



Electronic Patient Record (EPR) Standard Operating Procedure (SOP)

Title	ED to ED Transfer (CHFT Only)			
Purpose	How to transfer a patient from one ED department to the other ED department at CHFT so they appear on the Launchpoint view at the target department.			
Scope	All clinical staff involved in the flow of patients through the ED department at CHFT.			
Pre Requisite	This SOP assumes that the reader has had formal training and is designed to ensure that the trained user can follow the process without supervision.			
Role/s	Clinical staff within ED			
EPR Module/s	FirstNet, PMOffice.			
Performance Measures	A trained user is able to carry the procedure with minimal or to supervision.			
Related Documents	ED policies			

Ste	Action	Responsibl			
n		e Role/s			
1	If a clinical decision is made that a patient needs to be transferred from one ED department at CHFT to the other ED department at CHFT the ED Transfer conversation should be used. The patient will have been registered as normal at the first ED department and appear on Launchpoint. Liaise with target ED department and make transport arrangements as per departmental policy to transfer patient to other ED department.				
2	When patient leaves the initial ED department make a note of the patient demographic details and MRN. Room Patient Information MRN = 3017568 01/01/85 33y M	Clinical co- ordinator roles			
3	Go to Access Management Office on the top tool bar or drop down in Launchpoint Suide BNF BNFc CC CHFT MedCirc ware CAccess Management Office	Clinical co- ordinator roles			

	The Access Management Office application will open in a new window.					
	Locate the ED Transfer conversation from the left hand menu.					
	🔞 Access Management Office					
	<u>T</u> ask <u>V</u> iew <u>G</u> roups <u>H</u> elp					
	Conversation	Clinical co-				
4	Add Person without Encounter	ordinator				
	😰 Direct Services	roles				
	Set Discharge					
	DOWNTIME Inpatient Non Elective					
	DOWNTIME Inpatient Non-Elective					
	🧑 DOWNTIME Transfer	\sim				
	💋 ED Transfer					
	EPR Patient Portal Enrolment					
	A search window will open. Add the patient MRN and click search. Check the other	*				
	patient demographic details are as you expect for your transiented patient.					
	Select the correct current Emergency Department encounter. Click OK					
	Lincounter Search					
	Name: Mane NHS Number MRN Gender Ugle of Birth Age					
	T ZZZEDTOED, TEST 3017568 Male 01/Jan/85 33 Years					
	3017568					
	Date of Bith:					
	iz y na y na sa	Clinical on				
55	FIN NBR:	ordinator				
00		roles				
	Search Reset	10100				
	FIN NBR Enc Type Enc Type(1) Treatment Function Facility Reg Date Disch Date Removal Date					
	OK Cancel Preview					
	The ED Transfer conversation will open. It will populate with the current ED Department.					
	department. The conversation does not allow transfer to any other areas other than ED.					
	€ ED Transfer					
	MRN NHS Number NHS No Status Financial Number Encounter Type 3017568 45268651 Emergency Departmer					
	Name DOB Age Gender					
	ZZZEDTOED, TEST 01/01/1995 V 33Y Male					
	Lead Clinician Main Specially Treatment Function Masson, Huw Alexande Q Accident & Emergency					
	Calderdale Royal Hospital V Main Bldg CRH V ED CRH V	Clinical co-				
6		ordinator				
	47 ED Transfer	roles				
	MRN NHS Number NHS No Status Financial Number Encounter Type					
	3017568 45268651 Emergency Departmer -					
	Name DOB Age Gender ZZZEDTOED, TEST 01/01/1985 33Y Male					
	Lead Clinician Main Specialty Treatment Function Masson, How Alexande Action & Emergency Accident & Emergency					
	Facility Building Department/Ward Huddensfield Royal Infi ▼ Main Bildg HRI ▼ ED HRI ▼					
	Once this is done Click OK from the bottom left corner of the conversation.					

	The patient will now have gone from the first ED department and appear on the target ED department Launchpoint.				
	Change your Launchpoint view to the other ED department.				
	NURSECHFT, ECDS =-				
	Change Location				
	Check Out				
	Median LOS:				
7	You will see the patient that has transferred in the default waiting room location that all new patients in the department are allocated.				
	Assess WR ZZZEDTOED, TEST 3017568	S.			
	Xey will according to a first the set of the				
	transferred. The patient does NOT need to be registered again, the initial registration				
	remains correct.				
	The Length of Stay will have reset for the start of the stay at the second ED department.				
	To correct this to show the total Length of Stay including the first ED department find the				
	patient on the Emergency Department result on the All Patients				
8	HRI ED All Patients				
	Bed Name Age Arrival Time P To be seen by DR RN MS Reason for Visit LOS Assess WIZZZEDTOED. To be seen by DR RN MS Reason for Visit LOS Abdominal pain 0:09 Image: Non-State State				
	Double click on the Arrival Time for the transferred patient. The Modify Time window will open				
	Modify Time 🔀				
	Patient Name: ZZZEDTOED, TEST				
	Date: Time:				
	11/07/2018 🚔 💌 1121	Clinical co-			
9	OK Cancel	ordinator roles			
		10100			
	DO NOT change the date or time, just click OK .				
	Bed Name Age (Arrival Time P To be seen by DR NI NS Reason for Visit LOS Assess WIZZZEDTOED, TEST 33 y 11/Jul/2018 11:21 Abdominal pain 0:14				
	The Length of Stay will now show the total since the patient was registered at the first ED Department. This will also show on the LOS column on the Launchpoint view				
		Clinical co-			
10	Patient care within the department can now carry on as normal.	orainator roles			

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or office use