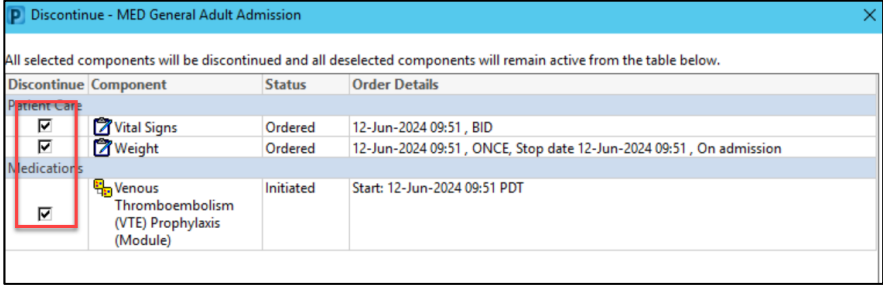

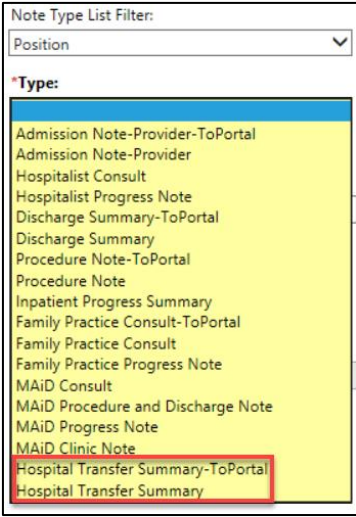



Actions	Key Points/Steps
<p>Contact PTN</p> <ul style="list-style-type: none"> If a patient requires transfer for a change in service, delegate contacts BCPTN and follows the: <ul style="list-style-type: none"> Higher Level of Care Procedure Repatriation Procedure Connect with Receiving Care Team, as needed. 	<p>Discontinue all order sets not appropriate for continued care</p> <p>Note: Must discontinue order sets prior to orders reconciliation. If you want to continue specific orders, unselect the check box for that order so that it stays active when you discontinue the order set.</p> 
<p>Perform Orders Hygiene/ Transfer Summary</p> <ul style="list-style-type: none"> Discontinue all order sets no longer required. Clean up inpatient orders, recommend Transfer Reconciliation tool. Document a "Hospital Transfer Summary", include: <ul style="list-style-type: none"> acceptance of care current orders patient condition Ensure relevant clinical documentation completed 	<p>Transfer Reconciliation</p> <p>In Provider View Select Transfer</p>  <p>Hospital Transfer Summary</p> <p>In Provider View select Hospital Transfer Summary</p> <p>NOTE: All active orders will automatically pull into this template.</p> 
<p>Place Order for Transfer</p> <ul style="list-style-type: none"> Place order for transfer of patient. <p>Note: If patient condition changes and requires potential expedited transfer, inform Patient Transfer Network (PTN) and if necessary, the receiving provider and document changes in the EHR.</p>	<p>Choose Transfer Summary Template</p> 

To review other resources regarding Patient Transfers go to the Medication Safety [Orders Management Page](#)