

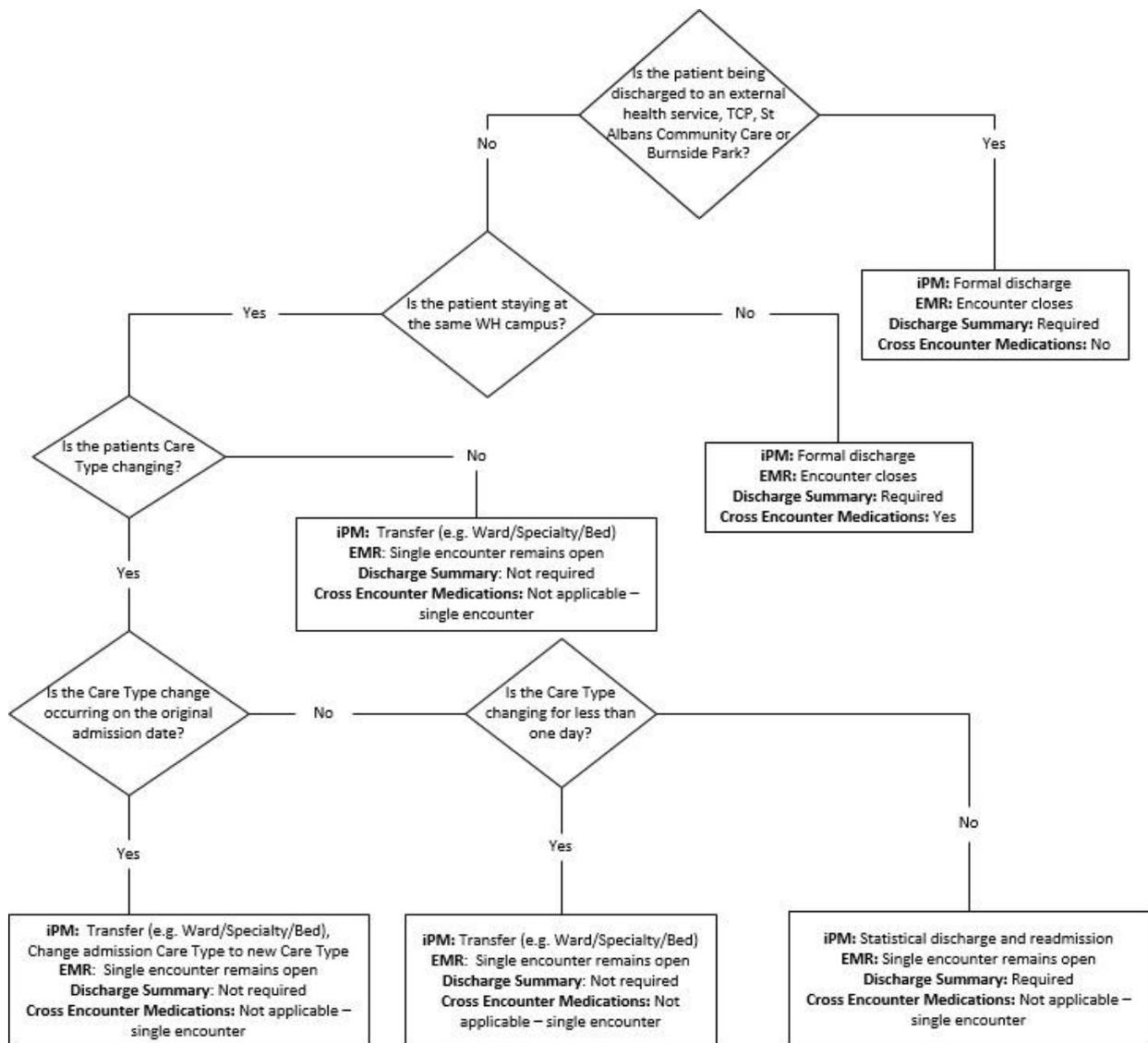


EMR Quick Reference Guide

Administration - iPM Transfer or Discharge and EMR impact

The EMR organises and groups clinical data within encounters. Encounters are determined by actions in iPM (the patient administration system). Understanding what occurs in iPM will assist in understanding EMR encounters.

This Quick Reference Guide and the below flow chart are designed to assist staff in understanding the actions required in iPM when a patient needs to be transferred or discharged, and the impact of these movements on the EMR encounter, including whether cross encounter medications are applicable and if a discharge summary is required to be completed. For clarification of terms please refer to the glossary of terms.



Glossary of terms:

EMR Single Encounter:

A single encounter resulting when two or more encounters join together to form a single continuous electronic medical record. This occurs when a patient is statistically discharged and re-admitted, or a patient is admitted from the ED at the same campus.

iPM Formal Discharge:

This occurs when the patient is leaving one campus and going to another WH campus or hospital, or the patient is going home, has died or has absconded.

iPM Statistical Discharge and Admission

This occurs when a patient's Care Type changes (e.g from Acute to Rehab), with the following criteria being met;

1. The patient's Care Type is changing within the same campus,
2. The date changing to the new Care Type is not the same as the date they were admitted under the initial care type,
3. The date changing to the new Care Type is not the same as the date they will be formally discharged, and,
4. They will remain under the new Care Type at least overnight.

iPM Transfer:

An iPM transfer should only occur under at least one of following circumstances;

1. The patient is remaining at the same campus with the same Care Type and is changing Ward, Bed, Clinician, Specialty or Patient Classification,
2. The patient is remaining at the same campus and the Care Type is changing but the patient will change back to the original Care Type, or be formally discharged, on the same date as the Care Type change, or,
3. The patient is remaining at the same campus with a new Care Type and the date of Care Type change is the same as the admission date.

EMR Cross Encounter Medications:

Cross encounter reconciliation enables the discharging doctor to **propose** which orders (medication and patient care orders) should be continued. Performing the cross-encounter transfer is **proposing** which orders should be continued in the next encounter, it **does not** order those medications. They must be accepted by the admitting doctor for the orders to become active in the new encounter.

This task must be completed before the EMR system automatically discontinues the medications between 2 hours and 2:59 hours after the discharge is entered in iPM. After this time, the medications will need to be reordered.