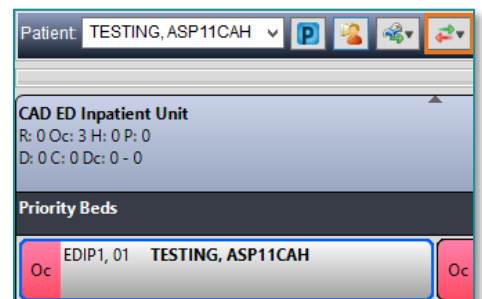**Patients being admitted from the Emergency Department (ED) at NL Blue Hill Hospital, NL CA Dean Hospital, and NL Sebasticook Valley Hospital may require a second FIN for insurance purposes.**
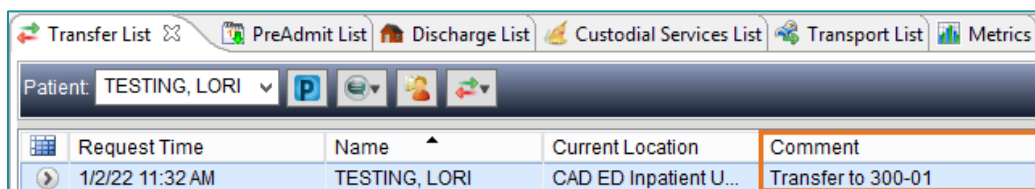
ED to IP with Different FIN

Patients with Medicare/Medicaid insurance coverage require a new FIN if being admitted from the ED.

➢ Providers place the Decision to Admit order on the ED visit encounter.

- Registration will receive a print out of the order requisition to create the new encounter in the EDIP location.

- Nursing will also be notified to begin working on an IP bed assignment and request the EDIP encounter to be transferred.

➢ When the appropriate bed is determined, the nursing staff can update the **Comments** column on the Transfer List to relay the information to the staff member responsible for making the assignment.
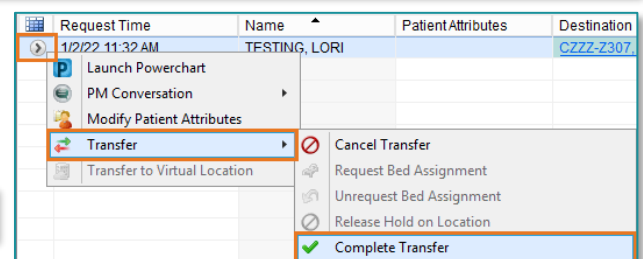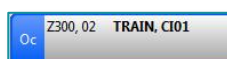
➢ The Bed Placement Coordinator will perform the drag/drop step to assign the bed to the patient.

- The bed will show as **Reserved**, indicated by the diagonal lines.

➢ When the patient arrives on the IP unit and is physically in the bed, the receiving unit staff will **Complete Transfer**.
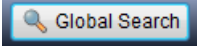
- The bed cell will now show the room as occupied.

NOTE: Custodial Services tasks are _not_ generated for ED or EDIP locations.

ED to IP with Same FIN

For patients with commercial insurance coverage, a second FIN is **not** required.

➢ The provider will place the Decision to Admit order on the ED visit encounter.

   ▪ Registration will be notified via the **Change the Patient Type from Emergency to Inpatient** print out of the order requisition.

   ▪ Nursing staff will locate the patient using [Global Search] on the Patient List and request a transfer [icon] on the ED FIN.

➢ The Bed Placement Coordinator (BPC) will use the Transfer List to assign an appropriate bed.

   • It is important for nursing staff to add comments and patient attributes to be sure the BPC has pertinent details to complete the transfer task.

➢ The staff on the Receiving unit will complete the transfer when the patient is physically in the bed.