

## OVERVIEW:

### Steps to Take on How to Transfer a Patient:

1. Place the “**Transfer To.**” Order.
2. Perform Transfer Medicine Reconciliation.
3. Perform Transfer Order reconciliation.
  - A. This is done by reviewing, modifying, renewing adding new orders, or discontinuing appropriate orders.
4. If patient is going to ICU
  - Place “Admission: ICU Powerplan”
  - Ensure that the plan is in the **Initiated** status when completed.
5. If patient is coming out of ICU
  - Simply do steps 1through 3 (Skip step 4).
  - Place any new orders needed.
6. If patient is going to ALC
  - Perform Transfer Med reconciliation.
  - Please DO NOT perform discharge medicine reconciliation until patient has actually left the hospital.