When patients need to relocate to a different room on the same unit or a different unit, unit staff can place a manual request.

Same Unit Transfer Requests

Occasionally, patients will need to be moved to a different room on the same unit. Staff will manually place the request, move the patient, and complete the transfer.

STEP 1:   Highlight the patient's room to activate the Action buttons.

STEP 2:   Select **Transfer** and enter any attributes that are pertinent to the move.

STEP 3:   Enter a comment on the Transfer List to alert staff of the new destination.
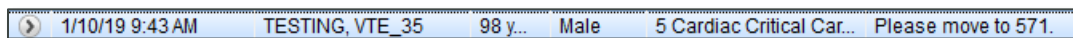
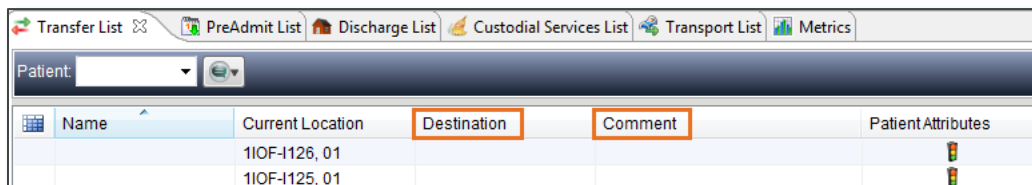STEP 4:   Click the patient's name on the transfer list and drag it to the new room destination.

STEP 5:   Click the dropdown to the left of the patient's name on the Transfer List →Transfer→ Complete Transfer.

- This will create a task on the Custodial Services List to clean the first room and the patient will now appear in the new room.

- If Unit staff are cleaning the room, the clean job must be completed by unit staff.

New Unit Transfer Request

STEP 1:   The **Receiving Unit** Navigates to the **Transfer List** and locates the patient. The patient should already be on this list from when the LIP placed the conversion order.

STEP 2:   The **Receiving unit** then adds the room into the **Destination** field, and within the **Comment** field types the time they arrived on the unit and the name of the attending.

NOTE: Registration will then see these updates on the transfer list and have the info they need to officially complete the transfer within Capacity Management.