
For efficiency in transfer orders between separate encounters, a Cross-Encounter Reconciliation is created when a patient is moving between encounters within a facility. It is indicated by a change in FIN number.

Background

The Cross-Encounter Reconciliation is applicable in any scenario where a patient is moving between encounters within a facility, indicated by a change in FIN number.

- Examples of this might be:
 - Inpatients going to a skilled nursing or acute rehab bed.
 - Observation patients moving to an inpatient level of care.

Overview of Inpatient to Swing Bed Process at Mayo Hospital

Mayo Hospitalists use cross encounter orders when moving patients from an inpatient encounter to a swing bed encounter.

➤ Workflow Process at Mayo Hospital

- **UR Nurse/Swing bed Coordinator** alerts the provider of patient transferring to swing bed.
- **Inpatient Nurse** notifies UC/registration of a patient being transferred, to allow them to create a new encounter.
- **UC Registration** creates the new swing bed pre-reg encounter. After the new encounter is created, registration will:
 - Applies the new wristband.
 - Places the encounter in a hold bed.
 - Completes Full Registration.
 - Transfers the patient from the Hold bed to an actual room bed.
- **Hospitalist workflow** on the inpatient encounter:
 - Enters the discharge order.
 - Completes the discharge reconciliation and proposes the cross-encounter order reconciliation.
 - Discontinues inpatient order sets.
 - Completes inpatient documentation.
 - Completes the Discharge Summary.

- **Hospitalist Workflow - Swing bed Encounter**
 - Opens the admission cross encounter orders.
 - Reconciles the new orders on the swing bed encounter.
 - Evaluates patient and adds additional orders as needed.
 - Continues to monitor patient and documents as needed.
 - Creates the H&P.

Cross Encounter Orders Reconciliation reduces the time when entering orders, which include medications and non-medication activity types. The process is **not** used when the transfer level of care does not require a new FIN.

➤ **Examples include:**

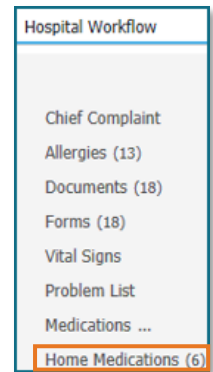
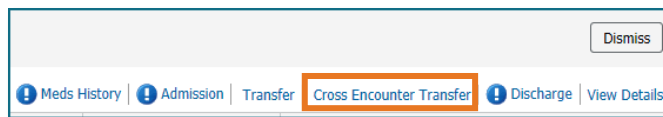
- An inpatient transferring to the OR.
- An ICU patient transferring to an inpatient unit.

If a patient is being transferred to a non-Northern Light Health facility, a cross-encounter reconciliation tool is used to propose orders and print for the receiving facility for review as a recommendation.

Cross-Encounters Reconciliation

STEP 1: From the workflow MPage, navigate to the **Home Medications** component.

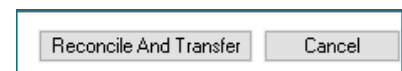
- Select the **Cross-Encounter Transfer** option.



- The **Orders Reconciliation** window will display.

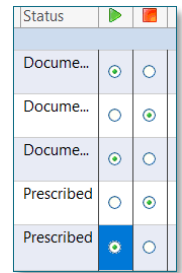
Orders Prior to Reconciliation		Status	Orders After Reconciliation		Status
Medications					
acetaminophen (acetaminophen 160 mg oral tablet, chewable)	Docume...	<input type="radio"/>	<input type="radio"/>		
160 mg = 1 tab(s), Chewed, qohr, PRN: as needed for fever, 24 tab(s), 0 Refill(s)					
aspirin (Aspirin 81 oral delayed release tablet)	Docume...	<input type="radio"/>	<input type="radio"/>		
81 mg = 1 tab(s), PO, Daily, 30 tab(s), 0 Refill(s)					
insulin glargine (insulin glargine 100 units/mL subcutaneous solution)	Docume...	<input type="radio"/>	<input type="radio"/>		
30 unit(s), SubQ, Once a day (at bedtime), 0 Refill(s)					
metoprolol (metoprolol succinate 25 mg oral capsule, extended release)	Prescribed	<input type="radio"/>	<input type="radio"/>		
25 mg = 1 cap(s), PO, Daily, 90 cap(s), 0 Refill(s)					
senna (senna 8.6 mg oral tablet)	Prescribed	<input type="radio"/>	<input type="radio"/>		
8.6 mg = 1 tab(s), PO, Daily, unable to obtain dose info, 30 tab(s), 0 Refill(s)					

- Providers must choose to either **Continue** or **Discontinue** each of the orders listed, to enable the **Plan and Reconcile And Transfer** buttons.



NOTE: Code Status, Vital Signs, Diet, Patient Care, and Laboratory are some non-medication order types that will cross-encounters.

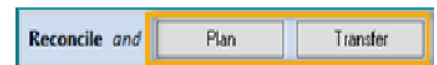
STEP 2: Click the radio button in the appropriate column to reconcile any orders that you want to plan or discontinue for the next encounter.



NOTE: It is very important to review all details, including doses remaining, schedule of lab draws, etc., of the orders being reconciled to ensure accuracy and update as appropriate.

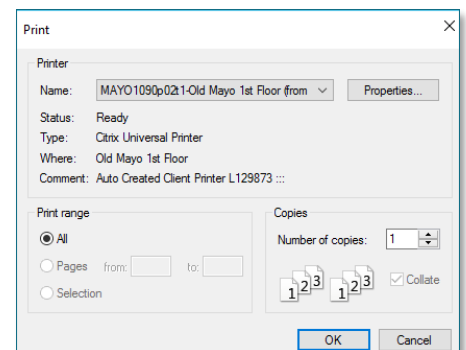
STEP 3: After reviewing the medications and orders:

- Clicking **Plan** puts the reconciliation in a planned status to be finalized later.
- Clicking **Transfer** signs the orders and moves them to the new encounter where they can be picked up.



NOTE: Planning the reconciliation allows for additional medications and orders to be added or deleted later. When the Cross-Encounter Reconciliation is signed, by clicking the Reconcile and Transfer button, no additional orders can be added.

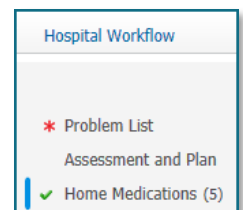
- An option to print the transfer orders will now display.
- The printout can be used as recommendations if the patient is being transferred to a non-Northern Light Health facility.



STEP 4: Click the **Cancel** button to close the **Print** window.

Reconciling Transfer Orders on New Encounter

STEP 1: From the Provider view, navigate to the **Home Medications** component.



NOTE: The Admission Reconciliation option in the upper right of the component displays with a green checkmark, a blue circle, and white question mark. This indicates there is a pending Cross-Encounter Transfer Reconciliation.

STEP 2: Click the **Admission Med Rec** link 

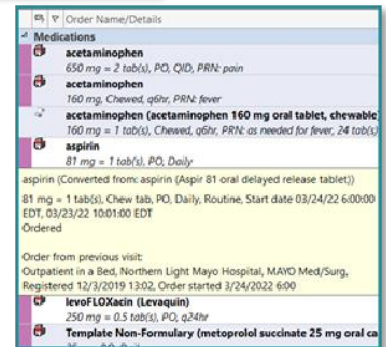
- The **Orders Reconciliation** window will display.

STEP 3: Reconcile the proposed orders from the **Cross-Encounter Transfer Reconciliation**, along with the orders on the current encounter from this window.

- Orders proposed from the **Cross-Encounter Transfer Reconciliation** are indicated by a purple square in the left column next to the order.

Order Name/Details	Status	Order Name/Details	Status
Medications			
acetaminophen 650 mg = 2 tab(s), PO, QID, PRN: pain	Ordered	acetaminophen 650 mg, PO, QID, PRN: pain	Order
acetaminophen 160 mg, Chewed, q6hr, PRN: fever	Ordered		
acetaminophen (acetaminophen 160 mg oral tablet, chewable) 160 mg = 1 tab(s), Chewed, q6hr, PRN: as needed for fever, 24 tab(s), 0 Refill(s)	Docume...		
aspirin 81 mg = 1 tab(s), PO, Daily	Ordered		
aspirin (Aspir 81 oral delayed release tablet) 81 mg = 1 tab(s), PO, Daily, 30 tab(s), 0 Refill(s)	Docume...		
insulin glargine (insulin glargine 100 units/mL subcutaneous solution) 30 unit(s) = 0.3 mL, SubQ, Once a day (at bedtime)	Ordered	insulin glargine (insulin glargine 100 units/mL subcutaneous solution) 30 unit(s), SubQ, Once a day (at bedtime)	Order
insulin glargine (insulin glargine 100 units/mL subcutaneous solution) 30 unit(s), SubQ, Once a day (at bedtime), 0 Refill(s)	Docume...		
levofloxacin (Levaquin) 250 mg = 0.5 tab(s), PO, q24hr	Ordered	levofloxacin (Levaquin) 250 mg, PO, q24hr	Order
levofloxacin (Levaquin) 250 mg = 0.5 tab(s), PO, q24hr	Ordered		
Template Non-Formulary (metoprolol succinate 25 mg oral capsule, extended release) 25 mg, PO, Daily	Ordered	Template Non-Formulary (metoprolol succinate 25 mg oral capsule, extended release) 25 mg, PO, Daily	Order
Template Non-Formulary (metoprolol succinate 25 mg oral capsule, extended release) 25 mg, PO, Daily	Ordered		
metoprolol (metoprolol succinate 25 mg oral capsule, extended release) 25 mg = 1 cap(s), PO, Daily, 90 cap(s), 0 Refill(s)	Prescribed		
senna (senna 8.6 mg oral tablet) 8.6 mg = 1 tab(s), PO, Daily	Ordered		
senna (senna 8.6 mg oral tablet)	Prescribed		

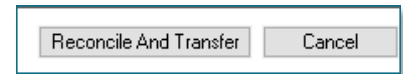
- To see more information related to the proposed order, hover over the purple box.
- Reconcile the orders listed by choosing to **Continue** or **Discontinue**, in the same workflow as was performed earlier.



NOTE: It is very important to review all details, including doses remaining, schedule of lab draws, etc., of the orders being reconciled to ensure accuracy and update as appropriate.

STEP 4: When the Admission Reconciliation is complete:

- Click the **Reconcile And Transfer** button to Sign the Orders.
- On the **Orders Profile**, the orders from the Admission Reconciliation will display as active for this encounter.



Order	Details	Start	Status	Status Updated	Ordering Provider
Medications (4)					
acetaminophen	650 mg = 2 tab(s), PO, QID, PRN: pain	MAR 30, 2022 13:32	Ordered	MAR 30, 2022 13:33	--
insulin glargine (insulin glargine 100 units/mL subcutaneous solution)	30 unit(s) = 0.3 mL, SubQ, Once a day (at bedtime)	MAR 30, 2022 21:00	Ordered	MAR 30, 2022 13:33	--
levofloxacin (Levaquin)	250 mg = 0.5 tab(s), PO, q24hr	MAR 31, 2022 06:00	Ordered	MAR 30, 2022 13:33	--
Template Non-Formulary (metoprolol succinate 25 mg oral capsule, extended release)	25 mg, PO, Daily	MAR 31, 2022 06:00	Ordered	MAR 30, 2022 13:33	--