
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.

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.

It 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.

- Including:
 - 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 **Cross-Encounter Transfer** option from the upper right. The **Orders Reconciliation** window will display.
 - Providers must choose to either **Continue** or **Discontinue** each of the orders listed, to enable the **Plan** and **Transfer** buttons.

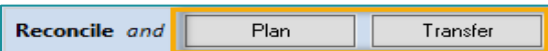
NOTE: Code Status, Vital Signs, Diet, Patient Care, and Laboratory are some non-medication order types that will cross-encounters.

- 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.
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- 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.
- 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.