



CROSS ENCOUNTER (ORG TO ORG) TRANSFER PROCESS HOSPITAL INFORMATION SYSTEM (HIS)

PRESCRIBERS

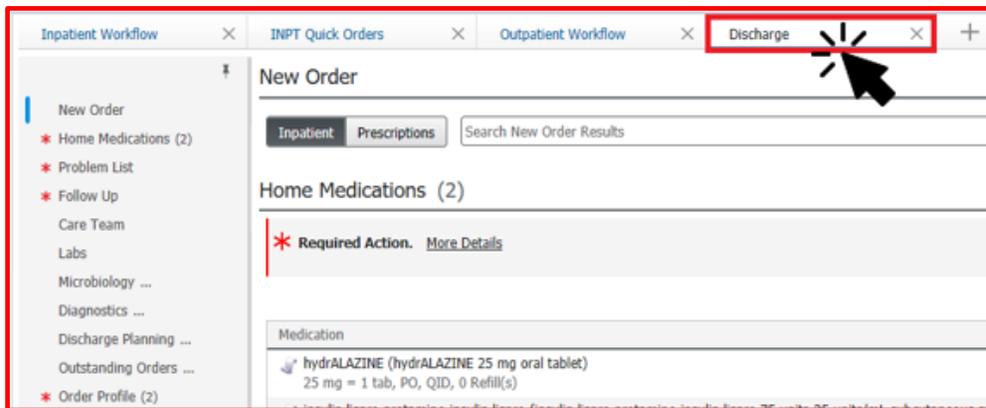
This tip sheet contains the steps for sending patients from a NH hospital site to be admitted to Hotel Dieu Shaver (HDS).

Overview of Steps for the Sending Prescriber

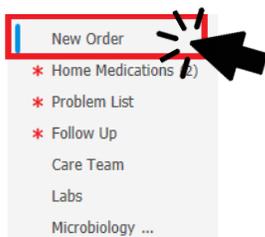
1. [Place the 'Discharge Patient' Order](#). In order details, select **HDS** from the "Discharge Patient to" menu.
2. [Complete the Cross-Encounter Transfer Med Reconciliation](#). Click  to sign off.
3. Complete any sections of the **Discharge** MPage tab with a  Red Asterisk.

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.



4. Type “disc pat” into the Search field to find the **Discharge Patient** order.



New Order

Inpatient Prescriptions disc pat X Q

Search Results

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



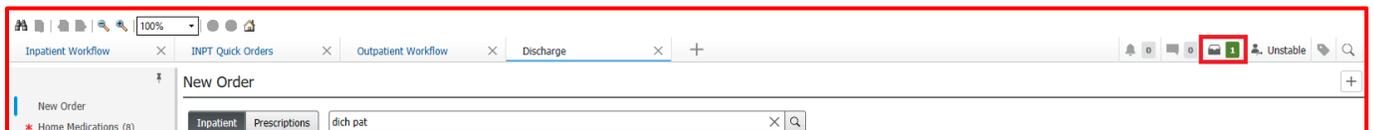
Inpatient Prescriptions disc pat X Q

Search Results

Top 6 Matches

Discharge Patient	☆
Discontinue Patient Controlled Analgesia	☆

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



Inpatient Workflow x INPT Quick Orders x Outpatient Workflow x Discharge x +

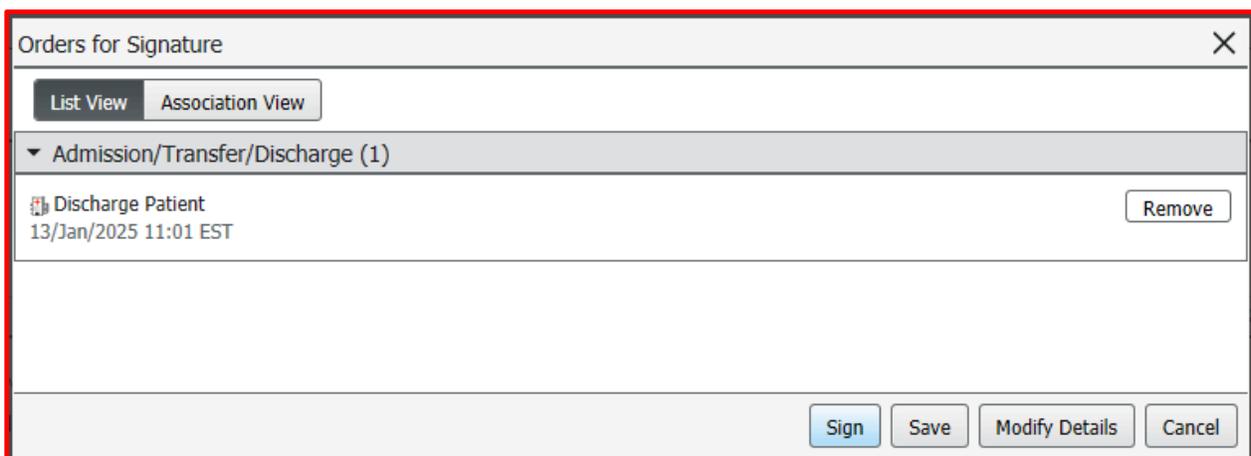
100%

Unstable

New Order

Inpatient Prescriptions dich pat X Q

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



Orders for Signature X

List View Association View

Admission/Transfer/Discharge (1)

Discharge Patient Remove

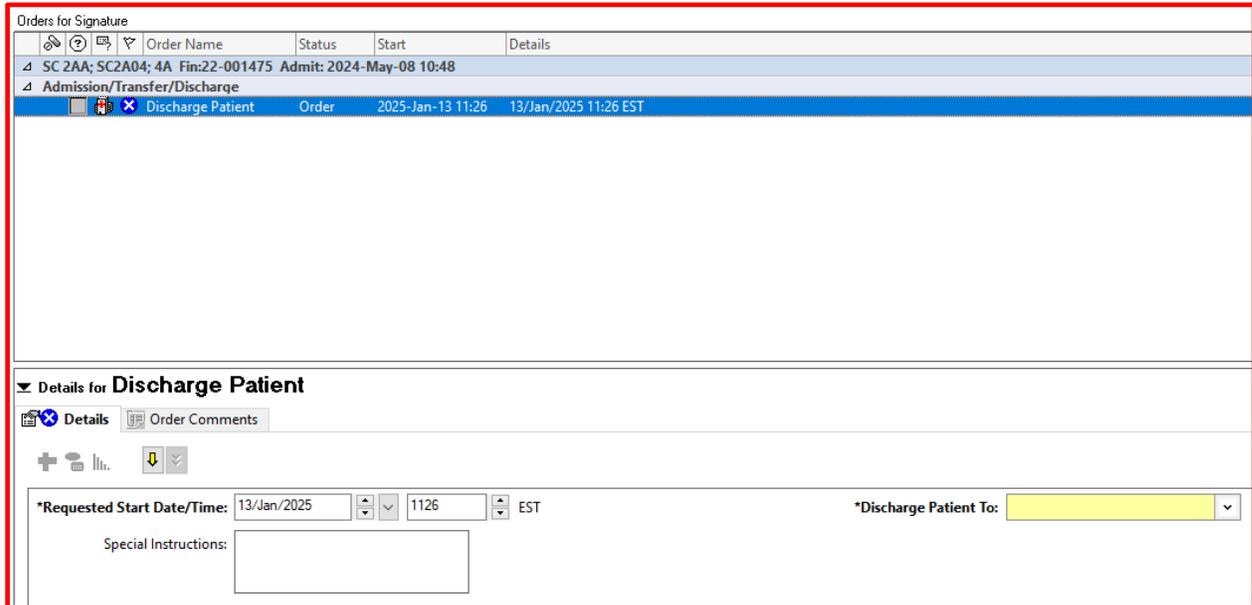
13/Jan/2025 11:01 EST

Sign Save Modify Details Cancel



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8. Select the  button to launch the Orders page.
9. Single-click on the **Discharge Patient** Order to view the order details at the bottom of the screen.



Orders for Signature

Order Name	Status	Start	Details
SC 2AA; SC2A04; 4A Fin:22-001475 Admit: 2024-May-08 10:48			
Admission/Transfer/Discharge			
Discharge Patient	Order	2025-Jan-13 11:26	13/Jan/2025 11:26 EST

Details for Discharge Patient

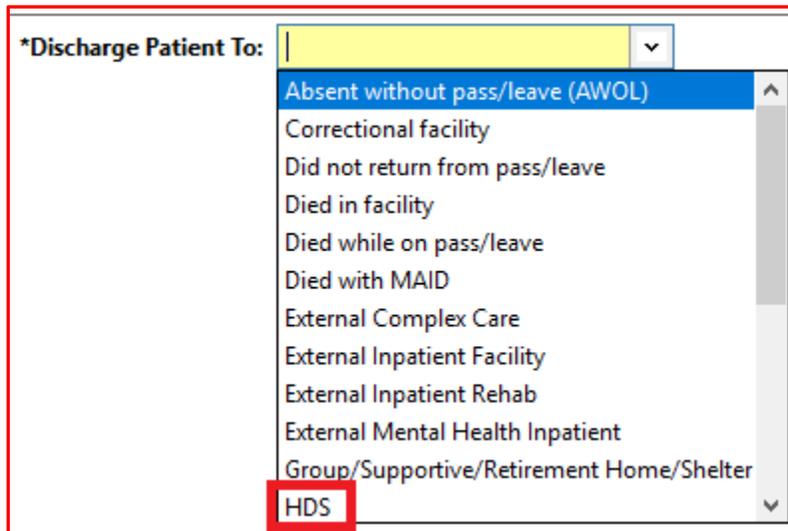
Details | Order Comments

*Requested Start Date/Time: 13/Jan/2025 11:26 EST

*Discharge Patient To: [Dropdown Menu]

Special Instructions: [Text Area]

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



*Discharge Patient To: [Dropdown Menu]

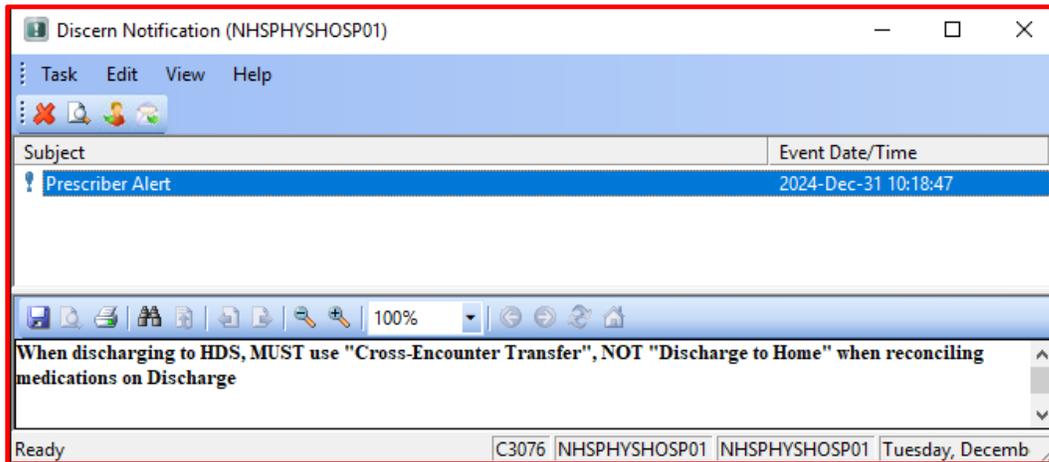
- Absent without pass/leave (AWOL)
- Correctional facility
- Did not return from pass/leave
- Died in facility
- Died while on pass/leave
- Died with MAID
- External Complex Care
- External Inpatient Facility
- External Inpatient Rehab
- External Mental Health Inpatient
- Group/Supportive/Retirement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



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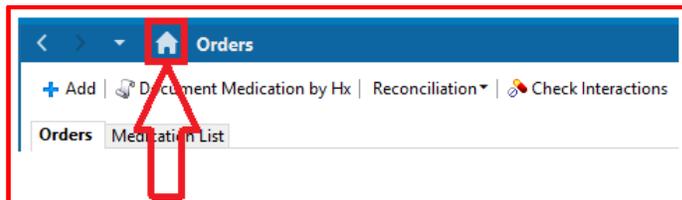
11.  the order.

12. You will receive the following alert:



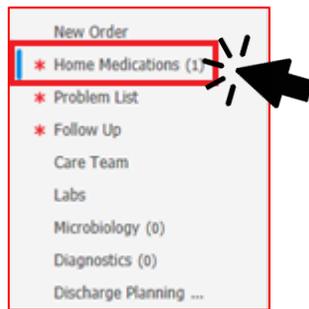
Complete the Cross-Encounter Transfer Med Reconciliation

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



2. Navigate to the **Discharge M Page** tab.

3. Click on the **Home Medications** component.





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- Click **Cross Encounter Transfer** to start the Cross-Encounter Transfer Med Reconciliation.

Home Medications (2) All Visits

* Required Action. More Details Dismiss

Status: Cross Encounter Transfer Discharge to Home View Details

Medication	Compliance	Supply Remaining	Responsibility
hydrALAZINE (hydrALAZINE 25 mg oral tablet) 25 mg = 1 tab, PO, QID, 0 Refill(s)	--	--	--
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)	--	--	--

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

- Once completed, click **Transfer** to place the reconciliation in a completed/initiated state.

NOTE: If your work gets interrupted, click **Plan** to save your work. **However, you must return to this window and click **Transfer** to sign off on the reconciliation.**

Frequently Asked Questions (FAQs)

- 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.

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

Cross-Encounter Transfer is used for medications only. 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.

- 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:
https://www.niagarahealth.on.ca/files/his_tip_sheets/HIS-DischargeWorkflowJOBAID.pdf