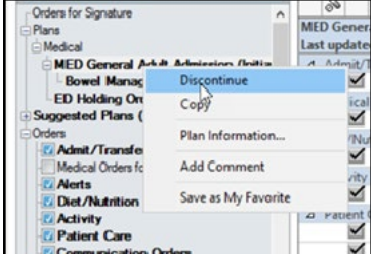
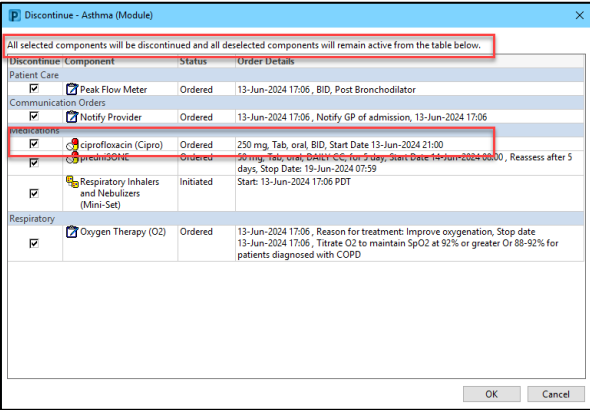
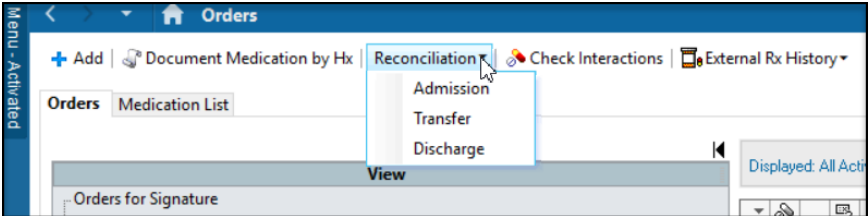




Actions	Key Points/Steps
<p>1. Discontinue all order sets no longer required.</p>	<p>Discontinue order sets prior to orders reconciliation</p> <p>Discontinue all order sets not appropriate for continued care by right clicking on the order set and selecting discontinue.</p>  <p>Unselect: If you want to <i>continue</i> specific orders within a clinical order set, unselect the check box next to that order.</p> 
<p>2. Clean up inpatient orders by utilizing the Transfer Reconciliation tool.</p> <ul style="list-style-type: none"> Note: steps 1 and 2 can be done at any time for orders hygiene. 	<p>Transfer Reconciliation</p> <p>Under the orders tab select reconciliation and the transfer option.</p>  <p>Note: all active orders including the labs, medical imaging and the orders continued from discontinued clinical order sets are visible. Orders default to a continued status.</p>

Actions	Key Points/Steps																																																																		
	<div data-bbox="516 310 1484 667" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">Orders Prior to Reconciliation</th> <th colspan="3" style="text-align: right;">Orders After Reconciliation</th> </tr> <tr> <th style="font-size: small;">Order Name/Details</th> <th style="font-size: small;">Status</th> <th style="font-size: small;">Action</th> <th style="font-size: small;">Order Name/Details</th> <th style="font-size: small;">Status</th> <th style="font-size: small;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="6">Medications</td> </tr> <tr> <td>acetaminophen (Tylenol Extra Strength 5... 2 tab, oral, Q6H, PRN: as needed for pain, ...</td> <td>Documented</td> <td><input type="radio"/></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>amLODIPine (amlODIPine 2.5 mg oral ta... 1 tab, oral, BID, 0 Refill(s))</td> <td>Documented</td> <td><input type="radio"/></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>escitalopram (escitalopram 10 mg oral ta... 1 tab, oral, DAILY, 0 Refill(s))</td> <td>Documented</td> <td><input type="radio"/></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>fluticasone (Flovent HFA 125 mcg/inh in... 250 mcg, 2 puff, inhale, BID)</td> <td>Ordered</td> <td><input type="radio"/></td> <td>fluticasone (Flovent HFA 125 mcg/inh in... 250 mcg, 2 puff, inhale, BID)</td> <td>Ordered</td> <td><input type="radio"/></td> </tr> <tr> <td>fluticasone (Flovent HFA 125 mcg/inh in... 2 puff, inhale, BID, 0 Refill(s))</td> <td>Documented</td> <td><input type="radio"/></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>furosemide 80 mg, oral, AM & NOON</td> <td>Ordered</td> <td><input type="radio"/></td> <td>furosemide 80 mg, oral, AM & NOON</td> <td>Ordered</td> <td><input type="radio"/></td> </tr> <tr> <td>furosemide (furosemide 40 mg oral tabl... 1 tab, or... Taking differently than prescribed</td> <td>Documented</td> <td><input type="radio"/></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>iron sucrose 200 mg, IV, Q1W</td> <td>Ordered</td> <td><input type="radio"/></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>Note: all orders need to be actioned to sign the transfer reconciliation after completion. The orange starburst  will direct you to medications that still require reconciliation.</p> <ul style="list-style-type: none"> Not continuing an ambulatory order  in an inpatient encounter will not stop the outpatient order. If you wish to make the ambulatory order active in the inpatient encounter, select "Continue." <ul style="list-style-type: none"> Upon discharge home or residential care remember to continue the ambulatory order during discharge reconciliation. </div>	Orders Prior to Reconciliation			Orders After Reconciliation			Order Name/Details	Status	Action	Order Name/Details	Status	Action	Medications						acetaminophen (Tylenol Extra Strength 5... 2 tab, oral, Q6H, PRN: as needed for pain, ...	Documented	<input type="radio"/>			<input type="radio"/>	amLODIPine (amlODIPine 2.5 mg oral ta... 1 tab, oral, BID, 0 Refill(s))	Documented	<input type="radio"/>			<input type="radio"/>	escitalopram (escitalopram 10 mg oral ta... 1 tab, oral, DAILY, 0 Refill(s))	Documented	<input type="radio"/>			<input type="radio"/>	fluticasone (Flovent HFA 125 mcg/inh in... 250 mcg, 2 puff, inhale, BID)	Ordered	<input type="radio"/>	fluticasone (Flovent HFA 125 mcg/inh in... 250 mcg, 2 puff, inhale, BID)	Ordered	<input type="radio"/>	fluticasone (Flovent HFA 125 mcg/inh in... 2 puff, inhale, BID, 0 Refill(s))	Documented	<input type="radio"/>			<input type="radio"/>	furosemide 80 mg, oral, AM & NOON	Ordered	<input type="radio"/>	furosemide 80 mg, oral, AM & NOON	Ordered	<input type="radio"/>	furosemide (furosemide 40 mg oral tabl... 1 tab, or... Taking differently than prescribed	Documented	<input type="radio"/>			<input type="radio"/>	iron sucrose 200 mg, IV, Q1W	Ordered	<input type="radio"/>			<input type="radio"/>
Orders Prior to Reconciliation			Orders After Reconciliation																																																																
Order Name/Details	Status	Action	Order Name/Details	Status	Action																																																														
Medications																																																																			
acetaminophen (Tylenol Extra Strength 5... 2 tab, oral, Q6H, PRN: as needed for pain, ...	Documented	<input type="radio"/>			<input type="radio"/>																																																														
amLODIPine (amlODIPine 2.5 mg oral ta... 1 tab, oral, BID, 0 Refill(s))	Documented	<input type="radio"/>			<input type="radio"/>																																																														
escitalopram (escitalopram 10 mg oral ta... 1 tab, oral, DAILY, 0 Refill(s))	Documented	<input type="radio"/>			<input type="radio"/>																																																														
fluticasone (Flovent HFA 125 mcg/inh in... 250 mcg, 2 puff, inhale, BID)	Ordered	<input type="radio"/>	fluticasone (Flovent HFA 125 mcg/inh in... 250 mcg, 2 puff, inhale, BID)	Ordered	<input type="radio"/>																																																														
fluticasone (Flovent HFA 125 mcg/inh in... 2 puff, inhale, BID, 0 Refill(s))	Documented	<input type="radio"/>			<input type="radio"/>																																																														
furosemide 80 mg, oral, AM & NOON	Ordered	<input type="radio"/>	furosemide 80 mg, oral, AM & NOON	Ordered	<input type="radio"/>																																																														
furosemide (furosemide 40 mg oral tabl... 1 tab, or... Taking differently than prescribed	Documented	<input type="radio"/>			<input type="radio"/>																																																														
iron sucrose 200 mg, IV, Q1W	Ordered	<input type="radio"/>			<input type="radio"/>																																																														
<p>3. Document a "Transfer Summary", include:</p> <ul style="list-style-type: none"> acceptance of care current orders patient condition 	<p>Transfer Summary</p> <p>In Provider View select Inpatient Progress Summary Note Type</p> <div data-bbox="885 1176 1117 1528" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note Type List Filter:</p> <p>Position ▼</p> <p>Type:</p> <ul style="list-style-type: none"> Admission Note-Provider-ToPortal Admission Note-Provider Hospitalist Consult Hospitalist Progress Note Discharge Summary-ToPortal Discharge Summary Procedure Note-ToPortal Procedure Note Inpatient Progress Summary Family Practice Consult-ToPortal Family Practice Consult Family Practice Progress Note MAID Consult MAID Procedure and Discharge Note MAID Progress Note MAID Clinic Note Hospital Transfer Summary-ToPortal Hospital Transfer Summary </div> <p>Choose Transfer Summary Template</p> <div data-bbox="618 1598 1386 1646" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ★ Transfer Summary Transfer Summary Template </div> </div>																																																																		
<p>4. Place order for transfer of patient.</p>	<p>Place order for unit transfer</p> <p>Note: ensure receiving provider has accepted care prior to placing the order.</p>																																																																		

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