This Quick Reference Guide (QRG) reviews how to complete Transfers in Capacity Management.

Common Buttons & Icons

|	
A▼	**Available Bed** icon
Oc	**Occupied/Male Bed** icon
Oc	**Occupied/Female Bed** icon
	Transfer icon
	Hearing Impaired icon (**Ear** icon)
☰▼	**Menu** icon
	Modify Patient Attributes icon
	Ventilator icon

Complete Facility Transfers

Request a Patient Transfer

➢ From the Bed Board gadget:

STEP 1: Click the bed cell for the patient you wish to transport.

STEP 2: Click the **Transfer** drop-down arrow.

STEP 3: Click **Transfer Patient** . A Transfer Patient window displays.

STEP 4: Click the **Mode of Transport** drop-down arrow; then select the appropriate option.

STEP 5: Select the appropriate **Patient Attribute** checkboxes, if needed.

STEP 6: Enter any pertinent details for transporters in the **Transport Details** field, if needed.

STEP 7: Select the appropriate **Transport Details** checkboxes, if needed.

STEP 8: Click **OK**.

NOTE: You can view the transport request on the Transport List gadget.

You can see what a patient attribute icon means by hovering over it.

Add a Comment to a Transfer Request

➢ From the Transfer List gadget:

STEP 1: Within the appropriate row on the Transfer List, click the **Comment** field.

STEP 2: Type the appropriate comment; then press [Enter].