



RECEIVING ADMISSION AND TRANSFERS

CHARGE RN, NURSE, UNIT CLERK

HOSPITAL INFORMATION SYSTEM (HIS)

Use this workflow for receiving new admissions or transferring patients.

1. Log in to Capacity Management.



2. Locate the patient on the "Transfer list" gadget.

CareAware Capacity Management

File Launch Personalization Help

BedBoard

St. Catharines Site

Transfer List PreAdmit List Custodial Services List Transport List Patient List

Transfer List 1/1 ICU Downgrades 0/2 Site to Site 1/1 ANBs 0/3

Patient: [Dropdown]

Name	Request Time	Gender	Age	Current Location	Isolation	Destination	Hospital Service
ZZTEST, ADMIT	8/29/24 8:14 AM	Fem...	40 y...	WSW647, B	Droplet/...	Bay 01, A	General Internal Medicine
ZZTEST, PEDOVERDOSE	9/4/24 4:48 PM	Fem...	16 y...	A7, A			Complex Continuing Care
APO, GEORGE	9/5/24 12:07 PM	Male	72 y...	A11, A			General Internal Medicine
UNITTEST, GLMTWOSCS	9/6/24 9:18 AM	Male	25 y...	SC3A01, 1A			General Internal Medicine
ITONE, STROKE JOHN	9/6/24 10:20 AM	Male	80 y...	SC2A11, A			Critical Care
SYSTEMTESTMH, HOLLYJANE	9/6/24 10:51 AM	Fem...	20 y...	SC1B02, A			Complex Continuing Care
UNITTEST, GLFTENSCS	9/6/24 11:24 AM	Fem...	2 ye...	SC5A17, A			Family Medicine
ZZZTEST, AAINA	9/6/24 11:36 AM	Fem...	30 y...	B13, A			Family Medicine
ZZTEST, STROKEONE	9/6/24 11:43 AM	Male	44 y...	SC2A17, A	Airborn...		Cardiology
SYSTEMTEST, INIONE	9/6/24 11:43 AM	Male	44 y...	SC2B09, A	Droplet/...		Critical Care
BARTESTTHREE, STEPDOWN	9/6/24 11:43 AM	Male	29 y...	SC2B18, A			Critical Care
ZZZTEST, MACI	9/6/24 11:44 AM	Fem...	5 ye...	B13, B			Family Medicine



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- Click to the left to the patient's name.

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St. Catharines Site

Transfer List PreAdmit List Custodial Services List Transport

Transfer List 1/15 ICU Downgrades 0/2 Site to Site 1/1 ANBs 0/3

Patient: BARESTTHREE, STEPDOWN

Name	Request Time	Gender	Age
ZZTEST, ADMIT	8/29/24 8:14 AM	Fem...	40 y...
ZZTEST, PEDOVERDOSE	9/4/24 4:48 PM	Fem...	16 y...
APO, GEORGE	9/5/24 12:07 PM	Male	72 y...
UNITTEST, GLMTWOSCS	9/6/24 9:18 AM	Male	25 y...
ITONE, STROKE JOHN	9/6/24 10:20 AM	Male	80 y...
SYSTEMTESTMH, HOLLYJANE	9/6/24 10:51 AM	Fem...	20 y...
UNITTEST, GLFTENSCS	9/6/24 11:24 AM	Fem...	2 ye...
ZZZTEST, AAINA	9/6/24 11:36 AM	Fem...	30 y...
ZZTEST, STROKEONE	9/6/24 11:43 AM	Male	44 y...
SYSTEMTEST, INIONE	9/6/24 11:43 AM	Male	44 y...
BARESTTHREE, STEPDOWN	9/6/24 11:43 AM	Male	29 y...
ZZZTEST, MACI	9/6/24 11:44 AM	Fem...	5 ye...

- Select "Transfer".

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BedBoard

St. Catharines Site

Transfer List PreAdmit List

Transfer List 1/15 ICU Downgrades 0/2

Patient: BARESTTHREE, STEPDOWN

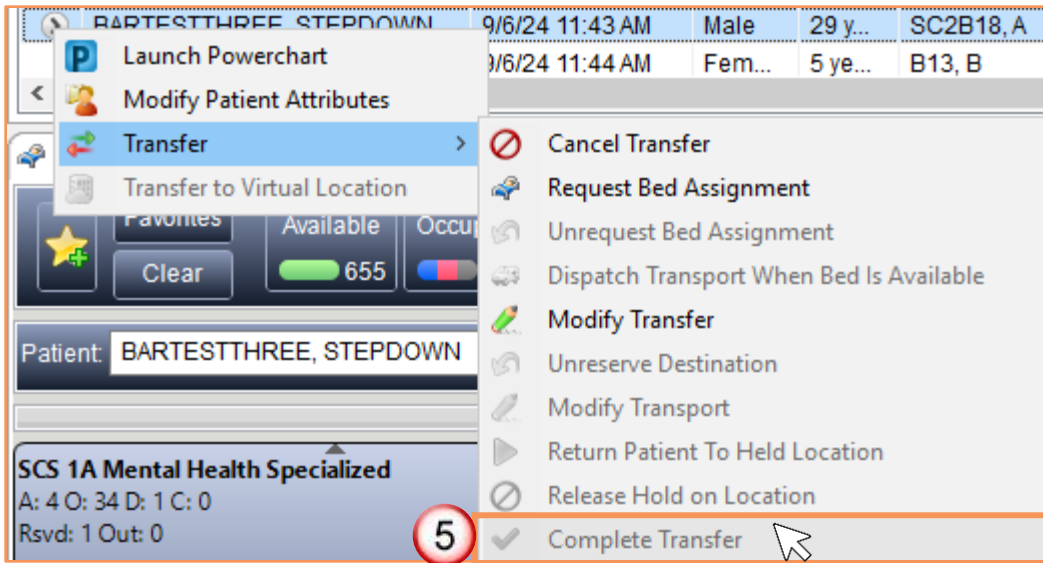
Name
ZZTEST, ADMIT
ZZTEST, PEDOVERDOSE
APO, GEORGE
UNITTEST, GLMTWOSCS
ITONE, STROKE JOHN
SYSTEMTESTMH, HOLLYJANE
UNITTEST, GLFTENSCS
ZZZTEST, AAINA
ZZTEST, STROKEONE
SYSTEMTEST, INIONE
BARESTTHREE, STEPDOWN

- Launch Powerchart
- Modify Patient Attributes
- Transfer**
- Transfer to Virtual Location

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5. Click **“Complete Transfer”**

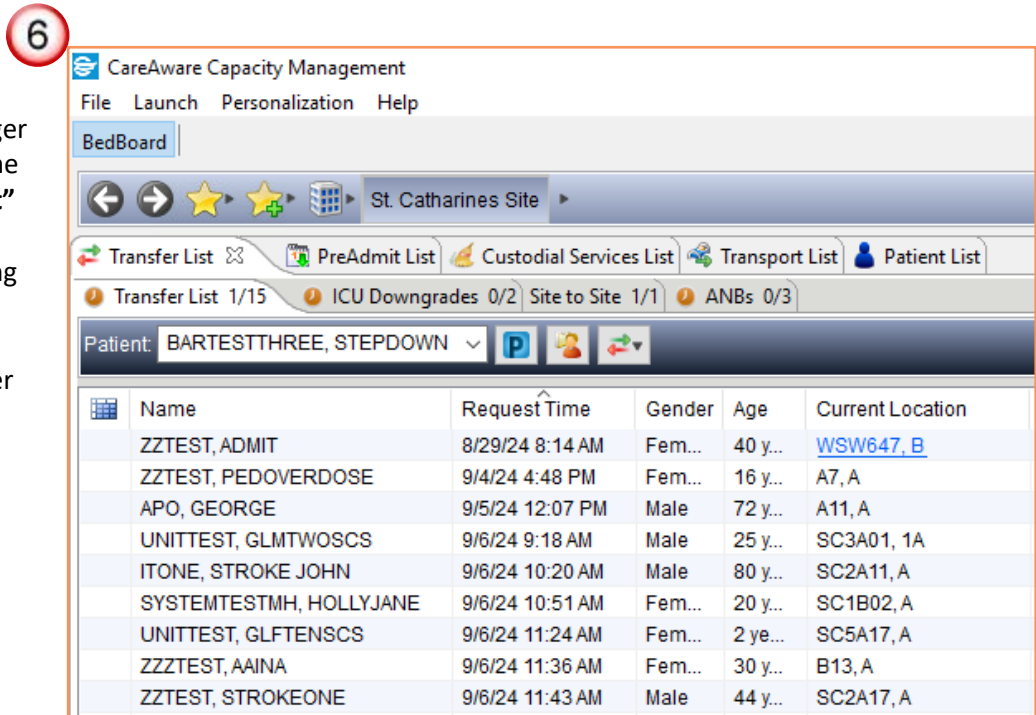


SCS 1A Mental Health Specialized
A: 4 O: 34 D: 1 C: 0
Rsvd: 1 Out: 0

Launch Powerchart	9/6/24 11:43 AM	Male	29 y...	SC2B18, A
Modify Patient Attributes	9/6/24 11:44 AM	Fem...	5 ye...	B13, B

- Transfer
- Transfer to Virtual Location
- Cancel Transfer
- Request Bed Assignment
- Unrequest Bed Assignment
- Dispatch Transport When Bed Is Available
- Modify Transfer
- Unreserve Destination
- Modify Transport
- Return Patient To Held Location
- Release Hold on Location
- Complete Transfer**

6. Confirm the patient’s name no longer is shown in the **“Transfer List”** gadget and is now displaying as occupying new bed location under **“Bed Board”** Gadget



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Transfer List PreAdmit List Custodial Services List Transport List Patient List

Transfer List 1/15 ICU Downgrades 0/2 Site to Site 1/1 ANBs 0/3

Patient: BARTTESTHREE, STEPDOWN

Name	Request Time	Gender	Age	Current Location
ZZTEST, ADMIT	8/29/24 8:14 AM	Fem...	40 y...	WSW647, B
ZZTEST, PEDOVERDOSE	9/4/24 4:48 PM	Fem...	16 y...	A7, A
APO, GEORGE	9/5/24 12:07 PM	Male	72 y...	A11, A
UNITTEST, GLMTWOSCS	9/6/24 9:18 AM	Male	25 y...	SC3A01, 1A
ITONE, STROKE JOHN	9/6/24 10:20 AM	Male	80 y...	SC2A11, A
SYSTEMTESTMH, HOLLYJANE	9/6/24 10:51 AM	Fem...	20 y...	SC1B02, A
UNITTEST, GLFTENSCS	9/6/24 11:24 AM	Fem...	2 ye...	SC5A17, A
ZZZTEST, AAINA	9/6/24 11:36 AM	Fem...	30 y...	B13, A
ZZTEST, STROKEONE	9/6/24 11:43 AM	Male	44 y...	SC2A17, A



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Note: Patient name is now displaying in the new bed on the “Bed Board” gadget.

SCS 2B PCU Progressive Care Unit	
A:	3
O:	3
D:	0
C:	0
Rsvd:	0
Out:	1
Priority Beds	
A ▼	SC2B15, A
Oc	SC2B16, A CCU MH
A ▼	SC2B17, A
Oc	SC2B18, A BARTESTTHREE, STEPDOWN