
This Quick Reference Guide (QRG) reviews how to perform the patient transfer.

Common Buttons & Icons



Complete a Patient Transfer

➤ **From the Nurse View screen:**

STEP 1: Click **Interactive View and I&O**. The Interactive View and I&O screen opens on the Quick View band.

STEP 2: Click **Nursing Handoff/Transport Communication**.

STEP 3: Document the following fields, at a minimum:

- Report Given At Bedside
- Nurse Giving Report
- Transfer
- Transfer To
- Off Unit

NOTE: If the provider is transferring a patient to the inpatient rehab unit or to a swing bed within your facility, enter IRF or Swing Bed, respectively; then follow the discharge process for the patient.

STEP 4: Click the **Sign** icon.