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This Quick Reference Guide (QRG) demonstrates how to perform the patient transfer.

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### Common Buttons & Icons



### Complete a Patient Transfer

➤ From the Nurse View screen:

**STEP 1:** Click **Interactive View and I&O**. The Interactive View and I&O screen opens on the Quick View band.

**STEP 2:** Click Nursing **Handoff/Transport Communication**.

**STEP 3:** Document the following fields, at a minimum:

- Report Given At Bedside
- Nurse Giving Report
- Transfer
- Transfer To
- Off Unit

**NOTE:** If the provider is transferring a patient to the inpatient rehab unit or to a swing bed within the facility, enter IRF or Swing Bed, respectively; then follow the discharge process for the patient.

**STEP 4:** Click the **Sign** icon.