



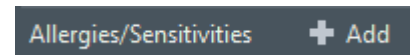
EMR Quick Reference Guide

ED – ED to Inpatient Transfer

For a patient being transferred to an inpatient ward please ensure the following is completed in the EMR

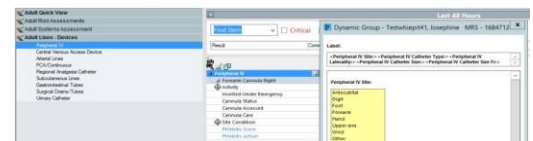
NB: The EDIS dashboard is still available to review ED clinical notes and bed request information. ED chart will still be viewed via BOSSnet

- Record and Review Allergies & Sensitivities** – If your patient has any Infection prevention alerts ensure this has been documented in the EMR and communicate to the ward area on transfer.

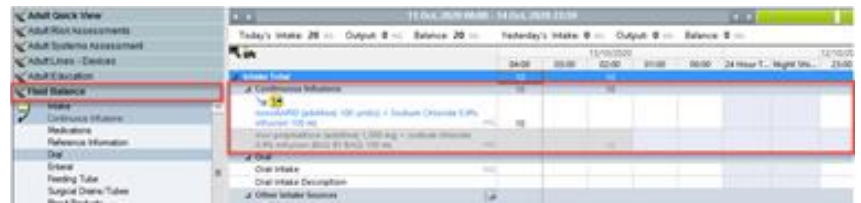


2. Interactive View and Fluid Balance

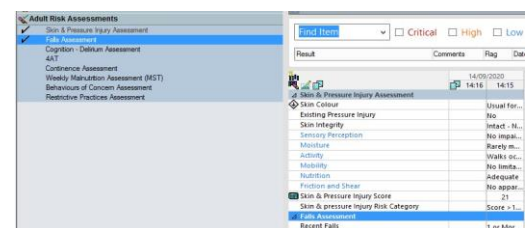
- Lines or Devices** - Any lines and devices inserted in the ED or present on patient presentation to ED need to be recorded on EMR via iView



- Fluid Balance Chart (FBC)** – ensure the FBC is documented and up to date prior to transfer, review any infusion documentation under Continuous Infusions.

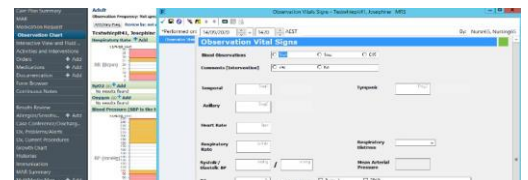


- Adult Risk Assessment** - Commence the Adult Risk Assessment in iView and communicate any risks identified on transfer



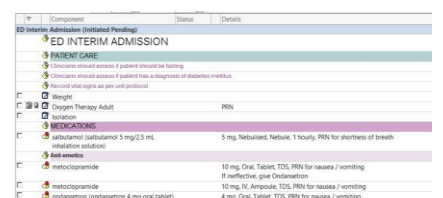
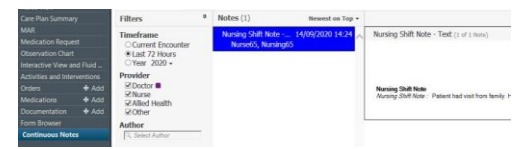
- Observations** - Enter the last set of observations for the patient in the EMR Observation Chart. If required have the medical team modified the altered calling criteria.

NB: The Victorian Children’s Tool for Observation and Response Chart for Paediatrics will remain in use as per current practice.



4. Admission Notes

- Review inpatient admission notes
- If no admission notes have been completed check that an interim order (4 hour plan) in the EMR has been documented

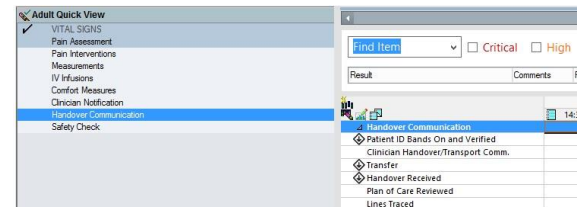
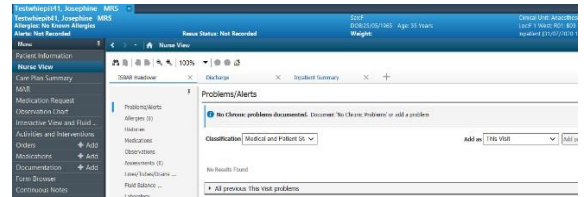


5. **MAR** – Review medications and infusions via the MAR



6. **Handover**

- a) Use the Nurse View > ISBAR Handover screen in the EMR to handover the patient over to the ward (this replaces the current paper form)
- b) In iView > Quick View > Handover Communication, document that handover has been received and accepted



NB: Any paper work from the ED will follow the patient up to the ward. The VPFM002 Victorian Children’s Tool for Observation & Response Paediatrics | 24 Hour Fluid Management Chart will **ONLY** be used for Enteral Feeding orders.