External Transfer Tip Sheet for Providers

The University of Utah is the regional academic medical center for the intermountain west, and we accept transfer patients from many different places to our hospital for care. Often these patients are very ill and without documentation, their care upon arrival can be delayed and fragmented. This process will help our nursing and medical staff provide the best care for these patients.

Workflow:

- Outside Facility will call the Transfer Center regarding a potential Internal Medicine admission.
- Transfer Center will page Internal Medicine team.
- Doctor calls Transfer Center after page.
- Transfer center to provide MRN or CSN (if available) to Medicine physician.
- Provider accesses the patients chart through Patient Lookup. MRN or CSN will be provided by Transfer Center.

Epic - Rient Lookup 2 th	r Reports 🛛 👩 Unit M	anager 🥡 Telepho	one Call 👝 OR Sci	hedule	-	_	_	_	_	-	-	-	-	-	_	_
Patient Lists				_	_					_	_	_		_		
₽ : %	0 oc Flowsheets	/ork List Back in B	Bed Patient Repor	≶∕ Sign In	Sign Out	t										
My Lists <	My Patients															Last ref
Ny Patients	Patient List columns have changed. See Properties for more info. Hide															
₩ My Unit Shared Patient Lists	Service	Code Status	Signed/Held		Room/	Patient Name (MRN)(Age Sex) and Opt Out	Problem	Attending Prov	Admission Status	Unackn Orders	Shift Req Doc	Med Overdue / Pended	Rx C Messag L D	Jnit Collect .abs Due	Reassess Pain	Telemetry Monitoring?
Available Lists 💝 PR Recent Searches System Lists C EpicCare Link Admitted Patients Recently Discharged				ent Lookup elect Patient lame/MRN: SSN:		m Search <u>R</u> ece	ent Patients	EPI ID: Sex:					_	×		
				Birth date: ☐ Use sound Eind Patier		My gatients Clear		но ракено не	TE TORMO THREEMING THE		ccept		<u>C</u> ancel			

1. Click on Patient Lookup and enter the MRN provided by Transfer Center.

2. Double click on the Encounter that is identified by **UH TRANSFER CENTER** as the Department.

ast refreshed: 9/8/2016	8:27:27 AM									
🖁 Legend 🕸 Filter 🙋 R	efresh 🛛 👌 <u>N</u> ew Encounter 🔒 App	ts								
Some encounters may	y be hidden based on the applied fi	lters.								Adjus
Encounter HospAcct	Episode									Current
Encounter	Opt Out Status	Date	Time	Disch Date/Time	Dept	Location	Provider	Reason	CSN	Is Redirected E Contact #
Appointment	Scheduled Appt	09/06/2016	0800		UH TRANSFER CENTER	JH HOSPITALS AND CLI	Michael B Strong, MD	Appointment	53367108	2

3. Or, you can search access the patient's chart by the CSN, by typing "CSN.xxxxxxxx".

Chart Calls Chart Review Reports Incoming Letters	Cosign Notes (1) Cosign Notes (9) Letter Queue	Canceled Ord C	visits that patients have had with you. Please wat
Referral Message Staff Message	C Result Notes	Select Patient Custom Search Recent Patients	
Refresh as of: 03:45:47 PM		Name/MRN: EPIID:	ael Strong, MD f Medical Information Officer
		SSN: Sex:	Tue
90		Birth date:	sh as of: 03:39:45 PM
80		Use sounds-like I My patients	essage to Chief Medical Information Offic
70		Eind Patient Clear Gancel	ief Medical Information Off Mess
		woonny reports.	vé



Once you are in the patient's record, create a Progress Note. Use the **DOT PHRASE** ".TRANSFERCENTERNOTE"

Immenjation - New Note by REED, CHARLES	
Type: Progress Notes 🔎 Service: 🔎 Date: 10/4/2016 📰 Time: 0920 🕚	Dookmark
Cosign Required	
😓 🖪 🦥 🥙 💠 Insert SmartText 🔁 🗇 🖙 🛃 🔕 🕫	
transfer	
Abbreak	
다. TRANSFER Discharge disposition (destination) 다 TRANSFERCENTERNOTE Note when accepting pt from Transfer Center	
Einnelijhiana- New Note by REED, CHARLES	
Type: Progress Notes O Service: Date: 10/4/2016 Time: 0920 O	Dookmark
Cosign Required	
😓 🛚 🍪 🥙 💠 Insert SmartText 🕋 🗇 🛋 🔂 🖷	
I accepted this patient Heriotechnetic from *** Hospital to The University of Utah Hospital on 10/04 the General Internal Medicine Hospitalist Service. The pt is a 45 year old y/o male with a past m Admitting diagnosis is ***.	
Orders [HAVE/NOT:1215:0] been placed for the patient's admission. If placed, orders can be for held orders and may need u have abon evaluating the patient. Please page the General Medic Pager upon the patient's arrihave not	
Charles Reed, RN	
	-
	Þ
🛛 🖉 <u>P</u> end 📝 <u>S</u>	ign 🗙 <u>C</u> ancel



Optional: Place an admitting order set, sign and hold all orders for the RN to release once the patient arrives.

Before signing the order set, you must mark the orders **Sign and Held**.

- 1. Click Options, and choose Sign and Held from the drop down menu.
- 2. Mark all orders Sign and Held at once by clicking on the Sign and Held header.
- 3. Accept and then Sign your orders.

Clostridium Difficile Toxin B Gene by PCR			Manage Orders Go to Order Sets	O
Lab - Pulmonary Blood Gas Order Request (Provider Order) - STAT Blood Gas Order Request (Provider Order) - ASAP			Phase of Care Place new order Choose Phase of Care Option	
Lab - Urine Urinalysis, Complete All Draw - Lab	Review Phases of Care	- • ×	Orders from Order Sets GM Admission Template	💥 Re
Urine Culture, Clean Catch All Draw - Lab, Urine, Clean Catch	Test, Transfer Center	n ¹⁵⁶ 30	NPO Routine, Continuous starting Today at 1542 Unit! Specified Code Status - Full Code	
Urine Culture - Suprapublc Urine, Urine-Catheter Urine Culture - Straight Catheter All Draw - Lab, Urine, Urine-Catheter	Cone or more orders are missing a phase of care Ost per pre pre protection of the pr	58 58 th	Cord antital - 1 in Colde Routine Up with Assistance Routine. Continuous starting Today at 1541 Unit Specified	
Imaging Orders	Notify Provider - Hemodynamic Paramet.		Post Void Residual	
Imaging - X-Ray □ XR Chest 1 View - Portable at Bedside	Notify Provider (specify) Notify Provider (specify)	$\overline{\mathbf{v}}$	Route, Continuous starting Today at 1541 Until Specified Method? with Bladder Scan When? as Directed for 1 Time	
XR Chest 2 Views - PA / Lateral	Vital Signs Continuous	$-\frac{v}{d}$	Record vold volume and PVR volume Straight cath for PVR greater than 250	
Diagnostic Testing	Weight	ν	Peripheral IV	
- Diagnostic Tests	Peripheral IV	√	Routine, Continuous starting Today at 1541 Until Specified RN to determine appropriate gauge	
12 Lead ECG	Post Void Residual	1	Weight	
RT / Pulmonary	Up with Assistance	\checkmark	Routine, Once First occurrence Today at 1541	
Respiratory Interventions	Code Status - Full Code		Standing weights	
Low Flow Oxygen Therapy Nasal Cannula	enoxaparin (LOVENOX) syringe 40 mg	$\overline{1}$	2 Vital Signs Continuous	
Rehab Services	NPO	1	Routine, Continuous starting Today at 1541 Until Specified Per unit Standard.	
PT / OT / SLP Eval and Treat				
PT Eval and Treat OT Eval and Treat	Phase of Care:	Accept Cancel	Notify Provider (apecity) Routine, As Directed starting Today at 1540 Until Specified If mEVS score is greater than or equal to 5.	
Speech Evaluation and Treat Swallow Evaluation - and Evaluation of Language a			Notify Provider (specify)	

If the Transfer Center does not have the MRN or CSN at the time of the Doctor-to-Doctor call, then follow your existing process. You do not need to create a Note, nor place Order Set.

(ACCESSED ONLINE) HTTPS://UOFUHEALTH.UTAH.EDU/ACCELERATE/EXPLORE/PLAYLISTS/SAFETY/SYSTEMS-APPROACH-TO-ERROR.PHP

