

When patients need to relocate to a different room on the same unit, nursing staff will place a manual request. If the patient needs to relocate to a different unit, the provider will place a Transfer Level of Care Order and receiving staff will complete the transfer.

Same Unit Transfer Requests

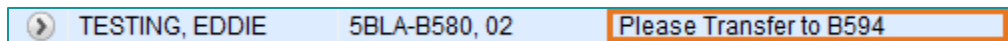
Occasionally, patients will need to be moved to a different room on the same unit. Staff will manually place the request, move the patient, and complete the transfer.

STEP 1: While on the **Bed Board**, highlight the patient's room to activate the Action buttons.



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

STEP 3: Enter a comment on the **Transfer List** to alert the Bed Placement Coordinator of the new destination.



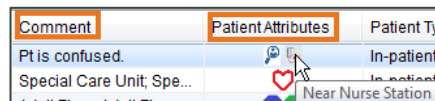
NOTE: The Bed Placement Coordinator will assign the new location, which will appear in the **Destination** column on the **Transfer List** gadget. Once this appears, the staff on the unit will complete the transfer.

STEP 4: Click the drop down 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 sending room and the patient will now appear in the new room.

New Unit Transfer Request

The provider will place a **Transfer Level of Care** order when the patient has a change in condition. The Bed Placement Coordinator will assign an appropriate bed and staff will complete the handoff before transferring the patient. Upon arrival to the new destination, receiving staff will complete **STEP 4** outlined above to complete the transfer. This will show the patient as occupying the new bed. The first bed will automatically be placed in a **Dirty** status and create an EVS clean task.



NOTE: Comments and Patient Attributes can be manually added to provide information to the Bed Placement Coordinator (BPC). The BPC can hover over the attributes to display information about the icon, allowing the most appropriate bed to be assigned.