

Transfer

Completing an InterHospital Transfer ('Tick & Flick')

- The following mandatory information is required to be captured for an InterHospital
 Transfer going directly to the ward after a brief ED review:
 - a. Treating Clinician
 - b. Diagnosis
 - c. ED-INPT Admission
 - d. ED Departure
 - e. Depart Ready
 - f. Document "Tick and Flick InterHospital Transfer" in the clinical comments field

Completing the ED-INPT Admission

- 1. From the ED Tracking List, select the correct patient.
- 2. Click ED-INPT Admission icon.



- 3. Complete mandatory information including:
 - a. Medical Service
 - b. Hospital Unit
 - c. Admitting Clinician

Completing the ED Departure

- 1. From the ED Tracking List, select the correct patient.
- 2. Click ED Departure icon.

ED – Receiving an InterHospital Transfer, v1.0, ED008, 18/08/2020



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- 3. Complete mandatory information including:
 - a. ED Departure Status Admitted (excl. ED Bed)
 - b. ED InPt Ward (EDIP) Pt Yes
 - c. Admitted Destination
 - d. Admission Specialty
 - e. EDIP Admit Date
 - f. EDIP Admit Time

Departing the Patient from ED

- 1. Place the patient into the *EXIT* location.
- 2. Administration staff (ED or Central Admission) will complete the HBCIS admission and HBCIS transfer to ward.



When patient physically leaves ED *do not click actual departure* (the HBCIS admission and transfer will automatically remove the patient from FirstNet).