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**This Quick Reference Guide (QRG) Reviews the Provider Transfer Workflow.**

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**Common Buttons & Icons**

	View Excluded Components icon
	Collapse Details icon
	Refresh icon

**Complete a Transfer Orders Reconciliation**

➤ From the Provider View in the patient's chart:

**STEP 1:** Click **Orders** from the Provider View workflow left-side menu.

**STEP 2:** Click the **Reconciliation** drop-down arrow.

**STEP 3:** Click **Transfer**.

**STEP 4:** Select the appropriate radio buttons to continue or discontinue medications.

- Home Medications converted to inpatient medications during the Admission Medication Reconciliation process are paired together, so there is only the option to continue the inpatient order.

**NOTE:** Inpatient orders default with the **All** check box selected for each category.

**STEP 5:** Click **Required Unreconciled Orders** at the bottom of the window as needed to reconcile.

- a. Unreconciled orders will highlight blue.
- b. Click to discontinue or continue the medication after reconciliation.

**STEP 6:** Click **Sign**.

**Place Required Transfer Orders**

➤ From the Orders page, Orders tab:

**STEP 1:** Click the General Medical Adult Admission/Transfer (Initiated) + icon.

**STEP 2:** Click the General Medical Adult Admission/Transfer (Initiated) child order.

**NOTE:** The child order allows access to the PowerPlan toolbar.

**STEP 3:** Click the View Excluded Components icon.

**STEP 4:** Select the Transfer Level of Care check box.

**STEP 5:** Click the top of the Details pane and drag up if you need more room.

**STEP 6:** Enter the missing details and other pertinent information.

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**NOTE:** Yellow fields indicate they are required.

**STEP 7:** Click the Collapse Details icon.

**STEP 8:** Select the Transfer Review Complete check box.

**STEP 9:** Review and update information as needed.

**STEP 10:** Click Orders for Signature.

**STEP 11:** Review the orders; then click Sign.

**STEP 12:** Click the Refresh icon.

**NOTE:** The VTE Advisor may fire on transfer, so you would need to address it as appropriate.