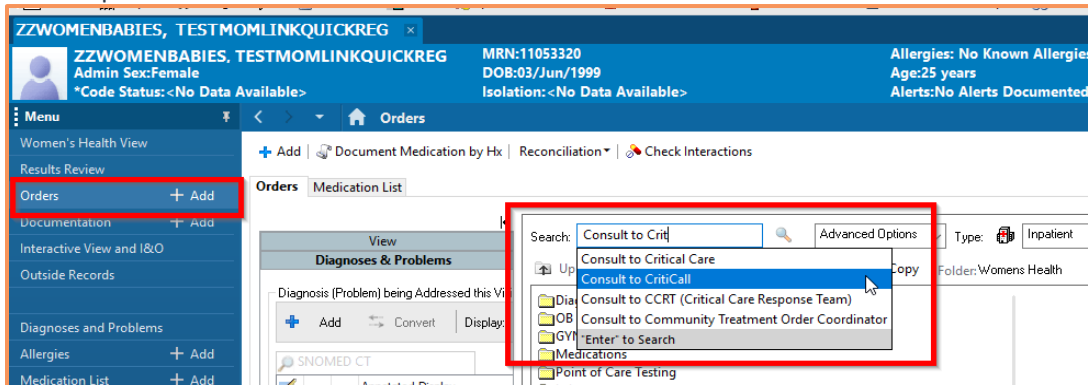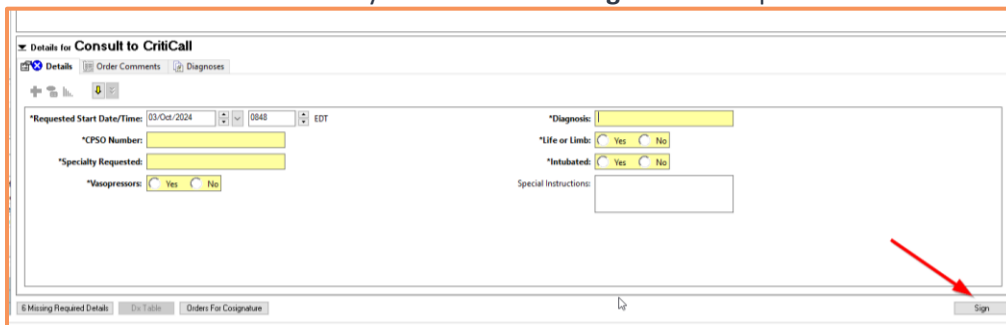## PRESCRIBERS
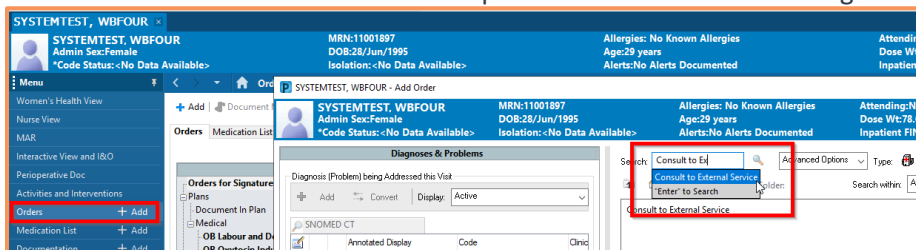
1. Patient requires services at an outside facility
2. Notify charge nurse of pending transfer
3. Is the patient critical?
   a. YES - place order for Consult to Criticall
   b. Ward clerk to complete electronic documentation for Criticall as per current state process

4. Once selected fill out necessary fields and select **Sign** once completed

5. **If NO** - Document need for transfer and place consult order to referring service as above
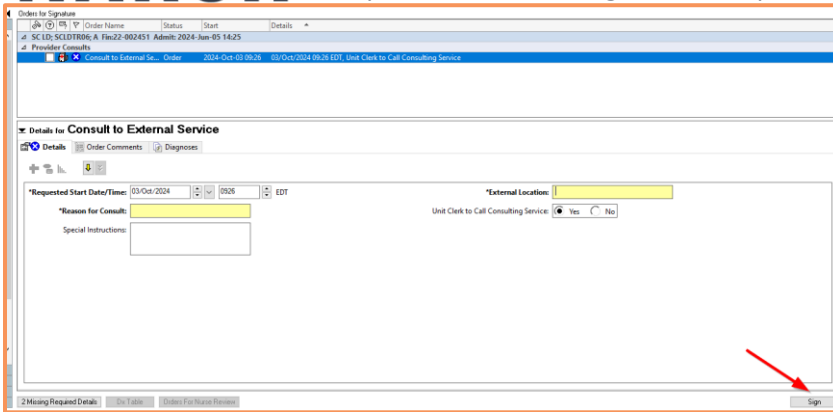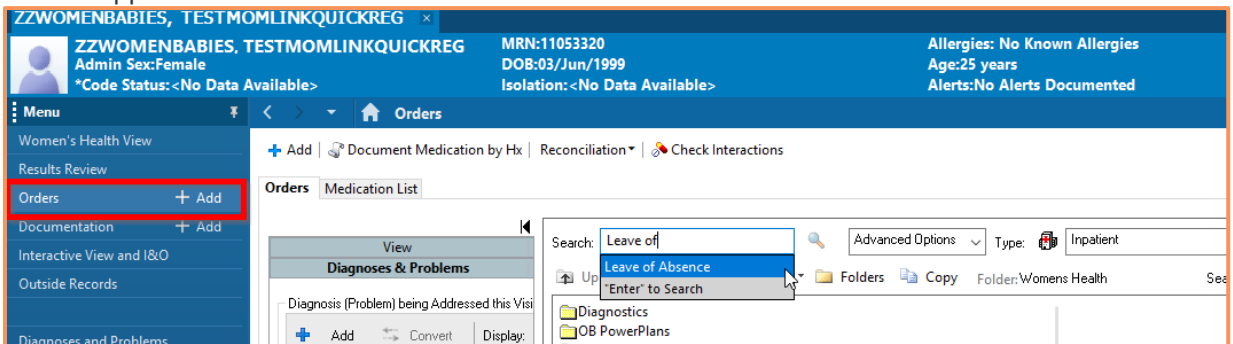
6. Once selected fill out necessary fields and select **Sign** once completed

   a. This transfer would be a non-urgent transfer with or without a return
   b. Call is placed to receiving facility to arrange appt time
   c. Once appt time determine clerk to arrange outpatient transfer with nurse escort to facility

7. A **Leave of Absence conversation** must be inputted into Millennium to prevent discharge from home unit

8. Is the patient returning from the Leave of Absence? (LOA)
   a. **LOA** confirmed and place **Communication Order** for **LOA** indicating duration and applicable instructions

b. Once selected fill out necessary fields and select **Sign** once completed.

c. Complete, print and sign **LOA DynDoc** documentation

d. Complete physician documentation and other required forms (Prescriber to determine own documentation preference, able to utilize LOA note or Progress note)

e. Handoff report to accepting physician
f. Patient accepted to referring service
9. Is the patient being discharged? Complete applicable patient discharge process
10. If patient returning Ward Clerk or Nurse to complete applicable LOA conversation