

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



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Quick Reference Guide

## This Quick Reference Guide will explain how to:

Complete Cross Encounter Transfer to TCP or Hazeldean for Medical Officers.

### For patients being transferred to Hazeldean:

For patients going to Hazeldean, the transferring team doctor must complete the following in order:

1. **Discharge Reconciliation** and print the prescriptions to hand to the pharmacist. All medications have to be supplied by the Pharmacy Department and sent with the patient  
Refer to *QRG – Medications – Discharge Prescriptions (includes printing issues)*

2. **Cross Encounter Transfer**

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

The admitting team doctor (receiving team at Hazeldean) will then follow the usual admission process (i.e. Admission Reconciliation, Admission Note etc.). Refer to *QRG -Admit - Complete Admission Note and Medication Reconciliation on Admission*

3. **Discharge Summary**

### For patients being transferred to a TCP bed card:

For patients going to a TCP bed card, the transferring team doctor must complete:

1. **Cross Encounter Transfer**

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

The receiving team doctor will then follow the usual admission process (i.e. Admission Reconciliation, Admission Note etc.). Refer to *QRG -Admit - Complete Admission Note and Medication Reconciliation on Admission*



**Important – Infusion orders DO NOT display on the Discharge Summary so do not use this as a source of truth for medications and infusions your patient was on at the previous campus.**

- You must review the previous encounter's **MAR** and transfer paperwork i.e. **printed “Transfer MAR”, “Orders Reconciliation Report”** and **“Patient Summary Transfer Report (Active Medication Profile section)”** for completeness.