

RECIEVEING 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								
BedB	BedBoard							
G	O O Ar Ar St. Catharines Site ►							
🚅 Tra	🚰 Transfer List 🕺 🛛 🗓 PreAdmit List 🥖 Custodial Services List 📽 Transport List 👗 Patient List							
0 Tr	Transfer List 1/1 ICU Downgrades 0/2 Site to Site 1/1 ANBs 0/3							
Patie	nt:	~						
	Name	RequestTime	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
(2)	BARTESTTHREE, STEPDOWN	0/0/01 44:43 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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HOSPITAL INFORMATION SYSTEM (HIS)

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

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OPERATION

3	HOSPITAL INFORMATION SYSTEM						
$\overline{}$	😂 CareAware Capacity Management						
	File Launch Personalization Help						
	BedBoard						
	🕞 🕑 🚖 🏤 🏢 St. Catharines Site 🕨						
	孝 Transfer List 🕴 🐧 PreAdmit List 🅖 Custodial Services List 🚳 Transpor						
	Transfer List 1/15 / ICU Downgrades 0/2 Site to Site 1/1 / ANBs 0/3						
	Patient BARTESTTHREE, STEPDOWN V P						
	III Name Request Time Gende						
	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 у		
		UNITTEST, GLMTWOSCS	9/6/24 9:18 AM	Male	25 у		
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		SYSTEMTESTMH, HOLLYJANE	9/6/24 10:51 AM	Fem	20 у		
		UNITTEST, GLFTENSCS	9/6/24 11:24 AM	Fem	2 ye		
	ZZZTEST, AAINA		9/6/24 11:36 AM	Fem	30 у		
		ZZTEST, STROKEONE	9/6/24 11:43 AM	Male	44 y		
		SYSTEMTEST, INIONE	9/6/24 11:43 AM	Male	44 y		
	10	BARTESTTHREE, STEPDOWN	9/6/24 11:43 AM	Male	29 y		
		Y ŽZZTEST, MACI	9/6/24 11:44 AM	Fem	5 ye		

4. Select "Transfer".

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5. Click "Complete Transfer"

HOSPITAL INFORMATION SYSTEM (HIS)

BARTESTTHREE STEPDOWN			9/6/2	4 11:43 AM	Male	29 y	SC2B18, A	
	 Launch Powerchart Modify Patient Attributes)/6/2	4 11:44 AM	Fem	5 ye	B13, B	
<								
2	₽.	Transfer	>	0	Cancel Transfe	er		
	團	Transfer to Virtual Location		4	Request Bed A	Assignmen	ıt	
	▲	Available O	ccu	S	Unrequest Bed	d Assignm	ent	
Clear 655 🚥		<i>6</i> 3	Dispatch Transport When Bed Is Available					
		<i>2</i>	Modify Transfer					
Pa	tient:	BARTESTTHREE, STEPDOV	VN	S	Unreserve Des	tination		
				l.	Modify Transp	oort		
60	14	Mental Health Specialized			Return Patient	t To Held l	ocation	
A: 4	A: 4 0: 34 D: 1 C: 0		\oslash	Release Hold on Location				
Rsv	d: 1 C	Dut: 0	5)	\checkmark	Complete Tra	nsfer 🗸	\$	

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

😂 CareAware Capacity Management							
File Launch Personalization Help							
BedB	BedBoard						
G	🕞 🕑 🚖 🎭 🏢 St. Catharines Site 🔸						
🛹 Transfer List 🕺 🛛 🔞 PreAdmit List 🧭 Custodial Services List 📽 Transport List 💄 Patient List							
0 T	ICU Downgrades 0/2 Site to Site 1/1 ANBs 0/3						
Patient: BARTESTTHREE, STEPDOWN 🗸 😰 😤 🚁							
			_				
	Name	RequestTime	Gender	Age	Current Location		
	Name ZZTEST, ADMIT	Request Time 8/29/24 8:14 AM	Gender Fem	Age 40 y	Current Location		
	Name ZZTEST, ADMIT ZZTEST, PEDOVERDOSE	Request Time 8/29/24 8:14 AM 9/4/24 4:48 PM	Gender Fem Fem	Age 40 y 16 y	Current Location WSW647, B A7, A		
	Name ZZTEST, ADMIT ZZTEST, PEDOVERDOSE APO, GEORGE	Request Time 8/29/24 8:14 AM 9/4/24 4:48 PM 9/5/24 12:07 PM	Gender Fem Fem Male	Age 40 y 16 y 72 y	Current Location <u>WSW647, B</u> A7, A A11, A		
	Name ZZTEST, ADMIT ZZTEST, PEDOVERDOSE APO, GEORGE UNITTEST, GLMTWOSCS	Request Time 8/29/24 8:14 AM 9/4/24 4:48 PM 9/5/24 12:07 PM 9/6/24 9:18 AM	Gender Fem Fem Male Male	Age 40 y 16 y 72 y 25 y	Current Location WSW647, B A7, A A11, A SC3A01, 1A		
	Name ZZTEST, ADMIT ZZTEST, PEDOVERDOSE APO, GEORGE UNITTEST, GLMTWOSCS ITONE, STROKE JOHN	Request Time 8/29/24 8:14 AM 9/4/24 4:48 PM 9/5/24 12:07 PM 9/6/24 9:18 AM 9/6/24 10:20 AM	Gender Fem Fem Male Male Male	Age 40 y 16 y 72 y 25 y 80 y	Current Location WSW647, B A7, A A11, A SC3A01, 1A SC2A11, A		
	Name ZZTEST, ADMIT ZZTEST, PEDOVERDOSE APO, GEORGE UNITTEST, GLMTWOSCS ITONE, STROKE JOHN SYSTEMTESTMH, HOLLYJANE	Request Time 8/29/24 8:14 AM 9/4/24 4:48 PM 9/5/24 12:07 PM 9/6/24 9:18 AM 9/6/24 10:20 AM 9/6/24 10:51 AM	Gender Fem Fem Male Male Male Fem	Age 40 y 16 y 72 y 25 y 80 y 20 y	Current Location WSW647, B A7, A A11, A SC3A01, 1A SC2A11, A SC1B02, A		
	Name ZZTEST, ADMIT ZZTEST, PEDOVERDOSE APO, GEORGE UNITTEST, GLMTWOSCS ITONE, STROKE JOHN SYSTEMTESTMH, HOLLYJANE UNITTEST, GLFTENSCS	Request Time 8/29/24 8:14 AM 9/4/24 4:48 PM 9/5/24 12:07 PM 9/6/24 9:18 AM 9/6/24 10:20 AM 9/6/24 10:51 AM 9/6/24 11:24 AM	Gender Fem Fem Male Male Fem Fem	Age 40 y 16 y 72 y 25 y 80 y 20 y 2 ye	Current Location <u>WSW647, B</u> A7, A A11, A SC3A01, 1A SC2A11, A SC1B02, A SC5A17, A		
	Name ZZTEST, ADMIT ZZTEST, PEDOVERDOSE APO, GEORGE UNITTEST, GLMTWOSCS ITONE, STROKE JOHN SYSTEMTESTMH, HOLLYJANE UNITTEST, GLFTENSCS ZZZTEST, AAINA	Request Time 8/29/24 8:14 AM 9/4/24 4:48 PM 9/5/24 12:07 PM 9/6/24 9:18 AM 9/6/24 10:20 AM 9/6/24 10:51 AM 9/6/24 11:24 AM 9/6/24 11:36 AM	Gender Fem Fem Male Male Fem Fem Fem	Age 40 y 16 y 72 y 25 y 80 y 20 y 2 ye 30 y	Current Location <u>WSW647, B</u> A7, A A11, A SC3A01, 1A SC2A11, A SC1B02, A SC5A17, A B13, A		

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HOSPITAL INFORMATION SYSTEM (HIS)

SCS 2B PCU Progressive Care Unit

A: 3 O: 3 D: 0 C: 0

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

Ksva: U Out: T						
Priority Beds						
AT	SC2B15, A					
Oc	SC2B16, A ^{CCU} MH					
AT	SC2B17, A					
Oc	SC2B18, A	BARTESTTHREE, STEPDOWN				

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