

Campus-to-Campus Transfer

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When a patient is transferred to another campus the system **automatically discontinues all orders except medications, Admit/Discharge/Transfer (ADT) orders, diet, nursing interventions, radiology, lab, respiratory and ventilator, rehab and special orders.**

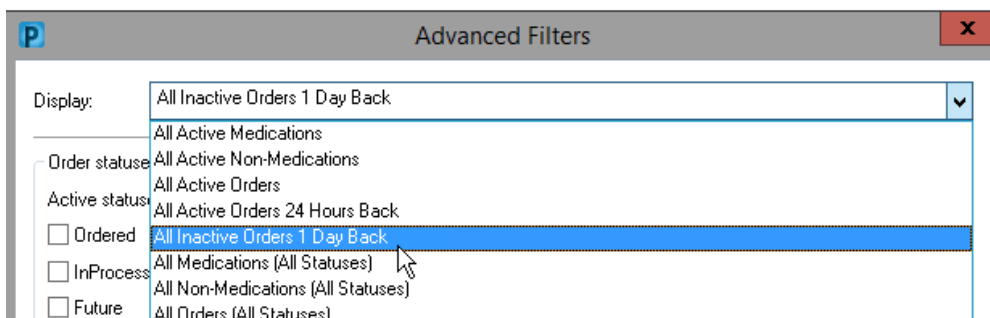
Sending Provider	IP to IP: Enters Cross Campus Transfer Order. This notifies HNS on both campuses. Attend Cross Campus Transfer huddle		ED to IP: Admit from ED order; provider enters Cross Campus Transfer order. This notifies HNS on both campuses. Attend Cross Campus Transfer huddle		Enters Transition of Care orders or hospitalist initiates first phase of admission orders.			
HNS: Sending Receiving	Sending and Receiving HNS: Receive page regarding Cross Campus Transfer with details		Sending HNS: May reach out to receiving HNS with patient details and needs.		Receiving HNS: Notify receiving Charge Nurse. Sets up huddle with CPA.		Both Sending and Receiving HNS: Attend huddle. Assign bed in Capacity Management.	
Children's Physician Access (CPA)	Set up huddle call with Sending and Receiving: -HNS -Charge Nurse -Providers		CPA informs Sending and Receiving HNS, charge nurses, and providers of ETA					
Charge Nurse	Transfer from IP: Attend the huddle. Following the huddle, the sending Charge Nurse calls EMS dispatch, gives pre-transfer checklist to UOC		Transfer From ED: Attend the huddle. Following the huddle, the sending ED Charge Nurse calls EMS dispatch, gives pre-transfer checklist to ED UOC.					
UOC: Sending Receiving	Sending IP or ED UOC: Notify receiving UOC, place on Transfer List in Capacity Management, assign destination.		Sending IP or ED UOC: When patient leaves, sending UOC Completes Transfer. Changes patient location in Capacity Management.		Receiving UOC: Notifies receiving provider when patient arrives. Notifies Pharmacy			
Receiving Provider	Attend Cross Campus Transfer huddle. Enter Care Orders in a Planned state.		May initiate orders once patient location has been updated in Capacity Management					
RN: Sending Receiving	Sending RN: Fill out IView Transfer band, Narrative note		Nursing handoff		Receiving RN: Nurse Review, IView Transfer band		Receiving RN: May initiate orders once patient location has been updated in Capacity Management	
Pharmacy	Sending Pharmacy: Credit unused doses		Receiving Pharmacy: Reassign Dispense From					

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Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally  
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**Important Process and Communication Notes**

- Inpatients transferred between campuses are transfers, not discharges; the same account number is used on both campuses.
- When a patient's account is transferred to another campus in Capacity Management (the "Complete Transfer" function is usually done by the UOC or HNS), the **system automatically discontinues all orders except medications, Admit/Discharge/Transfer (ADT) orders, diet orders, nursing interventions, radiology, lab, respiratory and ventilator, rehab, and special orders.** It is important to do this process at the time the patient leaves the sending department.
- Because the location has changed, **all orders not included on the above list** need to be initiated when the patient's location is updated to the receiving campus. **Before new orders are initiated, transfer must be completed in Capacity Management.** Verify location in the banner bar.  
**Tip:** To view orders that have been discontinued, change Order filter to **All Inactive Orders 1 Day Back** and select **Apply**. If medically appropriate, right click and copy orders that should be continued.



- **UOC/UST/HNS:** It is important to notify the receiving provider, nurse and pharmacist when the patient's account transfer is complete in the system.

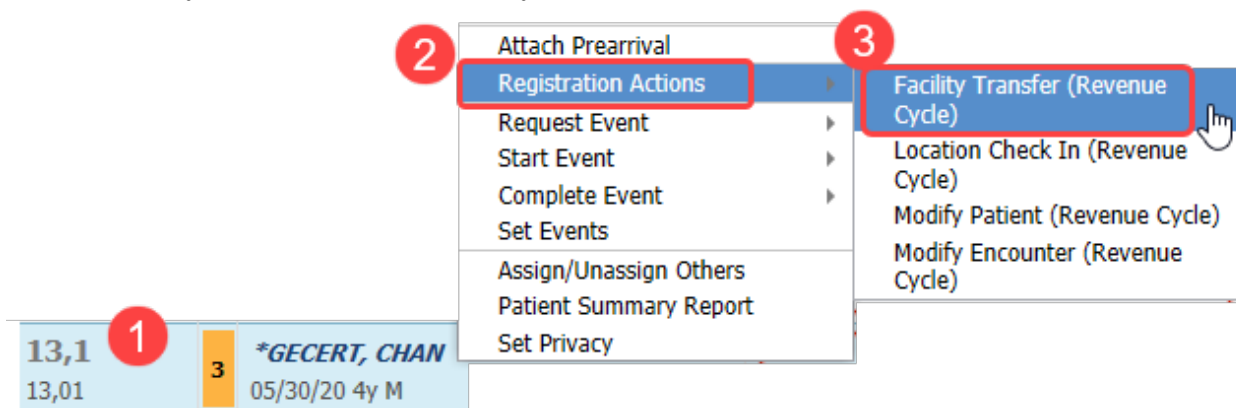
**Transfer Types: UOC/HNS/PAS Steps**

**ED to ED**

Patient has no Admit from ED order, no PSO order, Banner Bar displays ED-S or ED-M e.g., ortho procedure patient).

The PAS on the **sending** campus performs all the following steps when the patient leaves the sending campus:

1. Right click on the patient's name.
2. Select **Registration Actions**.
3. Select **Facility Transfer (Revenue Cycle)**.



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4. Complete the **Encounter Details** section and click **Save and Close**.

Facility Transfer (Revenue Cycle)

**GECERT, CHAN** Admin: Male Birth: 4 years DOB: 05/30/2020

Modify Encounter: Facility Transfer

**Facility Transfer**

Conversation Revenue Cycle  
Facility Transfer (Modify Enc)

**Patient Demographics**

Last Name: GECERT First Name: CHAN Middle Name:   
Preferred First Name: Pronouns: Name Pronunciation:   
Date of Birth: 05/30/2020 Age: 4Y   
MRN: 3157280-emma Financial Number: 52147542   
Disease Alerts:

**Encounter Details**

Transfer To Facility: \*Children's Minneapolis Facility: Minneapolis Building: \*Pt Care Units Nurse Unit: \*ED-M   
Room: Bed: Registration Date/Time: 05/30/2024 11:09 Discharge Date/Time:   
Admitting Provider: Train, Provider1 Attending Physician: Train, Provider1   
Save and Close Cancel

5. Locate the patient on the ED LaunchPoint Tracking Board in selected room of the receiving campus. The room status displays as **WR**, and the patient will be listed as **Unassigned**.

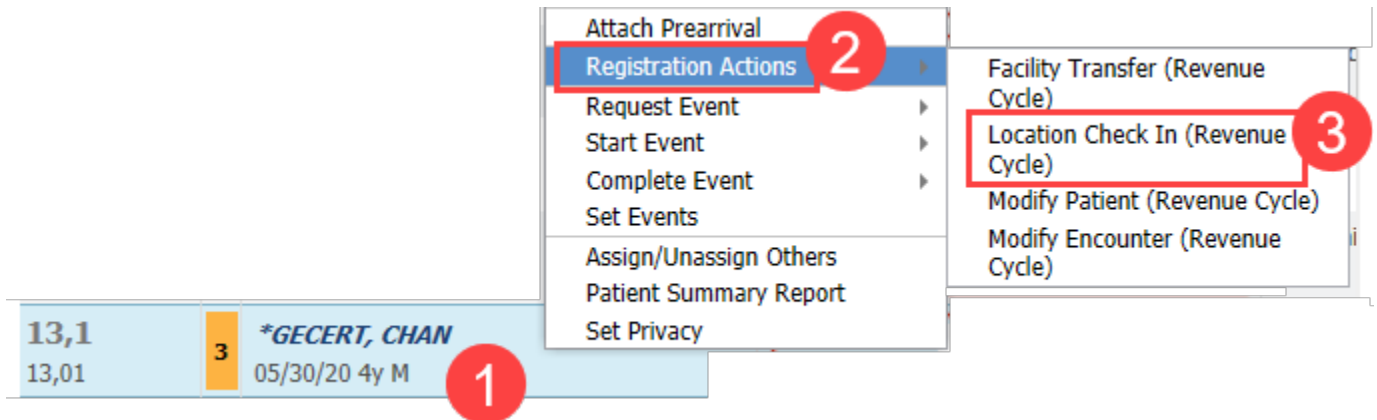
13,1 WR	*GECERT, CHAN 05/30/20 4y M	Unassigned	00:08
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6. Call the receiving campus to communicate that patient is en route.

**Campus-to-Campus Transfer**

ED to Inpatient, Going to ED First (e.g. TTA or OR patient)

1. Move the patient to the new ED by following the ED to ED steps as described above. No action is required for the Admit from ED order.
2. Right click on the patient's name.
3. Select **Registration Actions**.
4. Select **Location Check In (Revenue Cycle)**.



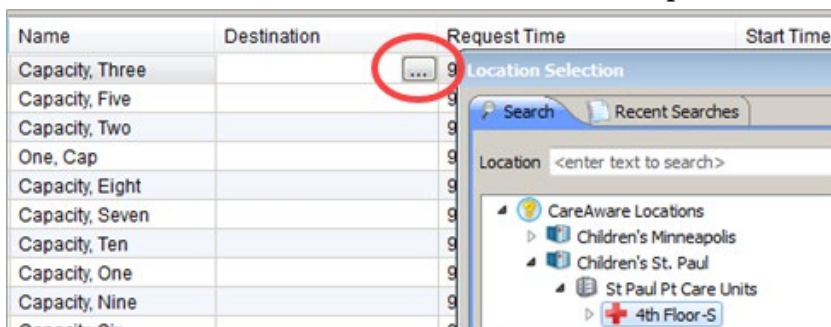
5. Complete the Encounter Details.
  - Update **Nurse/Ambulatory** field to **ED Pending Bed**.

Encounter Details		
Building	Nurse/Ambulatory	Patient Type
★ Pt Care Units	★ ED Pending Bed-S	Inpatient

Admit to Inpatient on Opposite Campus (Includes ED-IP)

Banner Bar displays **ED Pending**, **Inpatient**, **Observation** or **Outpatient in a Bed** status.

1. Patient is on the Transfer list in Capacity Management. ED admit order places patient on Transfer list, or patient added to transfer list by selecting patient on Bed Board. On the actions toolbar, select **Transfer**, **Transfer Patient**.
2. Click on the **Destination** column and click the ellipsis.



3. Select a unit on the receiving campus.
4. Patient displays on other campus Transfer List. Begin standard bed planning.
5. Complete the transfer at the time the patient leaves the sending unit.

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## Mercy Mother Baby

- If baby is going to or coming from Mpls, cross campus transfer is not needed. Plan the bed and complete transfer.
- If baby is going to or coming from St Paul NICU, use Inpatient to Inpatient process.

**Cross Campus Transfer - FAQs*****Is the patient discharged and re-admitted from one campus to the other?***

No. Inpatients transferred between campuses are transfers, not discharges; the same account is used on all campuses.

***What happened to my patient's orders?***

Once the patient is transferred to another campus in Capacity Management (completed by the UOC/UST or HNS), the system automatically discontinues all orders except medications, ADT orders, diet, nursing interventions, radiology, lab, and special orders.

Because the location has changed, the following orders will be discontinued and will need to be re-entered if necessary (following current process):

- Patient care orders
- Consults to include specialty provider groups, rehab, interpreter services, child life, vascular access for PICC insertion, etc.
- Special Diagnostics
- Tubes and Drains
- DME
- Home Care Referral

All orders should be reviewed for accuracy.

***When can the new orders be placed?***

New orders can be **initiated when the patient's location in the banner bar is on the receiving campus**. Perform Transfer Reconciliation to review and continue orders as appropriate

***How soon can the patient be transferred in the system?***

The patient can be transferred by the sending UOC/UST as soon as the patient leaves the unit.

***What if the timing of the orders is urgent?***

You can plan orders at any point, however, the **correct campus must be listed in the banner bar before you initiate and sign them**.

***Why can't the UOC/UST just transfer the patient once we have the bed assigned on the new campus?***

The patient may be receiving cares up until the time of transfer, so the orders need to be active on the patient's campus until departure.