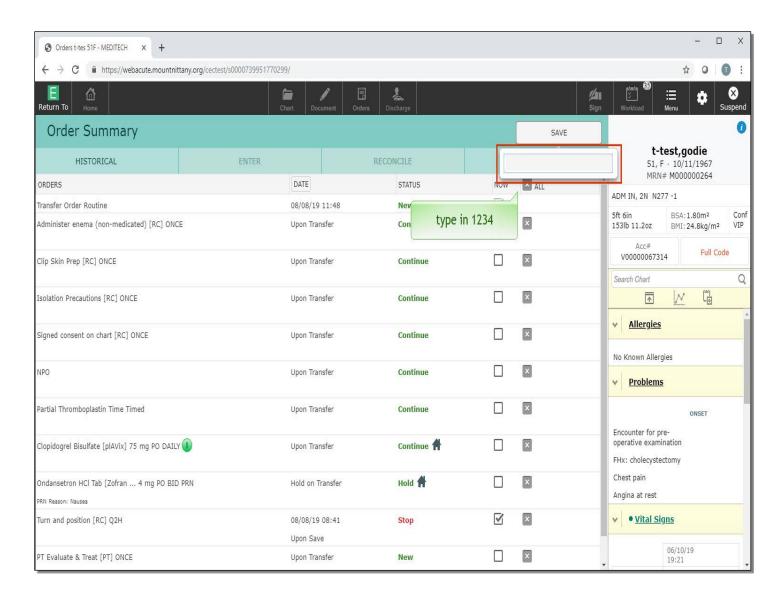
The colored boxes on the left indicate which orders are New, Continued, Stopped or Held. You can also see which orders were set to start 'NOW'. Once you've reviewed all the orders for accuracy, you can save and sign by clicking the 'SUBMIT' button.



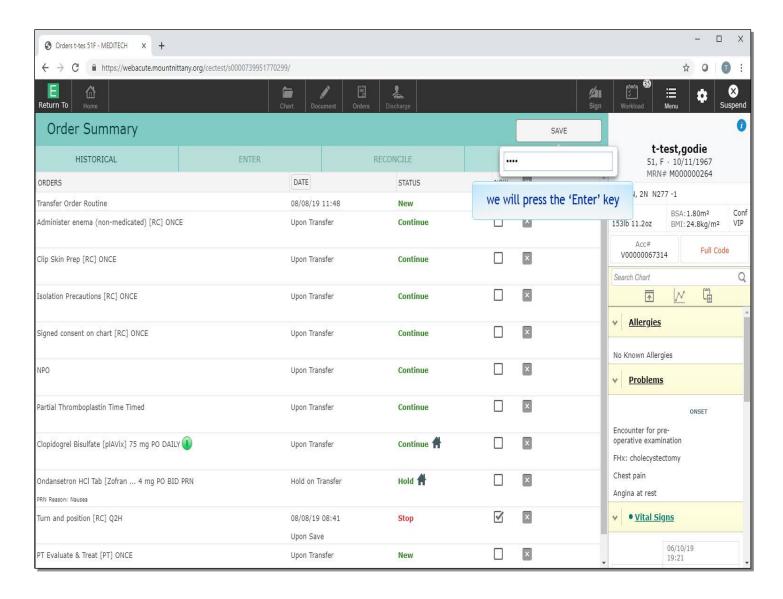
You will be shown the orders again, and presented with the 'NOW' button if you wish to make any of the orders Active immediately upon entering your PIN. You can also change the Status of any orders on this screen by clicking the Status associated with the order.



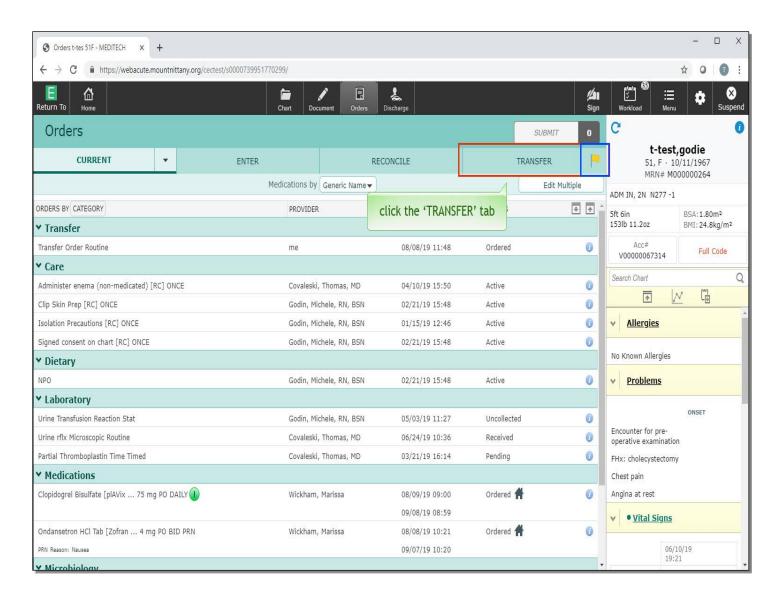
Lastly, you can cancel the order by clicking the grey 'x' on the right side of the order. To proceed with saving and submitting the order, click in the 'PIN' field.



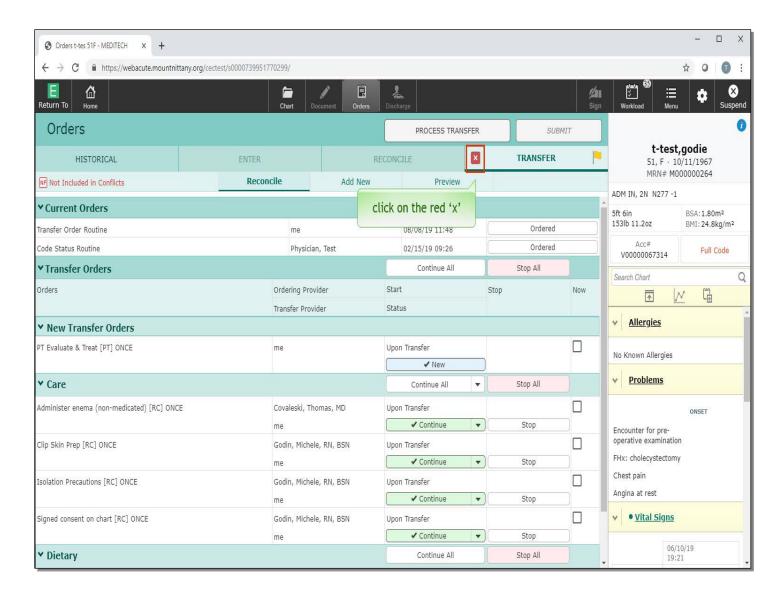
Type in '1234'.



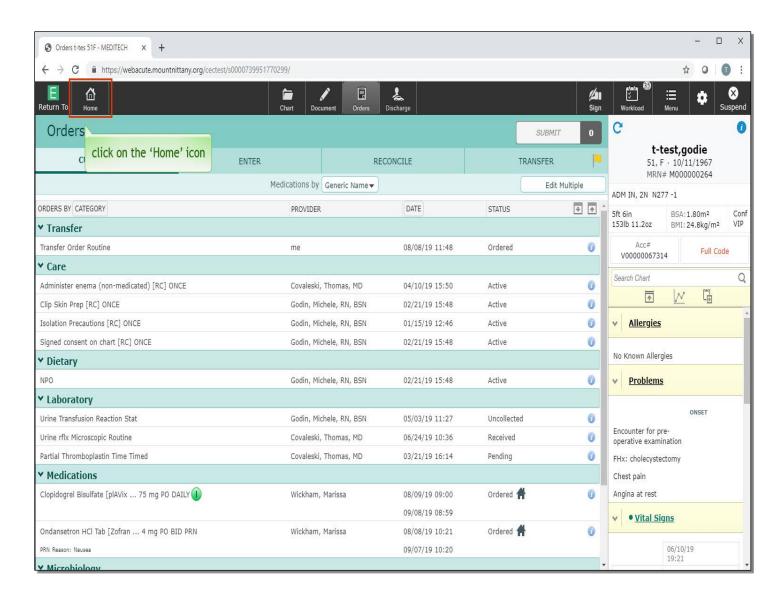
We will press the 'Enter' key for you.



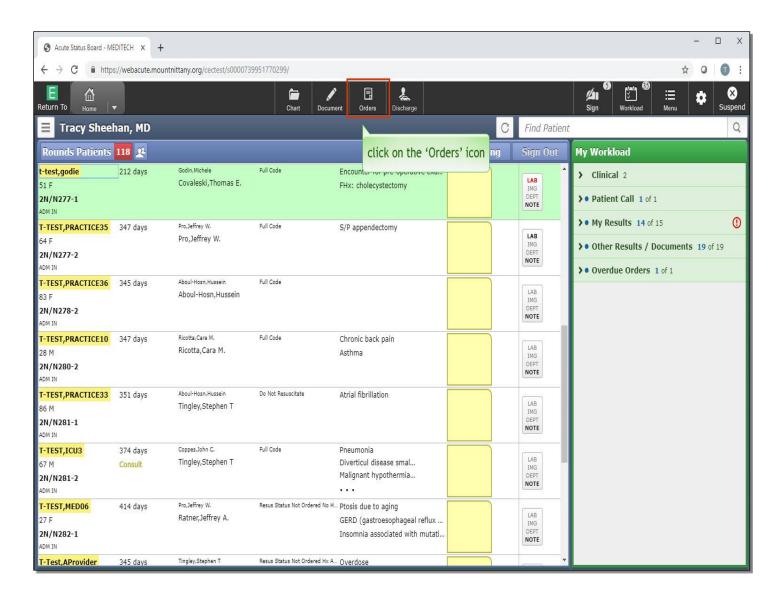
Now that the orders are signed, you are taken to the Current Orders screen. You'll notice that the Transfer tab has a yellow flag to the right of it; this indicates that there is a pending transfer. You may re-enter this routine at any time by clicking the 'Transfer' tab.



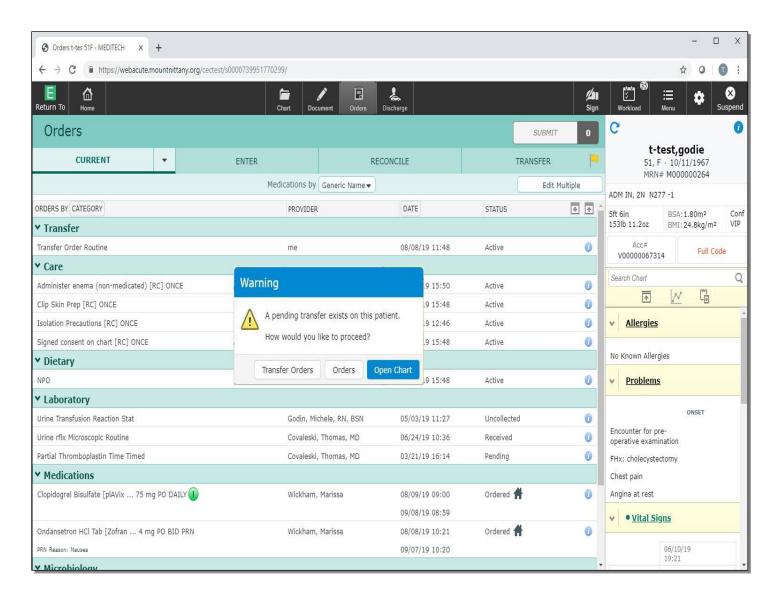
Once you are in the Transfer Routine, it is important to correctly leave the Transfer Routine in order to have access to the Document and Discharge tabs, as well as prevent others from being locked out of the Transfer Routine. To do so, click on the red 'x' on the left side of the Transfer tab.



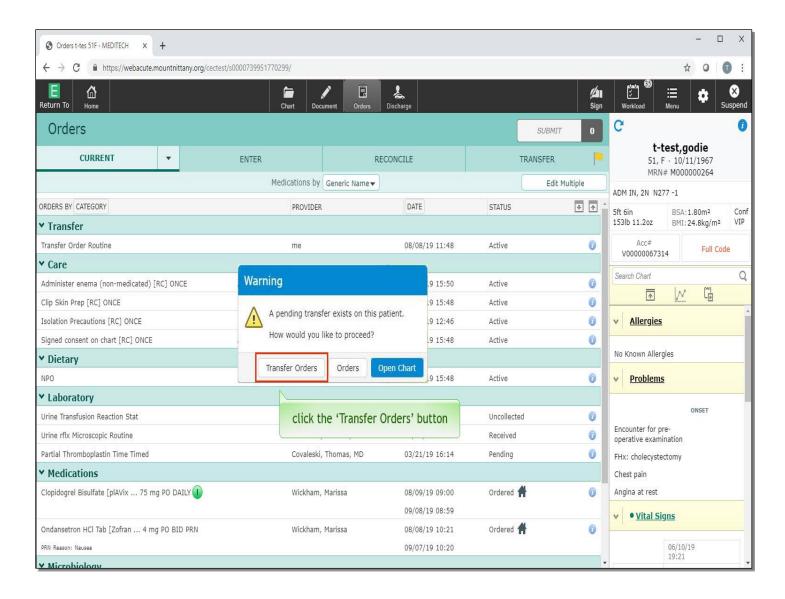
You are returned to the Current Orders screen, and now have access to the Document and Discharge areas of the chart. Notice the yellow transfer flag is still showing. To leave the chart, click on the 'Home' icon.



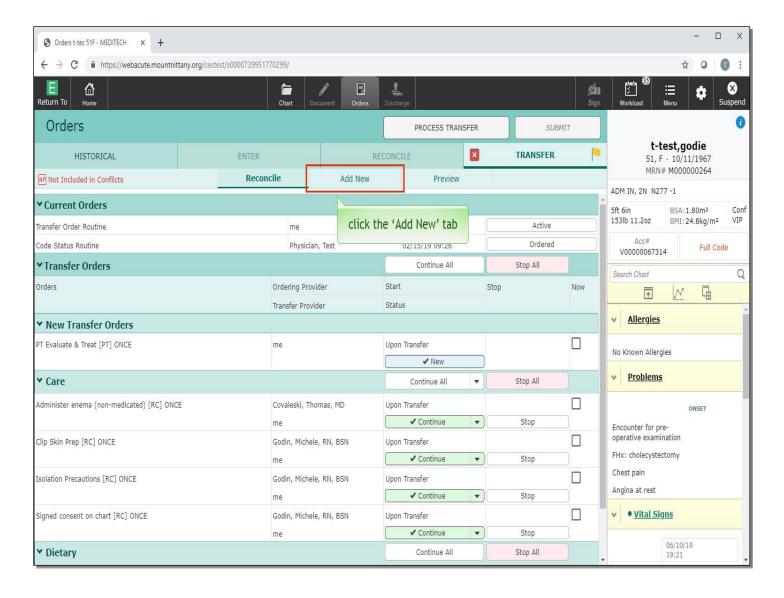
Click on the 'Orders' icon in the navigation bar.



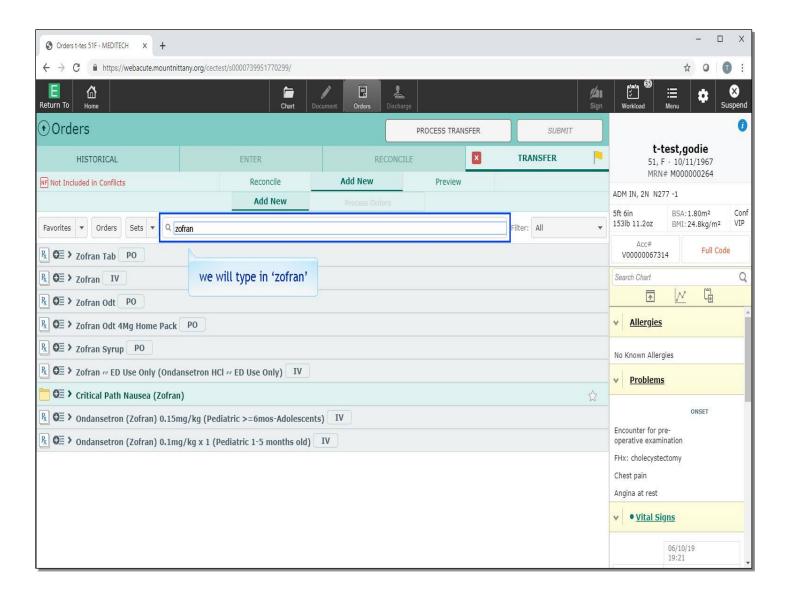
You will see a pop up explaining that a pending transfer exists, and provides you with the ability to go to the Transfer Orders or the Orders Routine. You will want to choose Orders only if you are ordering something for the patient to have immediately, or one time orders.



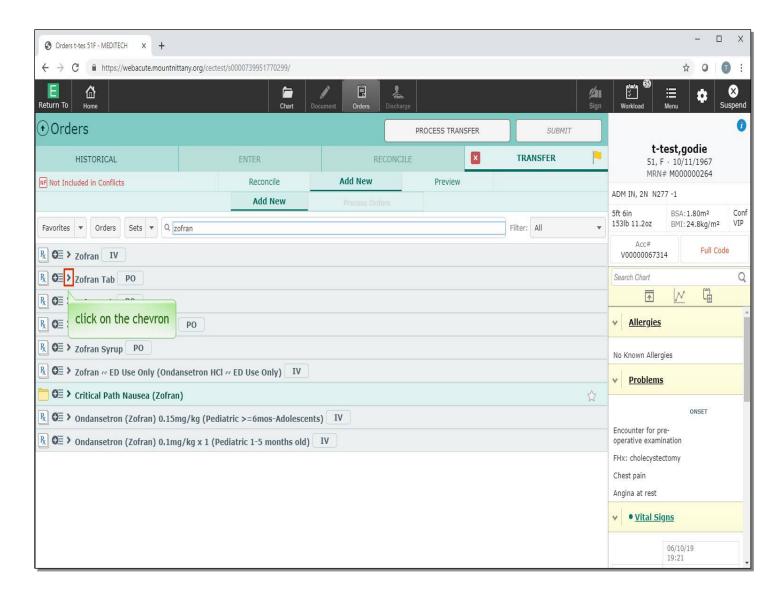
Any order you place outside the Transfer Routine will remain un-reconciled within the Transfer Routine; therefore, any orders placed while a transfer is pending will most frequently be placed in the Transfer Routine. Click the 'Transfer Orders' button.



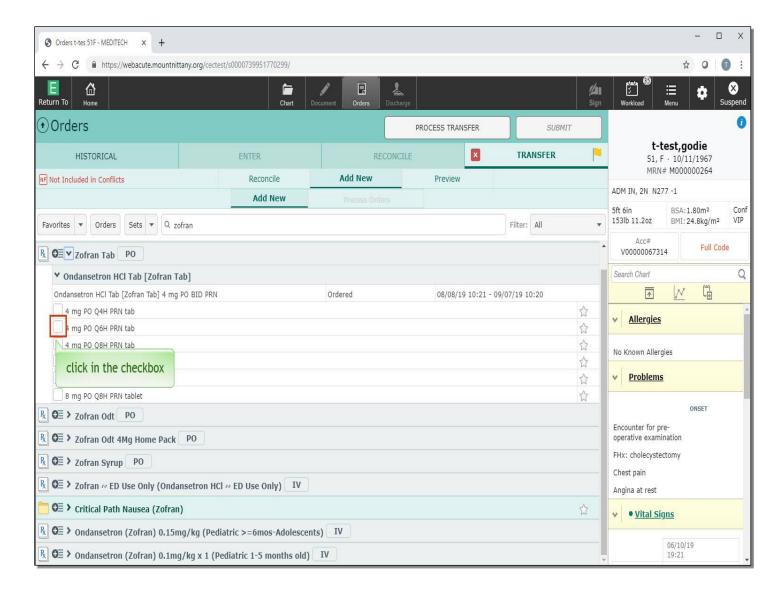
You are brought to the preview screen of the Transfer Routine. Click the 'Add New' tab.



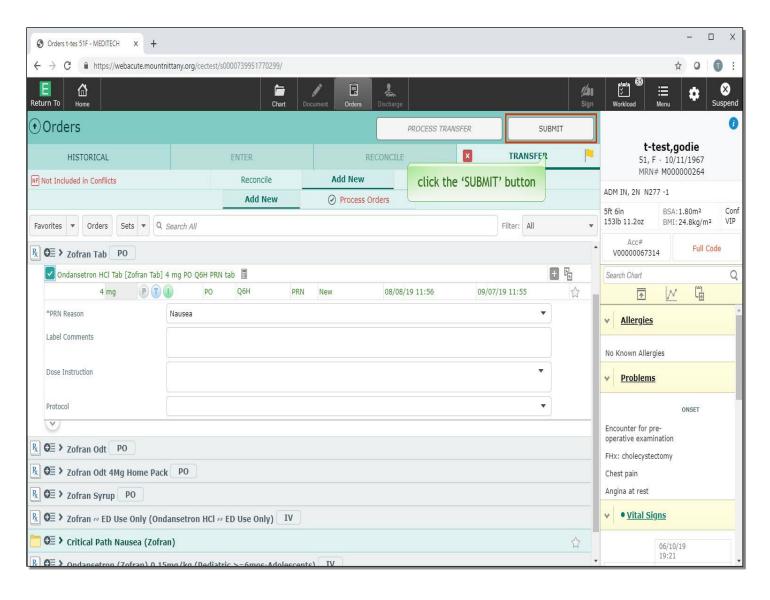
The cursor defaults to the 'Search All' field. We will type in 'zofran'.



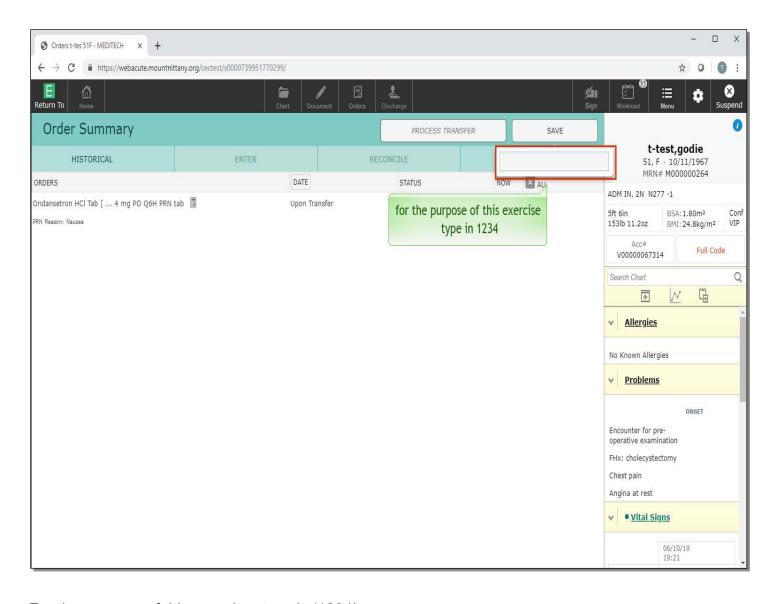
Click on the chevron to the left of the 'Zofran Tab'.



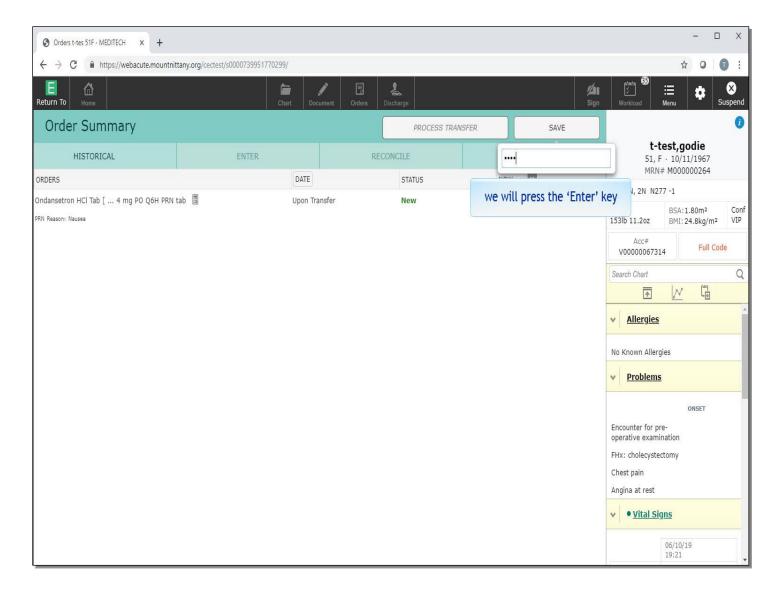
Click in the checkbox for '4 mg PO Q6H PRN'.



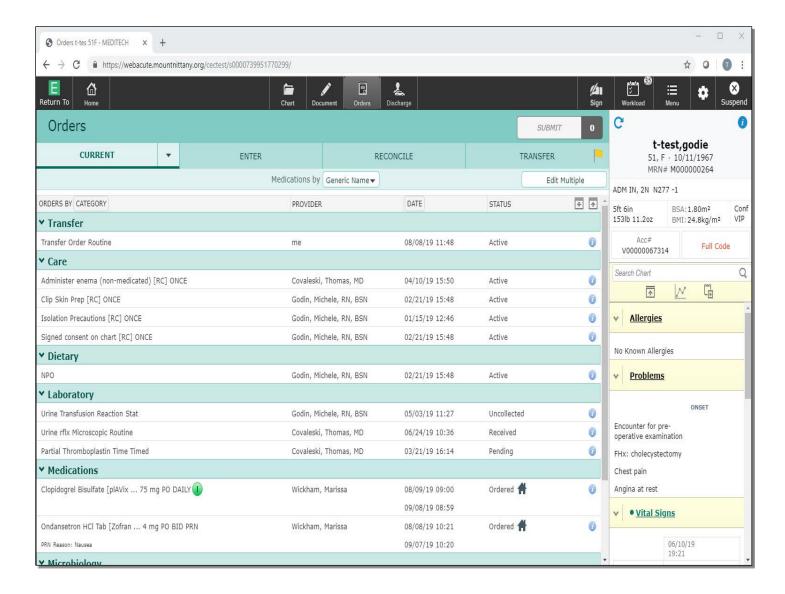
Click the 'SUBMIT' button.



For the purpose of this exercise, type in '1234'.



We will press the 'Enter' key for you.



It is important to note that while the Process Transfer button is available, it is a nursing function to process the transfer once the patient arrives at their new location.

This concludes the lesson on using the Transfer Routine.

In this course you learned how to:

- Enter the Transfer Routine
- · Reconcile existing orders
- Place new orders
- Enter orders in an existing Transfer Routine

MEDITECH best practice guidelines have been integrated into this lesson.

Please refer to your facility-specific workflows for process questions not covered in this course.