This Quick Reference Guide (QRG) demonstrates the Provider Transfer Workflow.

Common Buttons & Icons

💡	**View Excluded Components** icon
▼	**Collapse Details** icon
🔄	**Refresh** icon

Complete a Transfer Orders Reconciliation

From the Provider View in the patient's chart:

STEP 1: Click **Orders** from the Provider View workflow left side menu.

STEP 2: Click the **Reconciliation** dropdown arrow.

STEP 3: Click **Transfer**.

STEP 4: Select the appropriate radio buttons to continue or discontinue medications.

- Home Medications converted to inpatient medications during the Admission Medication Reconciliation process are paired together, so there is only the option to continue the inpatient order.

NOTE: **Inpatient orders default with the All checkbox selected for each category.**

STEP 5: Click **Required Unreconciled Orders** at the bottom of the window as needed to reconcile.

- Unreconciled orders will highlight blue.
- Click to discontinue or continue the medication after reconciliation.

STEP 6: Click **Sign**.

Place Required Transfer Orders

From the Orders page, Orders tab:

STEP 1: Click the **General Medical Adult Admission/Transfer (Initiated) +** icon.

STEP 2: Click the **General Medical Adult Admission/Transfer (Initiated) child order**.

NOTE: **The child order allows access to the PowerPlan toolbar.**

STEP 3: Click the **View Excluded Components** icon.

STEP 4: Select the **Transfer Level of Care** check box.

STEP 5: Click the top of the Details pane and drag up for more room.

STEP 6:   Enter the missing details and other pertinent information.

NOTE: **Yellow fields indicate a required field.**

STEP 7:   Click the **Collapse Details** icon.

STEP 8:   Select the **Transfer Review Complete** checkbox.

STEP 9:   Review and update information as needed.

STEP 10:   Click **Orders for Signature**.

STEP 11:   Review the orders; then click **Sign**.

STEP 12:   Click the **Refresh** icon.

NOTE: **The VTE Advisor may fire on transfer; address it as appropriate.**