

Inpatients Transferred to ED Workflow

New process commencing 1st July 2019

This workflow is for inpatients transferred to ED for management of acute deterioration. These patients may be sent to ED from the following units that are external to the main TTH building:

- Mental Health (Acute and Secure Unit)
- Adolescent Inpatient Unit and Day Service (AIUDS)
- Sub-Acute Care Unit
- Hospital in the Home
- Good Shepherd Nursing Home (Interim Bed)

This workflow **does not** apply to outpatient areas using inpatient encounters e.g. Renal Dialysis, Day Oncology Unit, Endoscopy Unit. These encounters should be discharged when leaving the clinic.

This workflow does not include other locations classified as a separate hospital or facilities to The Townsville Hospital (TTH) for example: **Townsville Community Care (TCCU)** and **Acquired Brain Injury Unit (ABI)**. These inpatient encounters will be discharged, or patient placed on leave by the transferring unit.

Workflow

1. Inpatient presents to ED (e.g. HITH/SACU patient)
2. Triage Nurse completes *Quick Registration & Triage* as per normal process; ensuring they select *Add Encounter* – emergency encounter is created
3. ED AO completes patient registration;
 - a. Existing inpatient encounter **is not** transferred to TWAA on HBCIS
 - b. new ED Volume is created in HBCIS
4. New ED armband is printed and applied (inpatient armband is removed)
5. ED treatment commences on the emergency encounter
6. Once plan and disposition are determined, Pathway 1 or 2 are followed

Pathway 1

Patients who can be discharged back to their original admitting unit (e.g. HITH/SACU) with minimal change to existing medications or plan

1. Medical Officer (ED or Inpatient) to review existing inpatient medications to ensure no medications need to be prescribed or ceased in the Inpatient Encounter (if required)
2. Patient is discharged from ED to continue care under the original admitting unit

3. ED Navigator completes the FirstNet *ED Departure* conversation:

ED Departure

URN: TTH 899998	Family Name: TTHEDETEST	Given Names: TEST ONE	Title: MR	
Date of Birth: 01-Jan-1995	Age: 24Y	Sex: FEMALE	Suburb: NOT STATED	Postcode: 0989
Medicare Number: /	DVA Number:	Pension/Health Care Card Number:		

Departure Information Next of Kin Emergency Contact Arrival Information

ED Departure Status: Discharged ED service ...	ED In-Pt Ward (EDIP) Pt: No	Departure Destination: Other	Admitted Destination:	Referred to on Departure:
Reason for Transfer: Transferred back to SACU				
Depart Facility:	Departure Mode:	Admission Specialty:		
EDIP Admit Date: dd-mm-yyyy	EDIP Admit Time:	Depart in the care of:		

4. ED Navigator completes the *Actual Departure* date and time, discharging the emergency encounter (medication orders will auto-discontinue in the emergency encounter after 2 hours)
5. Inpatient encounter remains open in HBCIS (under the original unit e.g. HITH/SACU)
6. ED AO prepares ED Encounter CEC and sends for priority scanning
7. New Inpatient armband is printed and applied by the Admitting Unit (ED armband is removed)
8. Inpatient Unit Medical Officer to review patient on return to the admitting unit

Pathway 2

Patients who require admission to a new admitting team and ward (e.g. General Surgical), or Patients who require significant changes to existing inpatient medications or plan

1. Usual admission process is followed:
 - a. ED Medical Officer places the *Consult Order* (e.g. General Surgical)
 - b. ED Navigator places the *Admit to Inpatient Order*
 - c. ED Navigator completes the *ED-INPT Admission* conversation
2. ED AO discharges the original inpatient encounter in HBCIS (backdating discharge time to 5 minutes before the ED arrival time) ***See Appendix A**
3. ED AO admits the patient under the new admitting team (flipping the emergency encounter to inpatient)
4. Medical Officer (ED or Inpatient) to prescribe treatment (including medications) in the new inpatient encounter. If required, medications from the previous inpatient encounter can be transferred into the new inpatient encounter using the 'copy' function.
5. Patient is transferred from ED to Ward
 - a. ED Navigator completes the FirstNet *ED Departure* conversation as per usual admission process
 - b. ED AO completes transfer to ward on HBCIS

Appendix A

HBCIS Discharge - All

HBCIS Patient Discharge screen (codes to use for inpatients being discharged for readmission in ED):

Field	Code
05 Discharge code	(19) Other
09 Comments	'Inpatient discharged for ED admission'

HBCIS Discharge – Mental Health Only

HBCIS Mental Health QLD screen (codes to use for mental health inpatients being discharged for readmission in ED):

Field	Code
01 Patient Number	URN
02 Usual Accommodation	(7) Other
03 Employment Status	(8) Other
04 Pension Status	(7) Other
05 First Adm Pysch Treatment	(2) Previous admission for Psych treatment
06 Prev. Non-Adm Treatment	(2) Previous non-admitted Psych treatment
07 Referral to Further Care	(29) Other
08 Legal Status Indicator	(1) Involuntary

ADM2.S378 MENTAL HEALTH

01 Patient Number DOB

02 Usual Accommodation

03 Employment Status

04 Pension Status

05 First Adm-Psych Treatment

06 Prev. Non-Adm. Treatment

07 Referral to Further Care

08 Legal Status Indicator

Enter Field Number or Code Filed