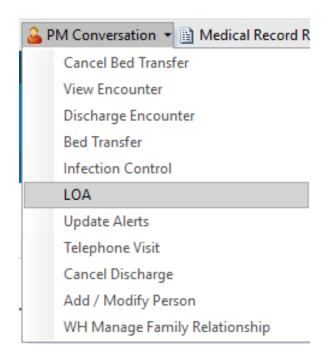


TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

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.*
- Once the patient leaves the unit, the ward clerk or nurse must select PM
 Conversation within the patients PowerChart and Select LOA



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TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

3. 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**

Leave of Absence				- 0	
Images]				
Patient Information					
Last Name:	First Name:	Middle Name:	Preferred First Name:		
ZZTEST	JONES]	
Previous Last Name:	Previous First Name:	What was your sex assigned at bir	What is your current sex?:		
		Female 🗸	Female		
What pronoun(s) do you use?:	Birth Date (DD-MMM-YYYY):	Age:	Medical Record Number:		
✓	✓ 09/Sep/1999	25Y	11000001]	
IN:					
22-000175					
Encounter Type:	Service:	Registration Date (DD-MMM-YYY	Registration Time:		
PreAdmit	 Activation/Restoration 	**/***/**** <u>*</u> ¥	× 5		
Facility:	Building:	Inpatient/Ambulatory Unit:	Room:		
SCS	scs ~	SC 2AB	SC2A10		
led:	Assigned Accommodation:				
··					
eave Information					
Leave Type:	*Leave Date:	*Leave Time:	*Leave Location:		
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 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.

