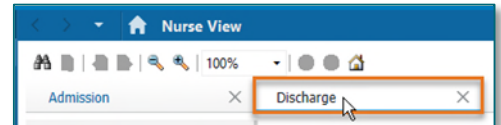


Transmitting the Care Transition Record to the next care provider after discharge is an important step in the continuity of care for the patient and supports NL Acadia Hospital's participation in regulatory measures for Inpatient Psychiatric Facilities.

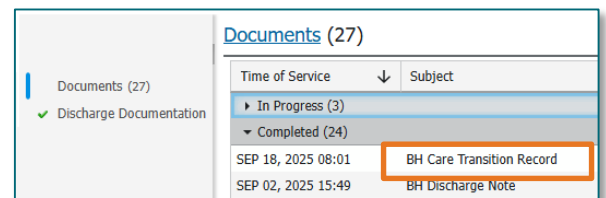
Locate and Save the Care Transition Record

STEP 1: Within the patient's chart, locate the **Discharge** MPage.



STEP 2: Select the **Documents** component and locate the Document **BH Care Transition Record**.

- The note was created by the nurse at the time of discharge and needs to be sent to the next Care Provider.



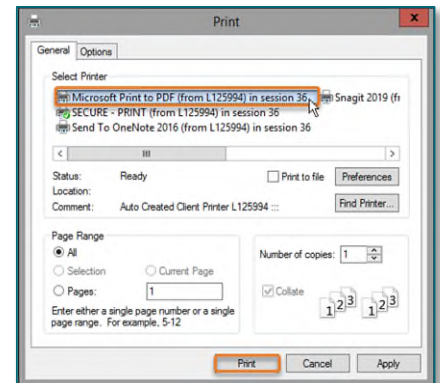
STEP 3: Click to open the document and select **Print**.



STEP 4: Select **Microsoft Print to PDF** within the print screen and select **Print**.

Save and Send the Care Transition Record

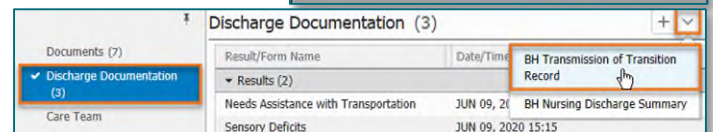
Select **Print**, then title and save the document to a shared W:Drive location as directed by unit. Fax the document using XMedius or other electronic fax options within the department.




Document the Care Transition Record has been sent

STEP 1: Select the **Discharge Documentation** component within the Discharge MPage.

STEP 2: Use the dropdown arrow and select **BH Transmission of Transition Record**.



STEP 3: Complete the fields as appropriate.

STEP 4: Select the **green checkmark** to sign the form. 

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.