

Transfer an Expected Patient to the Correct ED

When UCSD providers refer patients to the emergency departments, sometimes the patient shows up to the “wrong” ED. To fix this, place the existing referred patient record in a roomed bed in the ED it’s currently in and then transfer that record to the waiting room of the ED they actually presented to.

Try It Out

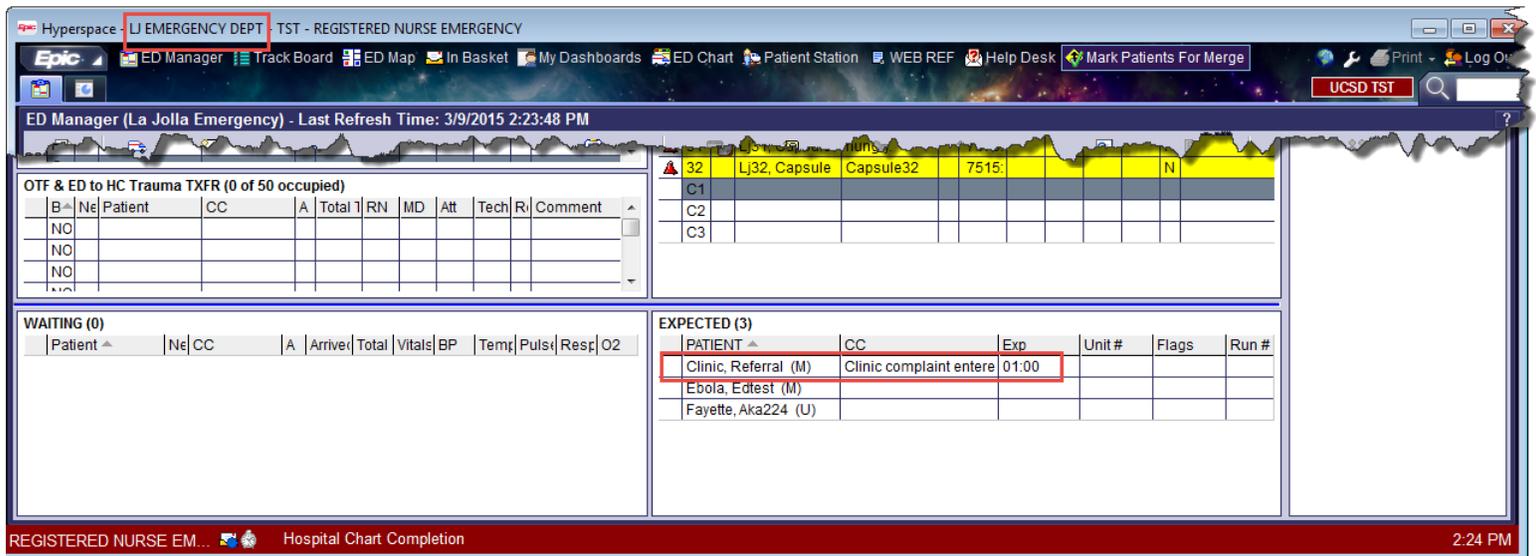
This workflow is only to be used when the patient has actually arrived – not before that.

1. Log into the department where the patient’s record was incorrectly referred to and room the patient in the OTF care area.
2. Select the patient and click “Admit/TXFR” and transfer the patient to the correct ED’s waiting room.
3. When all the required fields are completed, transfer the patient.

The patient is now in the correct census and can be charted on normally.

**This workflow works in either direction: HC ED to LJ ED or vice versa for reg staff and nursing staff.*

1. We’re in triage at Hillcrest and a patient presents and says they were referred by their UCSD PCP – but they’re not in the Hillcrest “Expected” – they’re in the La Jolla “Expected.” Use the “Change Context” option under the main Epic drop down in the upper left hand corner to log into the LJ EMERGENCY department. Our patient, named Referral Clinic, is in the LJ Expected care area.

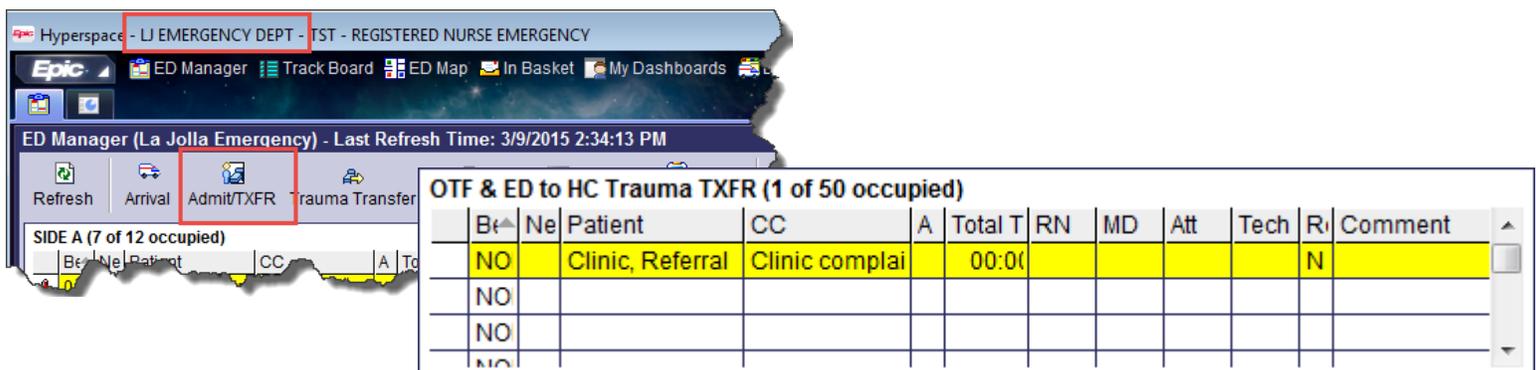


The screenshot shows the Epic ED Manager interface for the La Jolla Emergency department. The top navigation bar includes 'LJ EMERGENCY DEPT' and 'TST - REGISTERED NURSE EMERGENCY'. The main area is divided into several sections:

- OTF & ED to HC Trauma TXFR (0 of 50 occupied):** A table with columns for Patient, CC, A, Total, RN, MD, Att, Tech, R, and Comment. The first row shows 'NO' in the Patient column.
- WAITING (0):** A table with columns for Patient, CC, A, Arrive, Total, Vitals, BP, Temp, Pulse, Resp, and O2.
- EXPECTED (3):** A table with columns for PATIENT, CC, Exp, Unit#, Flags, and Run#. The first row is highlighted in red and contains 'Clinic, Referral (M)', 'Clinic complaint entere', and '01:00'.

The bottom status bar shows 'REGISTERED NURSE EM...' and 'Hospital Chart Completion'.

2. Room the patient in the OTF care area, above the blue line. Then select the patient and click “Admit/TXFR.”



This screenshot shows the same Epic ED Manager interface, but with the 'Admit/TXFR' button highlighted in a red box. The 'OTF & ED to HC Trauma TXFR' table now shows 1 of 50 occupied beds. The first row is highlighted in yellow and contains 'NO' in the Patient column, 'Clinic, Referral' in the CC column, and '00:00' in the Total column.

3. Indicate the correct unit (In this case, HC EMERGENCY) and room (waiting room or whichever room the patient is actually in). Fill in other required fields. (Admission Source: Other IE Self; Admission Type: Emergency; Accommodation Code: Emergency; and Hospital Service: ED Medicine.) Complete the transfer by clicking "Transfer."

Transfer Information

Effective date: Effective time:

Destination

Hospital area: Unit:

Room: Bed:

Hold old bed:

Patient's Current Information

Hospital Area: LA JOLLA HOSPITAL HOD/OP Unit: LJ EMERGENCY DEPT
 Room: LJHOD Bed: NONE
 Patient Class: Emergency Department - Encounter Service: ED Medicine
 Accom Code: Accom Reason:
 Admitting Provider: Attending Provider:

Patient Updates

Patient class: Service:

Admitting provider: Attending provider:

Accommodation code: Reason:

Level of care:

4. The patient should now be in the correct census and can continue their ED stay as normal. Any previous info entered by the referring provider will stay with the patient throughout their encounter.

Hyperspace - **HC EMERGENCY DEPT** - TST - REGISTERED NURSE EMERGENCY

Epic ED Manager Track Board ED Map In Basket My Dashboards

ED Manager (Hillcrest Emergency) - Last Refresh Time: 3/9/2015 2:52:40 PM

Refresh Arrival Admit/TXFR Trauma Transfer Dismiss Identify Pt Update Admission

WAITING (8)

Patient	Ne	CC	A	Arrivec	Total	Vitals	BP	Temp	Pulse	Resp	O2
Clinic, Referral (I)		Clinic compla			00:00						
Melbourne, Ambe					4996			100.3			
Perdido, Aka214					3839						
Ragland, Aka175					3839						
Saginaw, Aka176		Fever			3839						
Samson, Aka216			5		3839	75.34					