

Cross Campus Transfer Order

Note: Users must log out of their current session to see the new orders.

Use this communication order for all patients transferring to another Children's campus.

1. Once it has been determined by the provider or hospital nursing supervisor (HNS) the patient can be transferred, place the Cross Campus Transfer order to begin the transfer process. This order then pages the HNS on both campuses.
2. Select the receiving facility i.e., the campus the patient is transferring to.

The screenshot shows the 'Details for Cross Campus Transfer' form. The 'Order details' section includes fields for Start Date/Time, Receiving Facility, Reason for Transfer, Transportation Type, and Special Instructions. The 'Detail values' section shows a dropdown menu for Receiving Facility with options: Mercy, Minneapolis, and St. Paul. The 'Reason for Transfer' field is highlighted in yellow.

3. Select the reason for the transfer from the following:
 - **Bed availability:** No physical beds available on the current campus.
Note: This is determined by the HNS.
 - **Family choice:** Family is requesting to transfer to another campus.
 - **Higher level of care:** Medical specialty resides on other campus.
 - **Staffing:** No admissions due to staffing.
Note: This is determined by the HNS.

The screenshot shows the 'Details for Cross Campus Transfer' form. The 'Order details' section includes fields for Start Date/Time, Receiving Facility, Reason for Transfer, Transportation Type, and Special Instructions. The 'Detail values' section shows a dropdown menu for Reason for Transfer with options: Bed availability, Family choice, Higher level of care, and Staffing. The 'Reason for Transfer' field is highlighted in yellow.

4. Select the transportation type from the following:

- **Ambulance:** EMS transportation required.
- **MH Transport:** Avalon Secured Transport (Mental Health Transport Only – Social Work to determine if criteria are met; current unit to organize transfer).
- **Private Vehicle:** Provider consults POV guidelines and approves patient to transfer via private vehicle.

The screenshot shows a web-based interface for a 'Cross Campus Transfer' order. At the top, there are tabs for 'Details', 'Order Comments', and 'Diagnoses'. Below the tabs, the 'Order details' section is visible, containing fields for 'Start Date/Time [6/21/2023 9:25 CDT]', 'Receiving Facility', 'Reason for Transfer', 'Transportation Type', and 'Special Instructions'. A mouse cursor is hovering over the 'Reason for Transfer' field, which has a tooltip that says 'Reason for Transfer'. To the right of the 'Order details' section is a 'Detail values' column with a dropdown menu. The dropdown menu is currently open, showing three options: 'Ambulance', 'MH Transport', and 'Private Vehicle'. The 'Transportation Type' field in the 'Order details' section is highlighted in dark blue, indicating it is the selected or active field.