









Complete Facility Transfers

Common Buttons & Icons

	Available Bed icon
	Occupied/Male Bed icon
	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:

1. Click the bed cell for the patient you wish to transport.
2. Click the **Transfer** drop-down arrow.
3. Click **Transfer Patient**. A Transfer Patient window displays.
4. Click the **Mode of Transport** drop-down arrow; then select the appropriate option.
5. Select the appropriate **Patient Attribute** checkboxes, if needed.
6. Enter any pertinent details for transporters in the **Transport Details** field, if needed.
7. Select the appropriate **Transport Details** checkboxes, if needed.
8. Click **OK**.

Notes:

- 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:

1. Within the appropriate row on the Transfer List, click the **Comment** field.
2. Type the appropriate comment; then press [**Enter**].

Breakaway Adoption Solutions

Complete a Transfer

From the Transfer List gadget:

1. Hover over the appropriate row in the Transfer List.
2. Click the **Menu** icon to the left of the patient's name.
3. Click **Transfer** in the drop-down menu.
4. Click **Complete Transfer** in the sub-menu.

Note: When a transfer is complete, the patient falls off the Transfer List and displays in their new bed.

Modify Patient Attributes

From the Bed Board gadget:

1. Click the bed cell for the appropriate patient.
2. Click the **Modify Patient Attributes** icon.
3. Select the appropriate check box(es) in the Modify Patient Attributes window.
4. Click **OK**.

Note: You can verify that the attribute(s) were added for your patient by double-clicking their bed cell on the Bed Board gadget. Attributes assigned to a patient will display in the Patient Attributes pane within the Patient Details window that displays.