

HOSPITAL INFORMATION SYSTEM (HIS)

This tip sheet contains the steps for sending patients from a NH hospital site to be admitted to Hotel Dieu Shaver (HDS).

Overview of Steps for the Sending Prescriber

- 1. <u>Place the 'Discharge Patient' Order</u>. In order details, select **HDS** from the "Discharge Patient to" menu.
- 2. <u>Complete the Cross-Encounter Transfer Med Reconciliation</u>. Click Transfer to sign off.
- 3. Complete any sections of the **Discharge** MPage tab with a * Red Asterisk.

Place the 'Discharge Patient' Order

- 1. Open the patient's chart.
- 2. Navigate to the **Discharge** M Page tab.



3. Click on the New Order component.









CROSS ENCOUNTER (ORG TO ORG) TRANSFER PROCESS

HOSPITAL INFORMATION SYSTEM (HIS)

4. Type "disc pat" into the Search field to find the Discharge Patient order.

New Order		
Inpatient Prescriptions	disc pat	XQ
Search Results		

5. Single-click on the **Discharge Patient** order from the Search Results.

Inpatient Prescriptions	disc pat	XQ
Search Results		
Top 6 Matches		
Discharge Patient	\$	
Discontinue Patient Cor	d Analgesia 🏠	

6. The order will be added to the Orders for Signature "shopping cart".

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Inpatient Workflow $$	INPT Quick Orders $ imes$ Outpatient Workflow $ imes$ Discharge $ imes$ +	🌲 o 💻 o 🚘 1 🕹. Unstable 🗣 🔍
Ŧ	New Order	+
New Order * Home Medications (8)	Impatient Prescriptions dich pat XQ	

7. Click on the shopping cart" icon to launch the **Orders for Signature** window.

Orders for Signature	×
List View Association View	
 Admission/Transfer/Discharge (1) 	
Discharge Patient 13/Jan/2025 11:01 EST	Remove
	Sign Save Modify Details Cancel

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9. Single-click on the **Discharge Patient** Order to view the order details at the bottom of the screen.

Image: Status Status Status Details Image: Status Status Status Details Image: Admitsion/Transfer/Discharge Admitsion/Transfer/Discharge Image: Admitsion/Transfer/Discharge <t< th=""><th>Orders for Signature</th><th></th><th></th><th></th></t<>	Orders for Signature			
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Special Instructions:	*Requested Start Date/Time: 13/Jan/	2025	1126	EST *Discharge Patient To:
Special Instructions:				
	Special Instructions:			

10. Select **HDS** from the ***Discharge Patient To** drop-down menu.

*Discharge Patient To:	×
	Absent without pass/leave (AWOL)
	Correctional facility
	Did not return from pass/leave
	Died in facility
	Died while on pass/leave
	Died with MAID
	External Complex Care
	External Inpatient Facility
	External Inpatient Rehab
	External Mental Health Inpatient
	Group/Supportive/Retirement Home/Shelter
	HDS 🗸

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12. You will receive the following alert:

II Discern Notification (NHSPHYSHOSP01) -				
Task Edit View Help				
i 🚜 🗅, 🤹 🔍				
Subject	Event Date/Time			
Prescriber Alert	2024-Dec-31 10:18	8:47		
🚽 🗅 🖽 🖻 🕒 🕒 🍣 🔦 100% 🔹 🌀 🗇 🏠				
When discharging to HDS, MUST use "Cross-Encounter Transfer", NOT "Discharge to medications on Discharge	Home" when reco	nciling	Â	
Ready C3076 NHSPHYSHOSP01 NHSP	HYSHOSP01 Tues	day, Dece	emb //	

Hotel Dieu

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Complete the Cross-Encounter Transfer Med Reconciliation

1. Click the White House icon **h** to return to the **Prescriber View**.

$\langle \rangle$	•	A Orders
🕂 Add		cument Medication by Hx \mid Reconciliation $\mathbf{v}\mid$ \gg Check Interactions
Orders	Med	ation List

- 2. Navigate to the **Discharge** M Page tab.
- 3. Click on the Home Medications component.





lome Medications (2)			All Visits 🧿 🗏
* Required Action. More Details			Dismiss
		Status: Cross Enco	ounter Transfer
Medication ^	Compliance	Supply Remaining	Responsible Tovi
<pre>invdrALAZINE (hydrALAZINE 25 mg oral tablet) 25 mg = 1 tab, PO, QID, 0 Refil(s)</pre>	-		-
insulin lispro protamine-insulin lispro (insulin lispro protamine-insulin lispro 75 units-25 units/mL subcutaneous suspension) 20 unit. SUBCUT, TID. 3 mL. 0 Refill(s)		-	-

5. The **Order Reconciliation: Cross Encounter Transfer** window appears. Continue or discontinue medications as appropriate.

6.	Once completed	l, click Transfe	to place th	e reconciliation in a completed/initiated state.
	Reconcile and	Plan	Transfer	
NO	۲E: If your work g	ets interrupted, c	Plan	to save your work. <i>However, you must return</i>
to t	his window and o	click Transfer	to sign off on t	he reconciliation.

Frequently Asked Questions (FAQs)

1. Why complete the Cross-Encounter Transfer Reconciliation and not just 'Discharge to Home'?

Completing these steps ensures that the patient's active hospital medications from NH are visible to the Admitting Prescriber at HDS. This ultimately leads to safer patient care.

2. What about non-medication patient care orders, labs, and diagnostics?

Cross-Encounter Transfer is used for <u>medications only</u>. Non-medication orders will be ordered by the admitting Prescriber at HDS using the Admission order set. Labs and diagnostics can be placed as future orders on the original NH encounter so that they are available for future Outpatient Lab/Diagnostic visits for the patient.

3. What should I do if I'm sending patients home or to a facility/site outside of NH/HDS?

Follow the Discharge Workflow. Please refer to the following tip sheet for details: <u>https://www.niagarahealth.on.ca/files/his_tip_sheets/HIS-DischargeWorkflowJOBAID.pdf</u>





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