



# EXTERNAL TRANSFER PATIENT CRITICAL HOSPITAL INFORMATION SYSTEM (HIS)

## WOMEN AND BABIES NURSE/ WARD CLERK

1. Staff receives request for consult order and notification
2. Consult order placed for Criticalll by Prescriber
3. Complete all necessary documentation for Criticalll
4. Document times on **Phone Consult PowerForm**
  - a) Highlight patient's name on tracking board by single selecting appropriate patient
  - b) Select **AdHoc** from the tool organizer and navigate to **Phone Call for Consult PowerForm**
  - c) Fill out all applicable felids, **Sign and Save** when completed (Note: you will have to navigate back to this conversation if a call back is necessary)

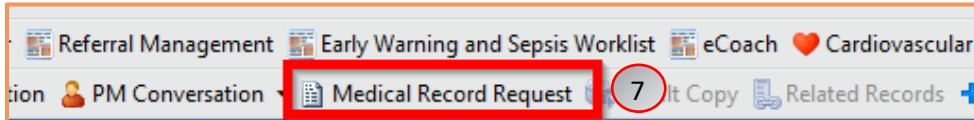
The screenshot displays the HIS interface. At the top, the 'Tracking Board' window is open, showing a list of patients. A red box labeled 'b' highlights the 'AdHoc' button in the tool organizer. Below the patient list, a red box labeled 'c' highlights the 'Phone Call for Consult' button. A red arrow points from this button to the 'Phone Call for Consult' PowerForm window below. The PowerForm window contains the following fields:

- Phone Call/Page Attempt 1, 2, 3 (dropdown menus)
- Specialty/ Reason for Consult (text area)
- Physician Requesting Consult, Physician Requested for Consult, Physician Covering for Consult (lookup fields)
- Date/Time Call Returned, Physician Returning Call (lookup fields)
- Consult Arrival Time (dropdown menu)
- Additional Information (text area)



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- Apply for Firm Commitment
- Arrange for appropriate patient transportation
- 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)



- Complete all Discharge documentation
- If inpatient neonate on CPAP, Neonatal Transport team will be dispatched for external cons/appt