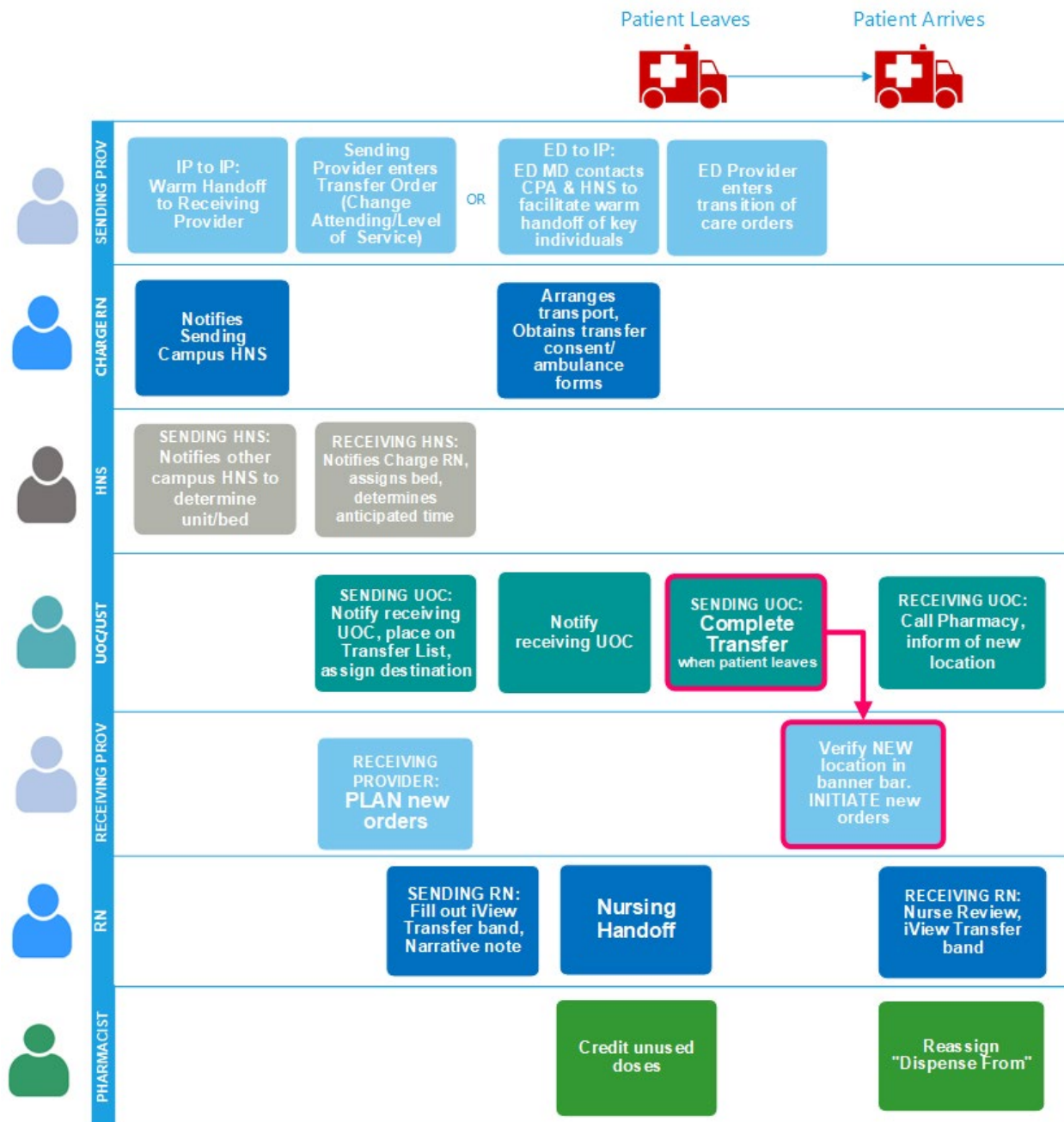


Campus-to-Campus Transfer

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.** Refer to page 2 for detailed information on the Campus to Campus Transfer process.

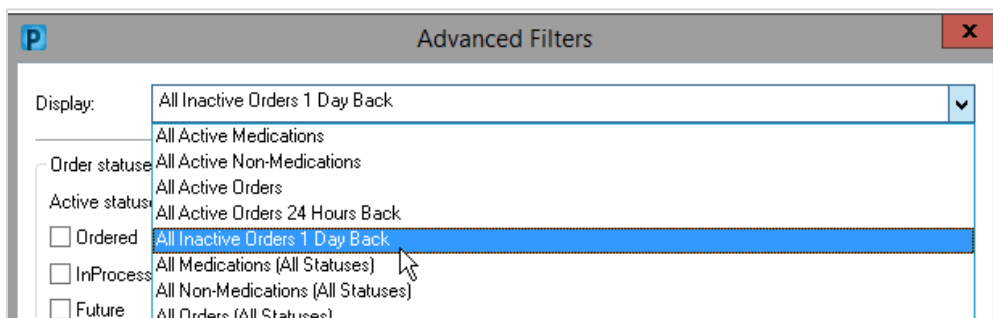


Informatics Education Updated December 2021

Questions or need assistance? Call Children's IT Service Desk 24/7 952-992-5000 (4-5000 internal)
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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

This process is for the patient with no Admit from ED order, no PSO order and banner bar displays ED-S or ED-M (e.g. ortho procedure patient).

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

1. Select the patient.
2. Open Cross Campus Outpatient Transfer from FirstNet tracking board icon . The **receiving** campus will automatically display as the new location. Click **Complete**.
3. Locate patient on the tracking board of the **receiving** campus (patient will be in WR), unassign base location and place the patient in the TFR location.
4. Call the receiving campus to communicate that patient is en route.

ED to Inpatient, but going to ED first (e.g. patient needing TTA prior to admission)

Because patient transfer using Cross Campus Outpatient Transfer will not be allowed by the system if there is a PSO order, the following steps will need to be taken:

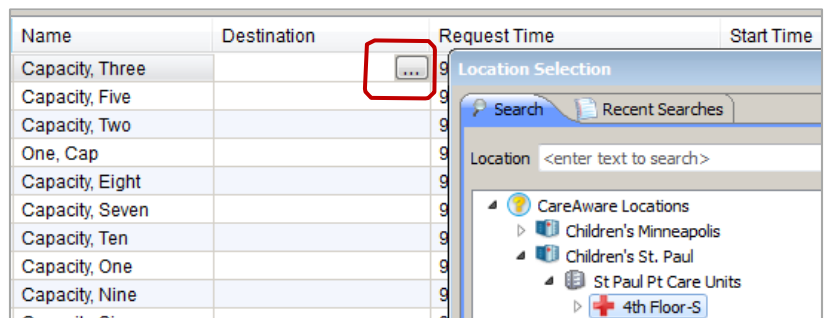
1. To transfer, the Admit to Inpatient or Observation order must be removed. To do this, the HUC or Provider enters an Outpatient in a Bed order, placing the patient in ED Pending bed status.
Note: Check the banner bar.
2. Perform a sign-in on the existing patient. This places the patient in ED-S/M status on banner bar and removes the Outpatient in a Bed status.
3. Follow the steps listed above for ED to ED transfer from step 1. There is no need to do anything with the Admit from ED order.
4. The receiving ED provider enters a new Admit to Inpatient or Observation order.

ED to Inpatient

ED provider Admit from ED order places patient on the Transfer List. Continue step by step from #2 below.

Inpatient to Inpatient - includes ED-IP patients

1. Click on patient on Bed Board.
On the Actions Toolbar, select transfer, transfer patient.
Patient now appears on Transfer List for that campus.
2. Click into the Destination column and click the ellipsis button.
3. Select a unit on the other campus.
4. Patient now appears on other campus Transfer List and normal bed planning can begin.
5. For ED transfers, place patient in checkout at the time of departure. Receiving unit to complete transfer when the patient arrives. For inpatient to inpatient transfers, complete the transfer at the time the patient leaves the sending unit.



Mercy Mother Baby

If baby is going to or coming from Minneapolis, no need for cross campus. 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, respiratory and ventilator, rehab, 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, 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.