



TRANSFER PATIENT TO ANOTHER NH SITE FOR HIU PROCEDURES HOSPITAL INFORMATION SYSTEM (HIS)

PATIENT TRANSFER (SENDING) – SINGLE ENCOUNTER (HIU, ENDO, DAY STAY, IR)

When a patient is in need for a transfer from an NHS site to another NHS site for an appointment and/or procedure (HIU, Endo, Day Stay, IR), the Prescriber **always** needs to place a transfer order **FIRST**.

1. Prescriber needs to place order for transfer of the patient.
2. Scheduling notifies sending unit of date and time of appointment
3. Unit **calls sending site bed monitor to notify them** (dial 0 and call switchboard) of the confirmed time when they are ready for the transfer. Sending unit should also be aware if that patient is planned to return back to their bed and provide that information to the bed monitor.
4. Sending site Bed Monitor will call receiving site Bed Monitor. Once the receiving Bed Monitor is aware of the transfer date and time they will assign the bed.
5. The sending unit must book OPT or EMS appropriately (NUPT Charge facility order for OPT or call EMS) – Please see NUPT tip sheet
6. Nursing to provide handover to the receiving unit.
7. Once the patient leaves the floor via their appropriate mode of transport, the sending unit manually completes the transfer by clicking the hamburger menu to the left of the patient's name and selecting "Transfer>Complete Transfer" within CapMan.

