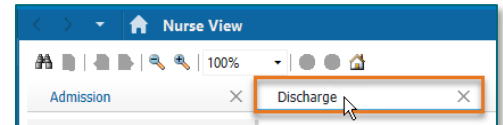


Transmitting the Transition Record to the next care provider after discharge is an important step in the continuity of care for the patient and supports NL Acadia Hospital's participation in regulatory measures for Inpatient Psychiatric Facilities.

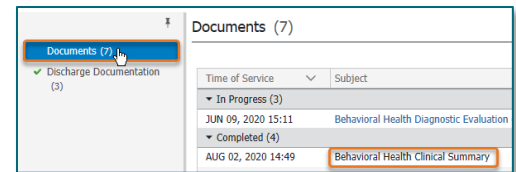
### Locate and Save the Transition Record

**STEP 1:** Within nurse view in the patient's chart, locate the Discharge MPage.

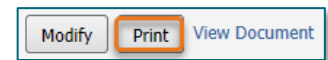


**STEP 2:** Select the Documents component and locate the Document Behavioral Health Clinical Summary.

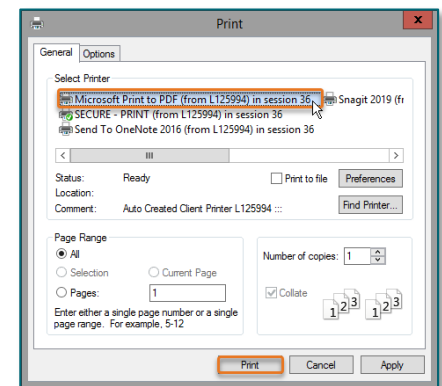
- This note was created by the nurse at the time of discharge and needs to be sent to the Next Care Provider.



**STEP 3:** Single-click to open the document and select Print.



**STEP 4:** Select Microsoft Print to PDF within the print screen and select Print.



### Save and Send the Transition Record


Once you select Print, title and save the document to a shared W:Drive location as directed by your unit. Fax this document using XMedius or other electronic fax options within your department.

### Document the Transition Record has been sent

**STEP 1:** Select the Discharge Documentation component within the Discharge MPage.

**STEP 2:** Within drop-down arrow select BH Transmission of Transition Record.

**STEP 4:** Complete the fields as appropriate.

**STEP 5:** Select the green check mark to Sign the form .

