

Admission/Manage Transfer Continued

- Review all orders, change status to continue if that order is to continue upon transfer

Note: for admissions from the Emergency, all medications will need to be entered new

- Click on [Add New](#) to enter an admission set; all begin with "Admit" or any additional new orders or sets
- All admission order sets contain the "Admit to" order
- If not defaulted, select the admitting service from the drop down
- Fill in the diagnosis

Note: For new admissions from the Emergency there will be a required COVID Suspect level and Screen

- Some items are preselected. You can deselect any order that is not applicable. [-] fully expanded item; [+] expandable (more info available)
- Continue to add any additional orders required for the patient
- When complete, select the red "Submit", review orders, and type your PIN and press the ENTER key

Hold Queue

Direct Admits, Repatriations, Day of Surgery, Gestational Diabetes Clinic to Maternal Child/Newborn

Note: Patient must have a Halton Healthcare account number

- Once the patient is highlighted or once in the patients chart select the Order button



Select "carrot" button beside Current/Historical tab

- Select [Add New Event](#) type
- Select the Event Reason and Facility
- Select [Add New](#) to enter an admission set; or any additional orders or sets
- When complete, select the red "Submit", review orders, and save with PIN

Discharge Routine

This routine can be used at any part of the patient's stay. It allows the care team to plan for the discharge of a patient's visit. The fields in the Discharge Plan will flow into the Discharge Summary note. Once the patient is highlighted click the **Discharge** button from the main menu.

The following fields are available in the Discharge routine:

Patient Disposition: Select the appropriate disposition from the list. The disposition selected will determine which additional fields are displayed in the Discharge routine.

Note: Internal vs External dispositions refers to within or outside to Halton Healthcare. Transfer between site e.g. GH to OTMH = Internal. Transfer to out of Halton facility e.g. OTMH to Trillium = External

Discharge Order: If discharge is based on criteria being met; provide that information in the 'Discharge Conditions' field of the order.

Reconcile Problems: This field can be used to quickly reconcile problems and move specific problems to patient medical history.

Referrals: Enter any applicable referrals to other physicians or clinics post-discharge. The care team involved with the discharge process will assist with booking these referrals.

Note: For clinic referrals change the drop-down option beside "add me" to [Outside](#)

Prescriptions: This field will link to the Reconcile routine.

Finalize: The finalize button should be checked by the physician responsible for the discharge. A checked finalized button signifies the discharging physician is finished with the home medication reconciliation and prescription

Discharge Transfer

Discharge is used for internal transfer. Medicine/Surgery to CTC/Rehab/Mental Health vice visa and inpatient transfers from any of our three hospital sites to another.

Note: Discharge Transfer is fully managed through the Discharge Plan by the sending provider

- Once the patient is highlighted or in the patients' chart select the [Discharge Tab](#)
- Select the [Patient Disposition](#) and choose the appropriate Transfer option
- Select the Discharge Date
- Select the [Discharge Transfer](#) field and choose the appropriate destination
- Review all orders that will be needed for the patient once the transfer is complete
 - Either Omit or Continue the order
 - Note default status is Omit
- Click on Add New to enter an admission set or any additional new orders or sets
- When complete, select the red "Submit", review orders, and save with PIN
- Once the patient has arrived in the new destination, the receiving provider will release the transfer

Discharge Summary

To discharge your patient, go to Document and select template 'Discharge Summary/Final Dx'. The template contains the following sections:

Discharge Diagnosis: Click the 'Add' button to access the Problem & History widget to import the patient's active problems. Document the following for each problem in your Summary:

- Click the 'Add New' tab
- Comment: saved to patient chart and can be viewed in future visits
- Plan: if applicable

Tip: Use the 'Recall' feature to import the active Problems from the most recent Progress Note.

Past Medical History: this section will automatically import from the patient's chart.

Course While in Hospital: Includes separate sections for Summary, Investigations, and Interventions.

Discharge Plan: this section links the provider to the Discharge routine. The Discharge Summary will include a brief line item for each of the elements in the Discharge routine.

Tip: See the Discharge Routine section of this guide for details on each Discharge Element

Prescriptions

Discharge Prescriptions are located in the Discharge Routine. Click on the 'Prescriptions' field to open the Discharge Orders Routine.

The provider will have the option to continue or stop home medications and/or visit medications. The provider also has the option to order additional prescriptions for the patient. New medications will need a duration or quantity.

New script for current Home Medication:

- Click the Continue button on the home med
- Click the 'Rx' button to flag it as a new script
- Enter a Duration or Quantity for the script

Type in prescribed med, select, and click on a string. You must always include a Quantity and Reason for Use with each prescription; you can also add Refills.

Continue to add meds; Click on Done when finished and Submit; click under RX Printer and select the Default Printer; enter your PIN.

New script for current Visit Medication:

- Click the Continue button on the medication
- Enter a Duration or Quantity for the script

New script for new home medication:

- Click the 'Add New' tab
- Use the Search tool to locate the medication
- Select an order string from the search tool
- Enter the required fields (ex. Duration, Quantity, Reason)
- Click the 'Queue' button to add another new home medication
- Click the 'Queue & Exit' button to return to the Prescriptions window
- Click the 'Submit' button
- Type your PIN and press the ENTER key

Tip: Once the MRP has completed the Medication Reconciliation and all prescription for discharge, they need to click the 'Finalize' button in the Reconcile Routine. This will ensure the Home Medications report can be printed for the patient.

Printing Rxs: Click the Printer button and select 'Print Section' option from the list. Add checkmark in the 'Prescriptions' option and click Print.

PHYSICIANS QUICK REFERENCE GUIDE

Quick Reference Guide Topics:

- Admission/Manage Transfer
- Hold Queue
- Discharge Routine
- Discharge Summary
- Prescriptions

Admission/Manage Transfer

Admissions from the Emergency department, Transfers to and from the ICU, L&D to Postpartum, Postpartum Baby to SCN are managed through the Transfer Routine.

Note: Orders within manage transfer will not be active until processed by receiving area. If orders are required for a patient prior to being transferred, this is done through the Current tab

- Once the patient is highlighted or once in the patients' chart select the Order button
- Click on the Transfer tab
- Select whether this is a New Admission or not
 - If no, fill in reason for transfer
- All previous orders on the patient will be defaulted to STOP on transfer
- Reconcile meds when available. Home medications will appear under the Reconcile tab, or while in the Transfer routine under the Transfer Medication header
- Continue; maintaining current dose, route, and frequency while in hospital
- Hold; patient not to receive this medication while in hospital, or changes to dose, route, and/or frequency required during stay