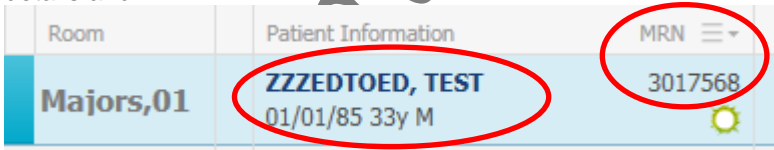




Electronic Patient Record (EPR) Standard Operating Procedure (SOP)

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	<i>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.</i>
Role/s	Clinical staff within ED
EPR Module/s	FirstNet, PMOffice.
Performance Measures	<i>A trained user is able to carry the procedure with minimal or no supervision.</i>
Related Documents	ED policies

Step	Action	Responsible Role/s
1	<p>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.</p> <p>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.</p>	Clinical coordinator roles
2	<p>When patient leaves the initial ED department make a note of the patient demographic details and MRN.</p> 	Clinical coordinator roles
3	<p>Go to Access Management Office on the top tool bar or drop down  in Launchpoint</p> 	Clinical coordinator roles

4

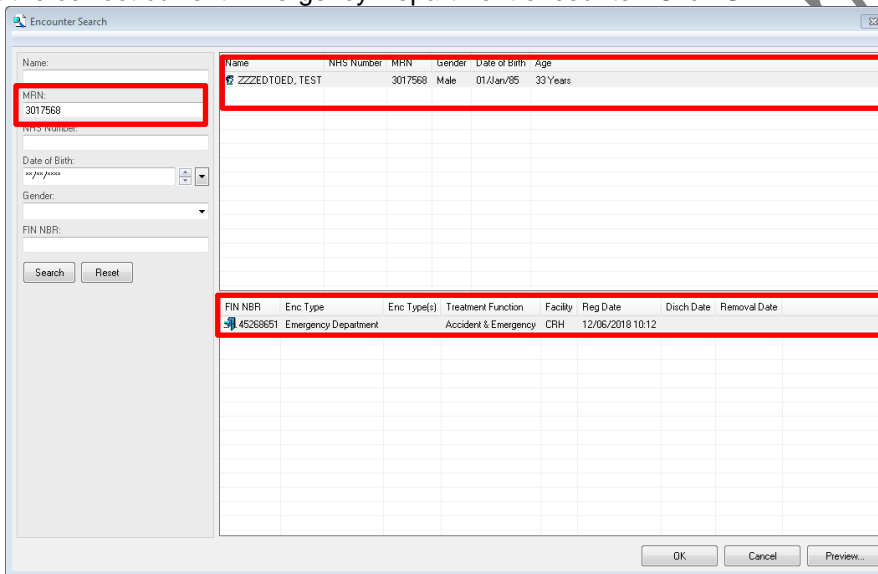
The **Access Management Office** application will open in a new window.
Locate the **ED Transfer** conversation from the left hand menu.



Clinical co-ordinator roles

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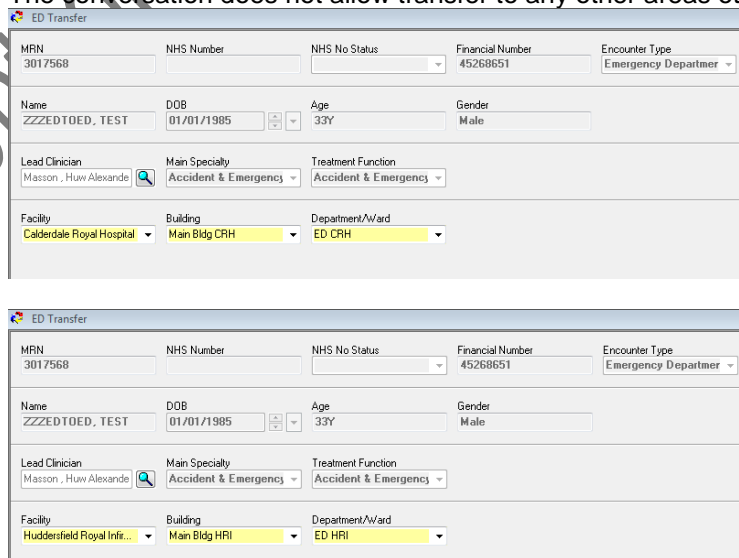
A search window will open. Add the patient MRN and click search. Check the other patient demographic details are as you expect for your transferred patient.
Select the correct current Emergency Department encounter. Click **OK**



Clinical co-ordinator roles

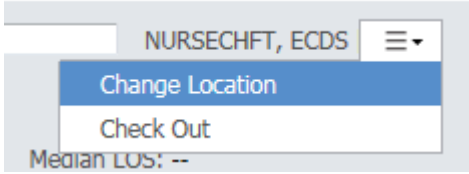
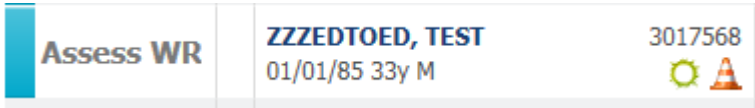

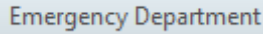

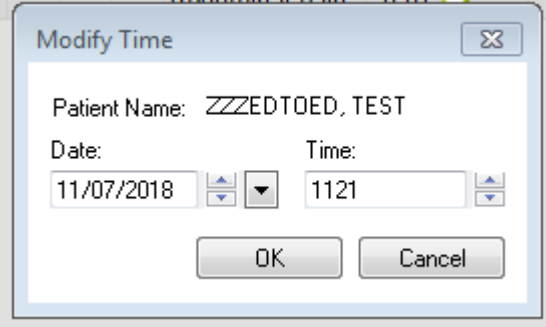
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The ED Transfer conversation will open. It will populate with the current ED Department. Select from the dropdowns in the yellow mandatory boxes to select the target ED department. The conversation does not allow transfer to any other areas other than ED.



Clinical co-ordinator roles

Once this is done Click **OK** from the bottom left corner of the conversation.

7	<p>The patient will now have gone from the first ED department and appear on the target ED department Launchpoint.</p> <p>Change your Launchpoint view to the other ED department.</p>  <p>You will see the patient that has transferred in the default waiting room location that all new patients in the department are allocated.</p>  <p>You will see a registration icon  next to the patient name. This is because they transferred. The patient does NOT need to be registered again, the initial registration remains correct.</p>	Clinical co-ordinator roles																						
8	<p>The Length of Stay will have reset for the start of the stay at the second ED department.</p> <p>To correct this to show the total Length of Stay including the first ED department find the patient on the Emergency Department  view in the All Patients tab for the department they are now in.</p>  <table border="1" data-bbox="225 1039 1281 1099"> <thead> <tr> <th>Bed</th> <th>Name</th> <th>Age</th> <th>Arrival Time</th> <th>P</th> <th>To be seen by</th> <th>DR</th> <th>RN</th> <th>MS</th> <th>Reason for Visit</th> <th>LOS</th> </tr> </thead> <tbody> <tr> <td>Assess W</td> <td>ZZZEDTOED, TEST</td> <td>33 y</td> <td>11/Jul/2018 11:21</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Abdominal pain</td> <td>0:09</td> </tr> </tbody> </table>	Bed	Name	Age	Arrival Time	P	To be seen by	DR	RN	MS	Reason for Visit	LOS	Assess W	ZZZEDTOED, TEST	33 y	11/Jul/2018 11:21						Abdominal pain	0:09	Clinical co-ordinator roles
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9	<p>Double click on the Arrival Time for the transferred patient. The Modify Time window will open.</p>  <p>DO NOT change the date or time, just click OK.</p> <table border="1" data-bbox="225 1675 1281 1736"> <thead> <tr> <th>Bed</th> <th>Name</th> <th>Age</th> <th>Arrival Time</th> <th>P</th> <th>To be seen by</th> <th>DR</th> <th>RN</th> <th>MS</th> <th>Reason for Visit</th> <th>LOS</th> </tr> </thead> <tbody> <tr> <td>Assess W</td> <td>ZZZEDTOED, TEST</td> <td>33 y</td> <td>11/Jul/2018 11:21</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Abdominal pain</td> <td>0:14</td> </tr> </tbody> </table> <p>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.</p>	Bed	Name	Age	Arrival Time	P	To be seen by	DR	RN	MS	Reason for Visit	LOS	Assess W	ZZZEDTOED, TEST	33 y	11/Jul/2018 11:21						Abdominal pain	0:14	Clinical co-ordinator roles
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10	Patient care within the department can now carry on as normal.	Clinical co-ordinator roles																						

Document Name	Following the agreed naming convention tbc
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Code	<i>Following the agreed reference number tbc</i>			
Version	<i>V0.1</i>			
Effective Date	<i>Date when operational</i>	Review Date	<i>12 or 24 month? tbc</i>	
Author/s	<i>EPR Clinical Documentation and A&E Lead</i>			
SOP Owner	<i>CHFT</i>			
Approved by	<i>e.g. Change Control Board, CHFT and/or BTHFT Operational Boards</i>			
Approval date	<i>xx/xx/xxxx</i>			
Distribution	<i>e.g. IG Back Office, Change, Training, Divisional Leads tbc</i>			
Location/s	<i>Master storage accessible EPR Website.</i>			
Document Control				
Version	Date	Author (AU) Approver (AP) Reviewer (R)	Status	Comments
<i>0.1</i>	<i>11/07/2018</i>	<i>EPR Clinical Documentation and A&E Lead</i>	<i>Draft</i>	<i>Initial draft</i>
<i>0.2</i>	<i>xx/xx/xxxx</i>	<i>Role or Group</i>	<i>Draft</i>	<i>Internal review and changes</i>
<i>0.3</i>	<i>xx/xx/xxxx</i>	<i>Role or Group</i>	<i>Draft</i>	<i>Amended for BTHFT and CHFT Operational Boards</i>
<i>1.0</i>	<i>xx/xx/xxxx</i>	<i>Role or Group</i>	<i>Final</i>	<i>Approved by the CHB Operational Board/s</i>

For office use