

Provider Transfer Workflow: NBN to CCN

The following transfer workflow has been developed in order to ensure seamless transfers of infants from the Newborn Nursery to the Continuing Care Nursery.

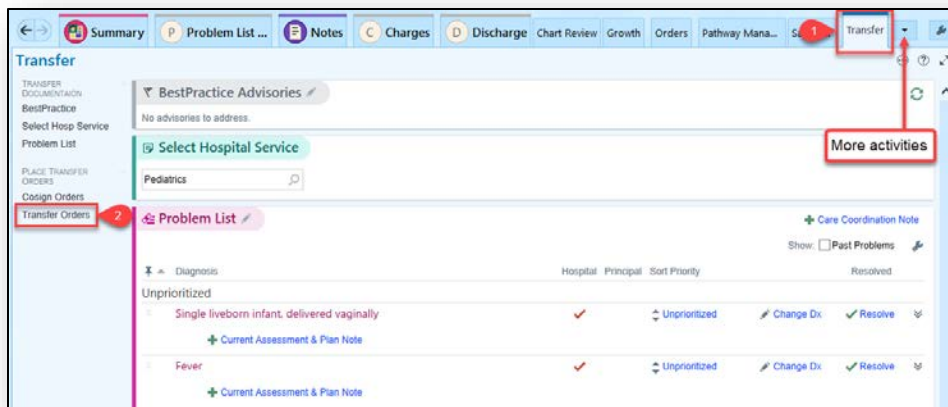
Overview of workflow:

- Go to **Transfer** navigator > **Transfer Orders**
- Fill out **Transfer** order
- Click **Discontinue Unselected**
- Go to “3. Order Sets”, enter **Newborn Transfer to CCN** Order Set
- **Sign** orders
- Go to **Orders > Signed & Held** tab
- Click “**Click Here to Release Signed and Held Orders**” hyperlink
- Scroll to the bottom, click **Select All Reconciled Transfer Orders**
- Click **Release**

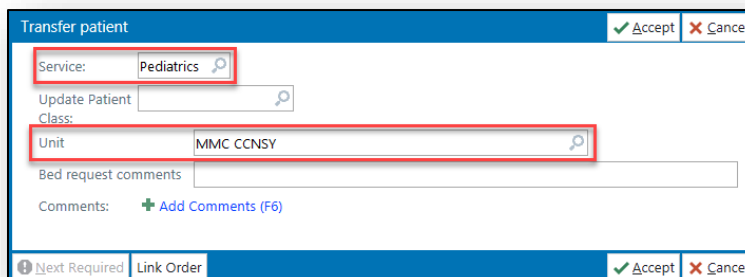
You MUST release the signed and held orders for them to be seen and active!

Try It Out

1. Go to the **Transfer** navigator. Note: It may be located under the more activities menu (the arrow)
2. Click “**Transfer Orders**”. This will bring you to *Transfer Med Rec*.

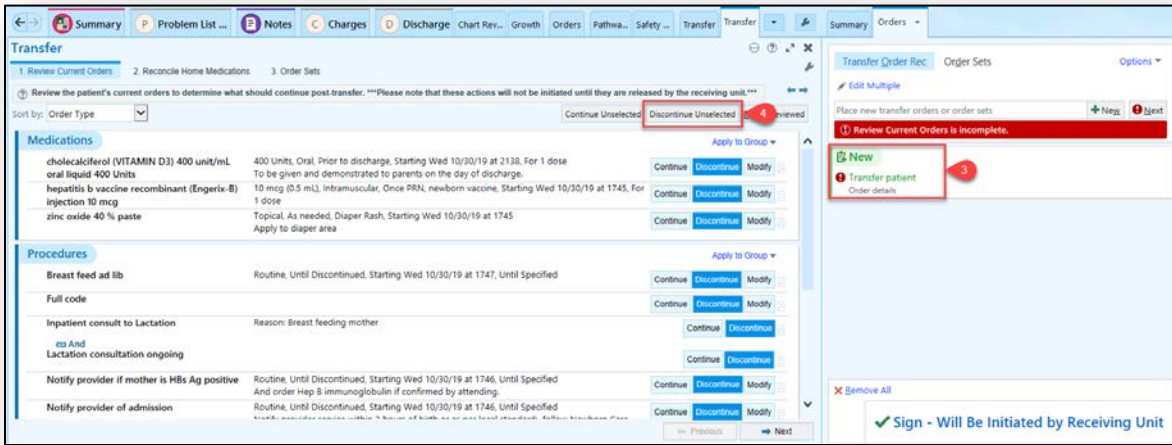


3. Fill out **Transfer patient** order in the orders sidebar.

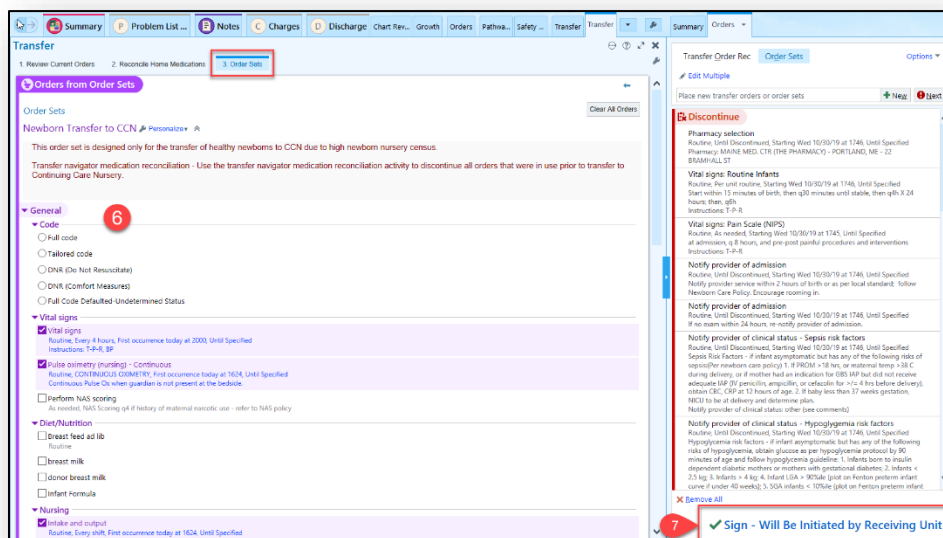
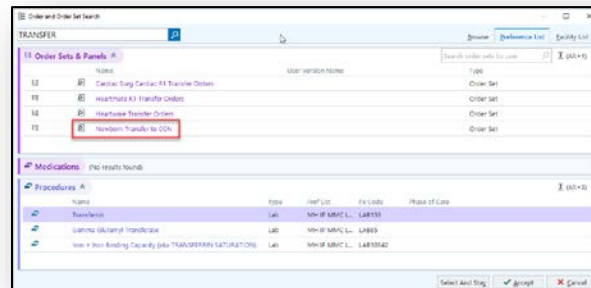


4. On “1. Review Current Orders” click “Discontinue Unselected”.

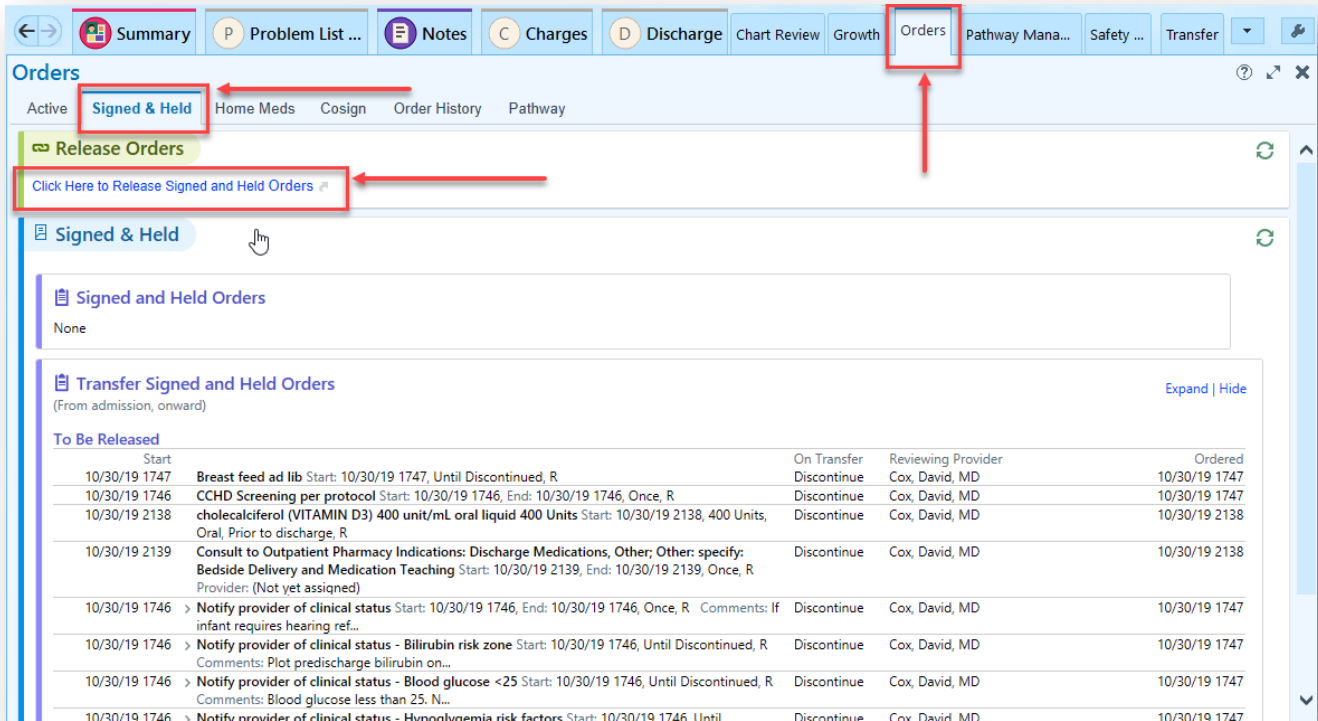
- This will discontinue all current active orders with one click.
- You can make individual decisions using the buttons next to the orders themselves.
- Skip step 2 and advance to “3. Order Sets”.



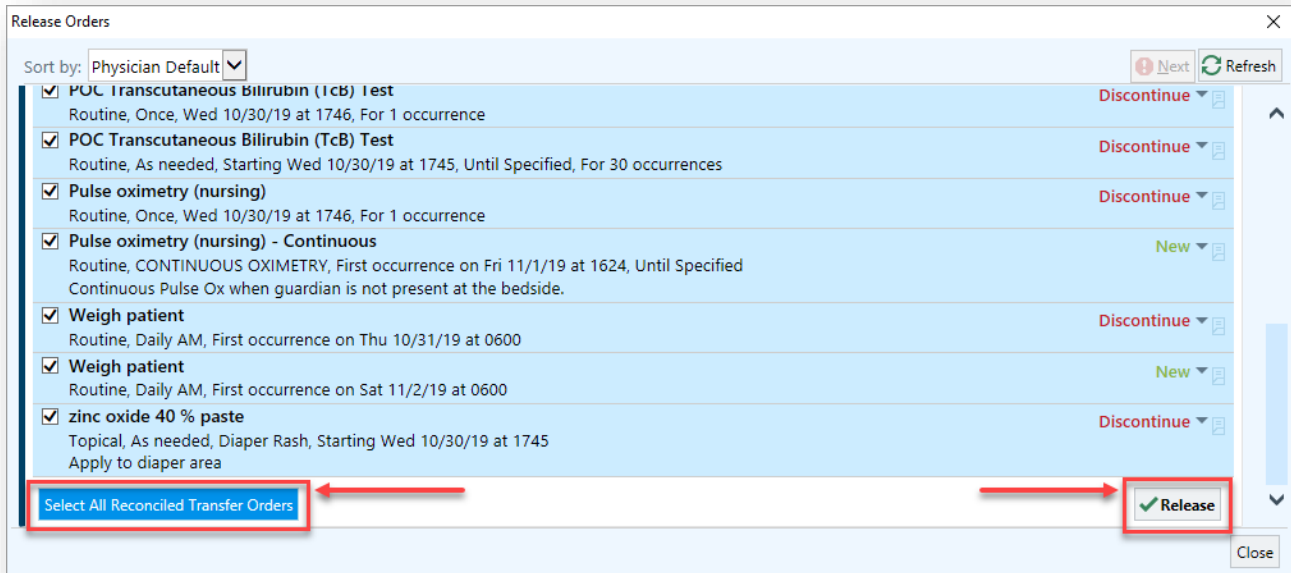
5. Search and select **Newborn Transfer to CCN**.
6. Enter new orders for CCN using the Order Set.
7. Click “Sign – Will Be Initiated by Receiving Unit”.



8. Go to **Orders > Signed & Held** tab. Click hyperlink, “**Click Here to Release Signed and Held Orders**”.



9. Scroll to the bottom. Click “**Select All Reconciled Transfer Orders**” and click “**Release**”.



You Can Also...

- Star the Transfer navigator for easy access.
- Add the Newborn Transfer to CCN order set to your favorites. Right click and select Add to Favorites.