

From the Office of Clinical Informatics Quick Reference Guide (QRG) Admit and Transfer Patients for ED Providers

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This Quick Reference Guide (QRG) Reviews Admitting and Transfering Patients for ED Providers.

Common Buttons & Icons

Inpatient Bed Request icon

Place an Admission Order

- From the ED LaunchPoint screen:
- **<u>STEP 1</u>**: Right-click the **Patient Information** cell. A drop-down menu displays.
- **<u>STEP 2</u>**: Click **Decision to Admit** .
- **<u>NOTE</u>**: The Status column updates to display the Inpatient Bed Request icon.

Document Patient's Diagnosis

- From the ED LaunchPoint screen:
- **<u>STEP 1</u>**: Click the patient's name in the list. The chart opens to the ED Workflow MPage.
- **STEP 2:** Click **Problem List**.
- **<u>STEP 3:</u>** Click the **Add problem** field.
- **<u>STEP 4</u>**: Search for the diagnosis; then, make the appropriate selection from the options list.

Transfer a Patient to Another Facility

- From the ED LaunchPoint screen:
- **<u>STEP 1</u>**: Right-click the **Patient Information** cell. A drop-down menu displays.
- **<u>STEP 2</u>**: Click **ED Discharge**. The Orders tab displays.
- **<u>STEP 3:</u>** Click the **Outpatient Discharge** order.
- **<u>STEP 4</u>**: Click the **Discharge Status** drop-down arrow and make the appropriate selection.
- STEP 5: Click Sign.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.