



ED – Receiving an InterHospital Transfer



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).