



EMR Quick Reference Guide

Discharge – Cross Encounter Transfer to TCP or Hazeldean (for Medical Officers)

- **For patients being transferred to Hazeldean:**

For patients going to Hazeldean, all medications have to be supplied by the Pharmacy Department and sent with the patient. Therefore a Discharge Reconciliation must be completed **before** completing the Cross Encounter Transfer.

Refer to QRG – **Medications – Discharge Prescriptions – creating and printing**

- **For patients being transferred to a TCP bed card:**

A patient's encounter is changed when they become a TCP patient (even without a bed move). All active inpatient medication and infusion orders are automatically discontinued by the system between 2 and 2:59 hours after the bed card transfer has occurred in iPM.

Medications and infusions will therefore need to be ordered again in the new TCP encounter. The Cross Encounter Transfer functionality allows the transferring team to **propose** orders to be continued.

Refer to QRG – **Discharge – Cross Encounter Transfer (for Medical Officers)**

Patients being transferred to Hazeldean (transferring team)

1. Complete Discharge Reconciliation and print prescription
2. Complete Cross Encounter Transfer Reconciliation and print report
3. Complete Discharge Summary

Patients arriving at Hazeldean (receiving team)



4. Complete Admission Reconciliation
5. Complete Admission Note

- **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.**