



## EMR Quick Reference Guide

### Discharge – Cross Encounter Transfer (for Medical Officers)

- **Cross Encounter Transfer Medication Reconciliation** is to be completed by the MO when their patient is being transferred to another WH campus:

1. Navigate to **Medical Officer View** and select the **Discharge** tab.
2. Scroll to the **\* Medication Reconciliation** section.
3. Select **Cross Encounter Transfer**:

Status: Meds History | Admission | **Cross Encounter Transfer** | Discharge

4. The reconciliation window will open.
5. “Play” all orders you propose the receiving team continue.
6. “Stop” all orders you do not propose the receiving team continue.
7. Review all proposed orders on the right hand side of the screen, then click **Transfer (DO NOT click Plan)**



8. The system will then prompt you to **PRINT** the Patient Summary Transfer Report to send with the patient. This report includes the Patient’s Home Medications and Recommended Medications.
9. Complete the rest of the Discharge Summary as usual (refer to [Discharge Summary including outpatient e-referral](#) as a refresher).

**\*Note\*:** Infusion orders **DO NOT** display on the Discharge Summary.

- Nursing Staff will ensure the following documents are included in the patient’s transfer paperwork:

1. Transfer Letter Note (Nursing to print)
2. Patient Summary Transfer Report (Medical to print, as above) – the purpose of this document is to provide a paper summary of the patient’s home medications and medications proposed by the transferring team.
3. Transfer MAR (Nursing to print) – all active medication & infusion orders as per the MAR – the purpose of this document is so staff can document any infusion events that occur during patient transport.



**AND** a photocopy of the patient’s Acute Resuscitation Plan

- **Admission Medication Reconciliation** is to be completed by the receiving MO at the new campus:

1. Navigate to the **Medical Officer View** and select the **Admit** tab.
2. Scroll to the **Medications** section.
3. Select **Admission**:



This icon means that the Cross Encounter Transfer Reconciliation has been completed by the transferring medical officer and is ready for review:

4. The reconciliation window will open with the orders proposed by the transferring team appearing on the right hand side with this icon: 
5. As with a regular admission reconciliation, each proposed order can be modified or “Stopped”  if required.
6. Additional inpatient medications and infusions can also be ordered in this window by clicking **+ Add**
7. Click **Reconcile And Sign** and review the **MAR/MAR Summary**.
8. Complete the rest of the Admission workflow as usual (refer to [Admit - Complete Admission Note](#) and [Medication Reconciliation on Admission](#) as a refresher).

**\*Note\*:** Infusion orders **DO NOT** display on the Discharge Summary so do not use this as a source of truth for the medications & infusions your patient was on at the previous campus. **You must review the patient’s MAR from their previous encounter and their transfer paperwork as noted above.**