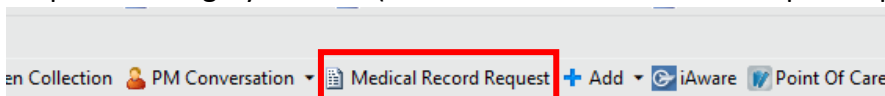


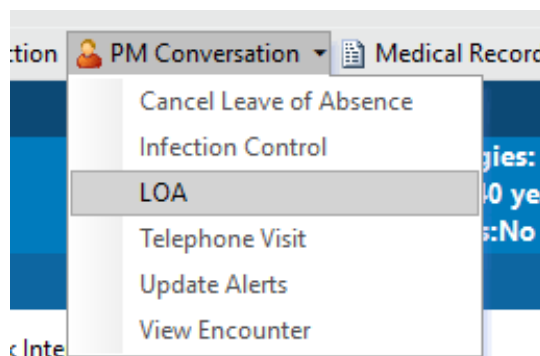
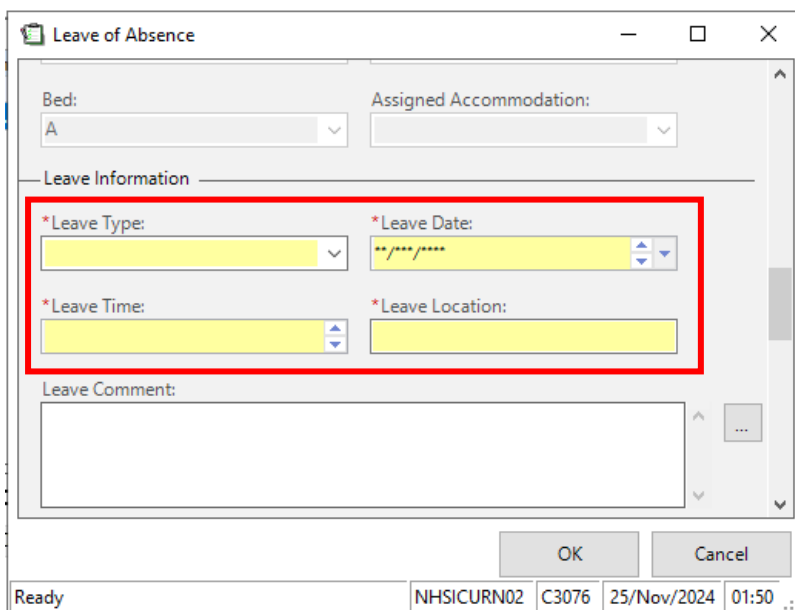
EXTERNAL TRANSFER ADULT- RETURN

NOTE: If patient is being discharged to another facility outside of NHS and not returning back to their sending bed, please follow Discharge and External Transfer Patient tip sheet.

1. Arrange for appropriate patient transportation.
2. Print required documentation and prepare transfer package using the Medical Record Request in the gray tool bar (Please refer to the Medical Request Tip sheet)




3. At the time that the patient leaves the floor, the nurse or ward clerk must select the **PM Conversation** and choose **LOA**. Complete all required sections in window that appears. Click OK once done.

A screenshot of the 'Leave of Absence' form. The form has a title bar with 'Leave of Absence' and standard window controls. Below the title bar, there are two dropdown menus: 'Bed:' (set to 'A') and 'Assigned Accommodation:'. Underneath is a section titled 'Leave Information' containing four required fields, each with a yellow background and a red border: '* Leave Type:', '* Leave Date:', '* Leave Time:', and '* Leave Location:'. Below these fields is a 'Leave Comment:' text area. At the bottom right are 'OK' and 'Cancel' buttons. The status bar at the very bottom shows 'Ready', 'NHSICURN02', 'C3076', '25/Nov/2024', and '01:50'.

- Once the patient returns from their external transfer, select the **PM Conversation** and choose **LOA**. In the window that opens, select **Yes**. Choose **Ok** once reviewed.

Leave of Absence ×

 Would you like to return this patient from leave?

Leave of Absence — □ ×

Patient Information

Last Name: ZZTEST First Name: HONEY

Middle Name: Preferred First Name:

Previous Last Name: Previous First Name:

What was your sex assigned at bir...: Female What is your current sex?: Female

What pronoun(s) do you use?: She/Her Birth Date (DD-MMM-YYYY): 17/Aug/1984

Age: 40Y Medical Record Number: 11053261

FIN: 22-006189

Encounter Type: Emergency Service: Emergency

Registration Date (DD-MMM-YY...): 25/Oct/2024 Registration Time: 14:45

Ready | NHSICURN02 | C3076 | 25/Nov/2024 | 02:01 ..: