

Tracking a patient throughout the facility is completed in Capacity Management. When patients need to relocate, the provider places an order; however, nursing staff can place a manual request if the patient needs to change rooms on the same unit.

Admission/Transfer Request

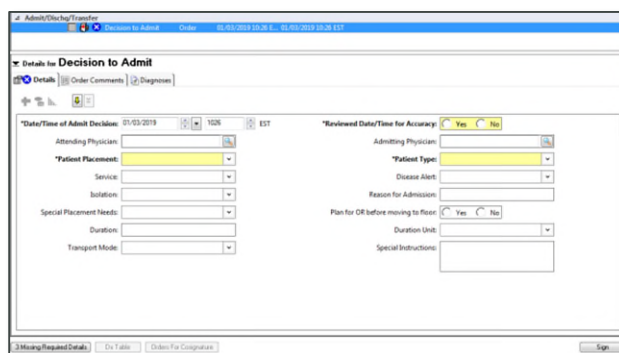
When the patient has qualified for admission, the provider places the **Decision to Admit** or **Request to Admit (MCH only)** order. This order places the patient on the transfer list in Capacity Management which notifies the Bed Manager to assign an appropriate bed.

➤ Provider

STEP 1: Right-click the patient's row in **LaunchPoint**.

STEP 2: Provider places an order.

- NL MCH will use a **Request to Admit** order.
- All other MOs will use a **Decision to Admit** order.

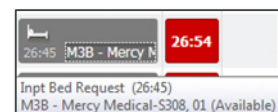


STEP 3: Enter details of decision.

NOTE: Reviewed Date/Time for Accuracy, Patient Placement, and Type are required fields. This information will assist in proper placement of the patient within the facility.

STEP 4: Sign the order.

- Upon signing, the bed icon appears on LaunchPoint in the status column as a visual cue to ED staff the patient will be admitted.
 - The patient will also appear on the Transfer List within Capacity Management for the Bed Manager to assign a bed.
- Once a bed has been assigned, the status column will show the destination unit. Staff can hover to see the destination.

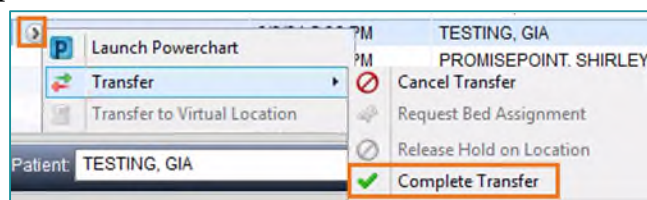


➤ Nursing

STEP 5: Once the order has been placed, the sending nursing staff can enter **Comments** as needed to assist the Bed Manager with appropriate room assignment.

- For example, if the patient will need surgery prior to admission, ED staff can enter "To OR first" to alert the Bed Manager to assign a surgical services bed.

STEP 6: Receiving nursing staff will **Complete the Transfer** when the patient arrives.



STEP 7: Admitting Provider will place the **Admission PowerPlan Orders**.

- NL MCH will also place the **Patient Status Order**.

NOTE: If the patient is a direct admit, then the admission order will also place the patient on the capacity management bed board.

Decision for Surgery

If a patient requires surgical intervention, providers will place the **Decision for Surgery** to facilitate patient flow from the ED.

STEP 1: Navigate to the **Quick Order** page.

STEP 2: Select **Decision for Surgery**.

STEP 3: Enter details of placement and type.

STEP 4: **Sign** the order.

Manual Transfer Request

Occasionally, patients will need to be moved to a different room on the same unit. Staff will manually place the request, move the patient, and complete the transfer.

STEP 1: Highlight the patient's room to activate the **Action** buttons.

STEP 2: Select **Transfer** and enter any attributes that are pertinent to the move.

STEP 3: Enter a **Comment** on the Transfer List to alert the Bed Manager of the



1/10/19 9:43 AM TESTING, VTE_35 98 y... Male 5 Cardiac Critical Car... Please move to 571.

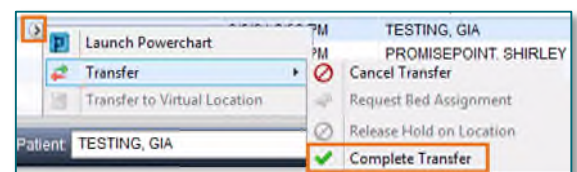
new destination.

- If the patient is going to the Operating Room with the intent of returning postoperatively, follow the **Held Bed** workflow.

NOTE: The Bed Manager will assign the new location, which will appear in the Destination column on the Transfer List gadget. Once this appears, the staff on the unit will complete the transfer.

STEP 4: Click the dropdown to the left of the patient's name on the **Transfer List** → **Transfer** → **Complete Transfer**.

- This will create a task on the Custodial Services List to clean the first room and the patient will now appear in the new room.



Transfer/Change Level of Care Request

During the patient's stay, a change in condition may require a different level of care.

STEP 1: Place an order.

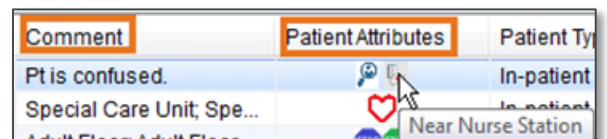
- MCH providers place a **PSO Change Level of Care** order.
- All other MO providers place a **Transfer Level of Care** order.
 - If the patient will transition to a Swing or Hospice status, the provider will place the Discharge order on the Acute FIN and an Admission/Patient Status Order on the new FIN.

STEP 2: The Bed Manager assigns an appropriate bed and staff will complete the handoff before transferring the patient.

STEP 3: Upon arrival to the new destination, receiving staff will complete the transfer.

- This will show the patient as Occupying the new bed. The first bed will automatically be placed in a **Dirty** status and create an EVS task.

NOTE: Comments and Patient Attributes can be manually added to provide information to the Bed Manager. This will allow for the most appropriate bed to be located.



Comment	Patient Attributes	Patient Type
Pt is confused.		In-patient
Special Care Unit, Spe...		In-patient
		Near Nurse Station