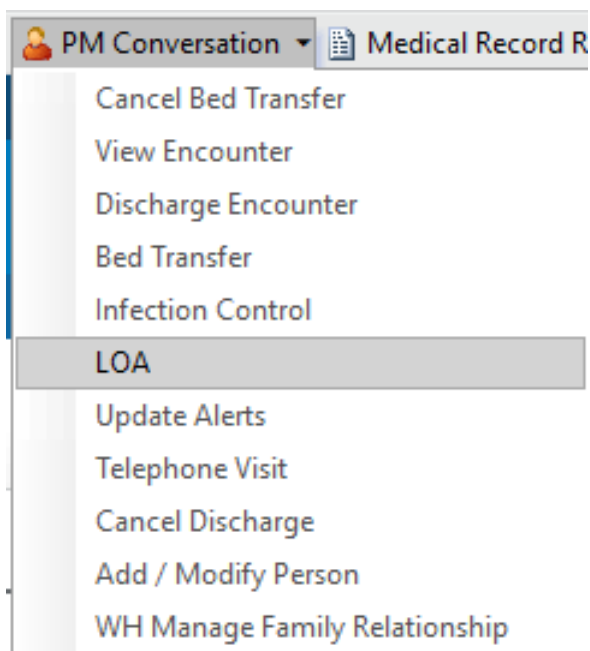


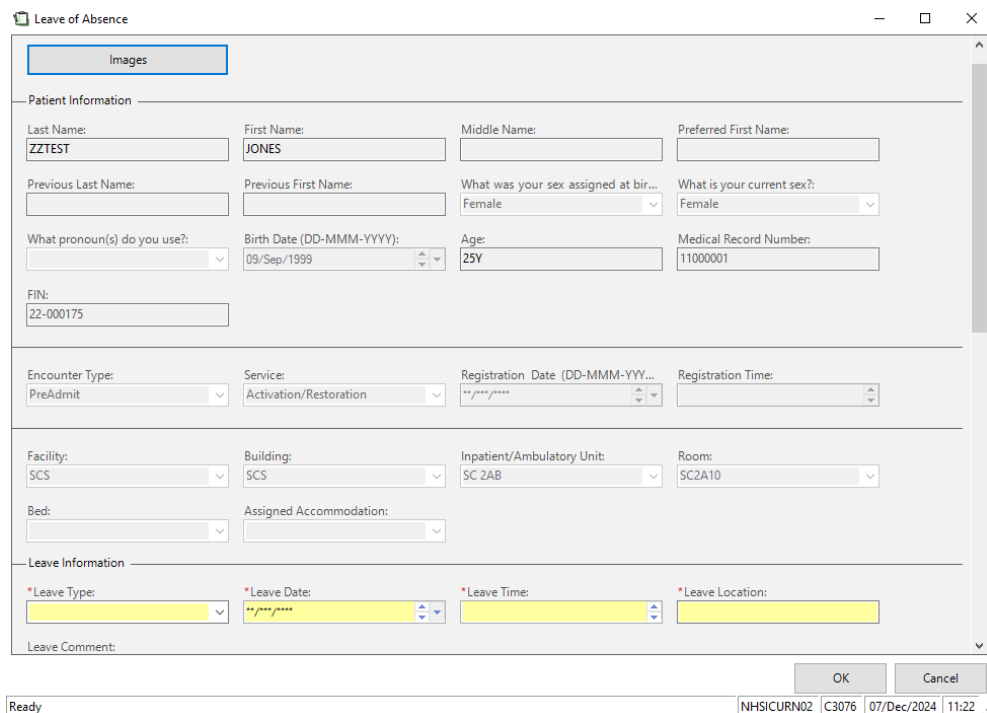
INPATIENT PATIENT TRANSFER WITH RETURN PROCESS FOR APPOINTMENTS WITHIN NHS

When patients are transferred to an appointment/procedure (not including HIU, Endo or Day Surg, and IR) from one NHS site to another NHS and **returning** back to the sending unit, they must follow these steps:

1. Order Non-Urgent Patient Transport (Please see NUPT Tip Sheet) and print out all required documents to go with patient (Please see Medical Record Request Printing Tip Sheet). **Reminder:** *All users at NHS have access PowerChart.*
2. Once the patient leaves the unit, the ward clerk or nurse must select **PM Conversation** within the patients PowerChart and Select LOA



- The Leave of Absence window will appear. In this window, the user must complete all require sections. Once all information is validated, they must select **OK**



- Once the patient returns back to the sending unit from their LOA, the ward clerk or nurse must select **PM Conversation** tab within the patients PowerChart and select **LOA**. Select **Yes** to return the patient from their LOA.

