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For efficiency in transfer orders between separate encounters, a Cross-Encounter Reconciliation is created when a patient is moving between encounters within a facility. It is indicated by a change in FIN number.

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## Background

The Cross-Encounter Reconciliation is applicable in any scenario where a patient is moving between encounters within a facility, indicated by a change in FIN number.

- Examples of this might be:
  - Inpatients going to a skilled nursing or acute rehab bed.
  - Observation patients moving to an inpatient level of care.

## Overview of Inpatient to Swing Bed Process at Mayo Hospital

Mayo Hospitalists use cross encounter orders when moving patients from an inpatient encounter to a swing bed encounter.

### ➤ Workflow Process at Mayo Hospital

- **UR Nurse/Swing bed Coordinator** alerts the provider of patient transferring to swing bed.
- **Inpatient Nurse** notifies UC/registration of a patient being transferred, to allow them to create a new encounter.
- **UC Registration** creates the new swing bed pre-reg encounter. After the new encounter is created, registration will:
  - Applies the new wristband.
  - Places the encounter in a hold bed.
  - Completes Full Registration.
  - Transfers the patient from the Hold bed to an actual room bed.
- **Hospitalist workflow** on the inpatient encounter:
  - Enters the discharge order.
  - Completes the discharge reconciliation and proposes the cross-encounter order reconciliation.
  - Discontinues inpatient order sets.
  - Completes inpatient documentation.
  - Completes the Discharge Summary.

- **Hospitalist Workflow - Swing bed Encounter**
  - Opens the admission cross encounter orders.
  - Reconciles the new orders on the swing bed encounter.
  - Evaluates patient and adds additional orders as needed.
  - Continues to monitor patient and documents as needed.
  - Creates the H&P.

Cross Encounter Orders Reconciliation reduces the time when entering orders, which include medications and non-medication activity types. The process is **not** used when the transfer level of care does not require a new FIN.

➤ **Examples include:**

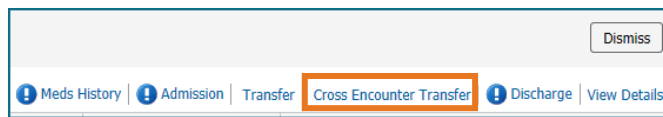
- An inpatient transferring to the OR.
- An ICU patient transferring to an inpatient unit.

If a patient is being transferred to a non-Northern Light Health facility, a cross-encounter reconciliation tool is used to propose orders and print for the receiving facility for review as a recommendation.

## Cross-Encounters Reconciliation

**STEP 1:** From the workflow MPage, navigate to the **Home Medications** component.

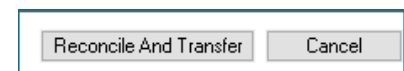
- Select the **Cross-Encounter Transfer** option.



- The **Orders Reconciliation** window will display.

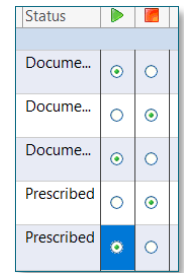
Order Name/Details	Status	Order Name/Details	Status
<b>Medications</b>			
acetaminophen (acetaminophen 160 mg oral tablet, chewable) 160 mg = 1 tab(s), Chewed, qohr, PRN: as needed for fever, 24 tab(s), 0 Refill(s)	Docume...		
aspirin (Aspirin 81 oral delayed release tablet) 81 mg = 1 tab(s), PO, Daily, 30 tab(s), 0 Refill(s)	Docume...		
insulin glargine (insulin glargine 100 units/mL subcutaneous solution) 30 unit(s), SubQ, Once a day (at bedtime), 0 Refill(s)	Docume...		
metoprolol (metoprolol succinate 25 mg oral capsule, extended release) 25 mg = 1 cap(s), PO, Daily, 90 cap(s), 0 Refill(s)	Prescribed		
senna (senna 8.6 mg oral tablet) 8.6 mg = 1 tab(s), PO, Daily, unable to obtain dose info, 30 tab(s), 0 Refill(s)	Prescribed		

- Providers must choose to either **Continue** or **Discontinue** each of the orders listed, to enable the **Plan and Reconcile And Transfer** buttons.



**NOTE:** Code Status, Vital Signs, Diet, Patient Care, and Laboratory are some non-medication order types that will cross-encounters.

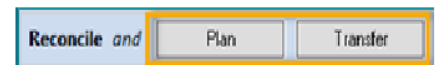
**STEP 2:** Click the radio button in the appropriate column to reconcile any orders that you want to plan or discontinue for the next encounter.



**NOTE:** It is very important to review all details, including doses remaining, schedule of lab draws, etc., of the orders being reconciled to ensure accuracy and update as appropriate.

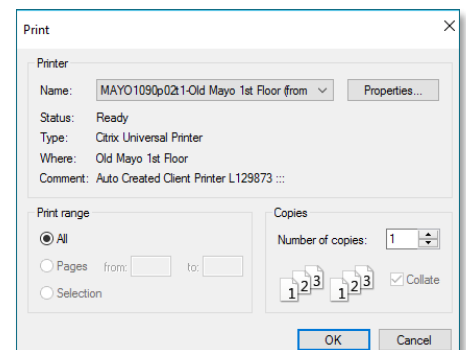
**STEP 3:** After reviewing the medications and orders:

- Clicking **Plan** puts the reconciliation in a planned status to be finalized later.
- Clicking **Transfer** signs the orders and moves them to the new encounter where they can be picked up.



**NOTE:** Planning the reconciliation allows for additional medications and orders to be added or deleted later. When the Cross-Encounter Reconciliation is signed, by clicking the Reconcile and Transfer button, no additional orders can be added.

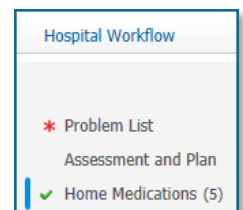
- An option to print the transfer orders will now display.
- The printout can be used as recommendations if the patient is being transferred to a non-Northern Light Health facility.



**STEP 4:** Click the **Cancel** button to close the **Print** window.

## Reconciling Transfer Orders on New Encounter

**STEP 1:** From the Provider view, navigate to the **Home Medications** component.



**NOTE:** The Admission Reconciliation option in the upper right of the component displays with a green checkmark, a blue circle, and white question mark. This indicates there is a pending Cross-Encounter Transfer Reconciliation.

**STEP 2:** Click the **Admission Med Rec** link 

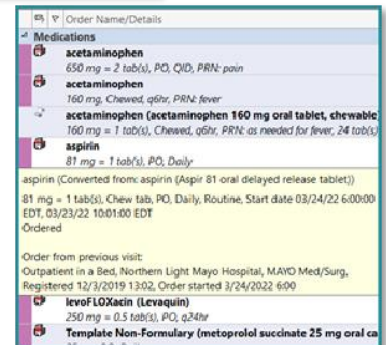
- The **Orders Reconciliation** window will display.

**STEP 3:** Reconcile the proposed orders from the **Cross-Encounter Transfer Reconciliation**, along with the orders on the current encounter from this window.

- Orders proposed from the **Cross-Encounter Transfer Reconciliation** are indicated by a purple square in the left column next to the order.

Medication	Status	Medication	Status
acetaminophen 650 mg = 2 tab(s), PO, QID, PRN: pain	Ordered	acetaminophen 650 mg, PO, QID, PRN: pain	Order
acetaminophen 160 mg, Chewed, q6hr, PRN: fever	Ordered		
acetaminophen (acetaminophen 160 mg oral tablet, chewable) 160 mg = 1 tab(s), Chewed, q6hr, PRN: as needed for fever, 24 tab(s), 0 Refill(s)	Docume...		
aspirin 81 mg = 1 tab(s), PO, Daily	Ordered		
aspirin (Aspir 81 oral delayed release tablet) 81 mg = 1 tab(s), PO, Daily, 30 tab(s), 0 Refill(s)	Docume...		
insulin glargine (insulin glargine 100 units/mL subcutaneous solution) 30 unit(s) = 0.3 mL, SubQ, Once a day (at bedtime)	Ordered	insulin glargine (insulin glargine 100 units/mL subcutaneous solution) 30 unit(s), SubQ, Once a day (at bedtime)	Order
insulin glargine (insulin glargine 100 units/mL subcutaneous solution) 30 unit(s), SubQ, Once a day (at bedtime), 0 Refill(s)	Docume...		
levoFLOxacin (Levaquin) 250 mg = 0.5 tab(s), PO, q24hr	Ordered	levoFLOxacin (Levaquin) 250 mg, PO, q24hr	Order
levoFLOxacin (Levaquin) 250 mg = 0.5 tab(s), PO, q24hr	Ordered		
Template Non-Formulary (metoprolol succinate 25 mg oral capsule, extended release) 25 mg, PO, Daily	Ordered	Template Non-Formulary (metoprolol succinate 25 mg oral capsule, extended release) 25 mg, PO, Daily	Order
Template Non-Formulary (metoprolol succinate 25 mg oral capsule, extended release) 25 mg, PO, Daily	Ordered		
metoprolol (metoprolol succinate 25 mg oral capsule, extended release) 25 mg = 1 cap(s), PO, Daily, 90 cap(s), 0 Refill(s)	Prescribed		
senna (senna 8.6 mg oral tablet) 8.6 mg = 1 tab(s), PO, Daily	Ordered		
senna (senna 8.6 mg oral tablet)	Prescribed		

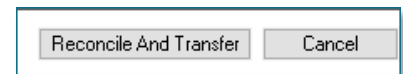
- To see more information related to the proposed order, hover over the purple box.
- Reconcile the orders listed by choosing to **Continue** or **Discontinue**, in the same workflow as was performed earlier.



**NOTE:** It is very important to review all details, including doses remaining, schedule of lab draws, etc., of the orders being reconciled to ensure accuracy and update as appropriate.

**STEP 4:** When the Admission Reconciliation is complete:

- Click the **Reconcile And Transfer** button to Sign the Orders.
- On the **Orders Profile**, the orders from the Admission Reconciliation will display as active for this encounter.



Order	Details	Start	Status	Status Updated	Ordering Provider
Patient Care (3)					
Medications (4)					
acetaminophen	650 mg = 2 tab(s), PO, QID, PRN: pain	MAR 30, 2022 13:32	Ordered	MAR 30, 2022 13:33	--
insulin glargine (insulin glargine 100 units/mL subcutaneous solution)	30 unit(s) = 0.3 mL, SubQ, Once a day (at bedtime)	MAR 30, 2022 21:00	Ordered	MAR 30, 2022 13:33	--
levoFLOxacin (Levaquin)	250 mg = 0.5 tab(s), PO, q24hr	MAR 31, 2022 06:00	Ordered	MAR 30, 2022 13:33	--
Template Non-Formulary (metoprolol succinate 25 mg oral capsule, extended release)	25 mg, PO, Daily	MAR 31, 2022 06:00	Ordered	MAR 30, 2022 13:33	--