



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 p | Action | Responsibl 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. | Clinical co- ordinator roles |
| 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 C CHFT MedCirc ware RAccess 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 |
| | | roles |
| | 외 Discharge 김 Documents Qualifier | |
| | 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 transferred patient. | |
| | Select the correct current Emergency Department encounter. Click OK | |
| | Lincounter Search | |
| | Name: Name NHS Number MHN Gender Uble of Birth Age | |
| | 2222EDTOED, TEST 3017568 Male 01/Jan/85 33 Years | |
| | 3017568 | |
| | Date of Bith: | |
| | iz y na y na sa | Clinical co- |
| 55 | FIN NBR: | ordinator |
| 00 | | roles |
| | Seach Reset | 10100 |
| | FIN NBR Enc Type Enc Type(1) Treatment Function Facility Reg Date Disch Date Image: Add States State Enc Type(2) Treatment function Facility Reg Date Disch Date Image: Add States State Enc Type(2) Treatment function Facility Reg Date Disch Date | |
| | | |
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| | | |
| | | |
| | OK Cancel Preview | |
| | 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. | |
| | 🛟 ED Transfer | |
| | MRN NHS Number NHS No Status Financial Number Encounter Type 3017568 45268651 Emergency Departmer | |
| | Name DOB Age Gender | |
| | ZZZEDTOED, TEST 01/01/1985 A v 33Y Male | |
| | Lead Clinician Main Specially Treatment Function Masson, Huw Alexande Q Accident & Emergency | |
| | Facility Building Department/Ward | |
| | 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 Huddensfield Royal Infi Main Bildg 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: | Clinical co- ordinator |
| 7 | You will see the patient that has transferred in the default waiting room location that all new patients in the department are allocated. | roles |
| | | <i>.Ó.</i> |
| | Assess WR ZZZEDTOED, TEST 3017568 01/01/85 33y M O A | S. |
| | | |
| | Xey will according to a first the set of the | |
| | 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. | |
| | 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 | Clinical co- |
| 8 | tab for the department they are now in. | ordinator |
| | | roles |
| | Bed Name Age Arrival Time P To be seen by DR RN MS Reason for Visit LOS . Assess WIZZZEDTOED, TEST 33 y 11/Jul/2018 11:21 Abdominal pain 0:09 | |
| | | |
| | 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 RN MS Reason for Visit LOS Assess WIZZZEDTOED, TEST 33 y 11/Jul/2018 11:21 11/2 4000000000000000000000000000000000000 | |
| | 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. | ordinator roles |

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| Author/s | | EPR Clinical D | ocumentation a | and A&E Lead | | |
| SOP Owner | | CHFT | | | | |
| Approved | by | e.g. Change | Control Board, C | CHFT and/or B | THFT Operational Boards | |
| Approval | date | xx/xx/xxxx | | | | |
| Distribution | | e.g. IG Back Office, Change, Training, Divisional Leads tbc | | | | |
| Location/s | | Master storage accessible EPR Website. | | | | |
| | | | | | | |
| Documen | t Control | <u> </u> | | | | |
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