UC San Diego
HEALTH SYSTEM

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.
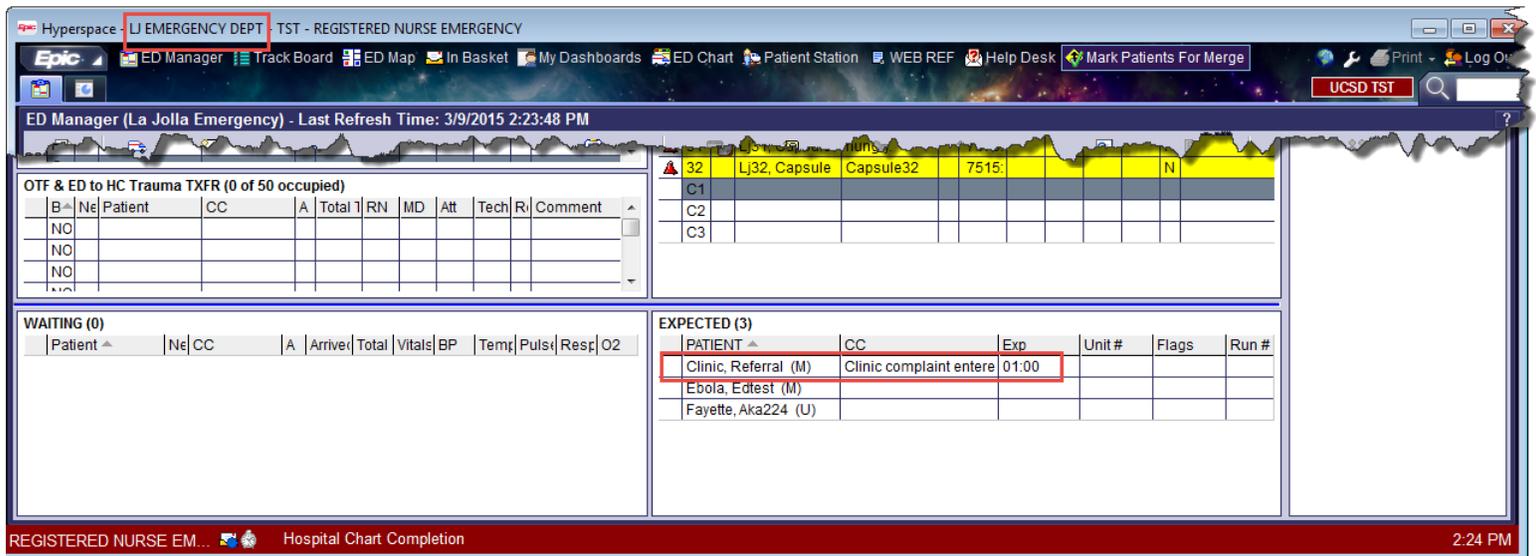
Try It Out

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.
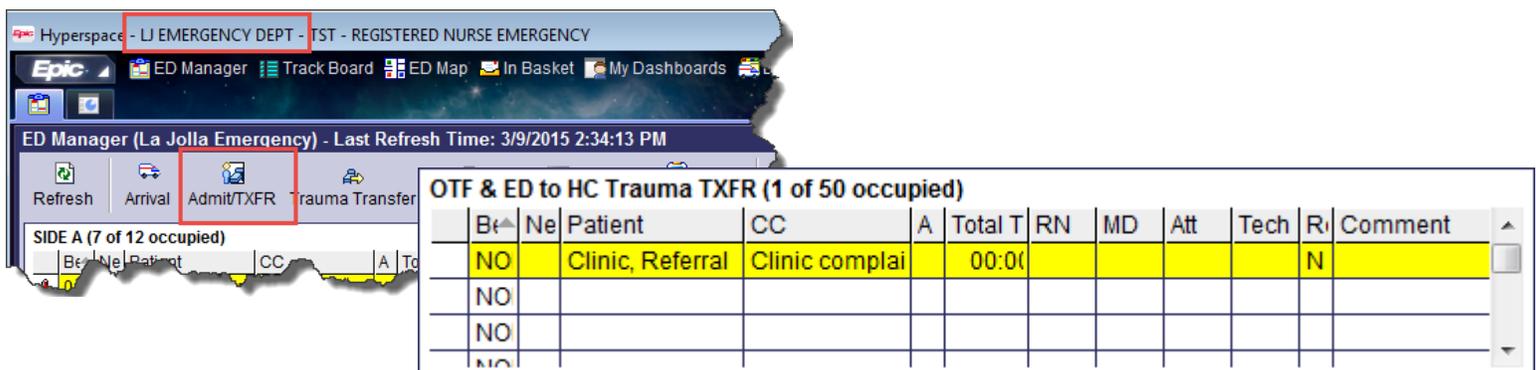

2. Room the patient in the OTF care area, above the blue line. Then select the patient and click **"Admit/TXFR."**

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."**

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.