

Transferring a Patient Out of Burn Unit

1. Obtain a transfer order from MD: Go to "ORDER" "TRANSFER TO"
 - * Since we must sometimes immediately transfer a patient to another unit, it is important to begin the following steps *as soon* as the patient is placed on the triage list.
 - * This is a good time to ask MD what medications will be continued on the other unit, especially if the transfer may occur during the night!
2. Transfer Reconciliation (Meds)
 - Click on "ORDERS" then "RECONCILIATION" then discontinue any meds inappropriate for the med-surg unit.
3. MRSA Swab if result was Negative on admission.
4. Rescreen for Pneumococcal and Influenza Vaccination
5. Complete Valuable/Belongings form and have pt/family review and sign.
 - Place signed copy in chart.
6. Complete SBAR Patient Hand-off Form (on paper)
7. Complete Inpatient Discharge/Transfer Note. Go to Ad Hoc → Discharge/Transfer/Documentation → Inpatient Discharge/Transfer Note.
8. Ensure patient has all belongings. Check the bedside table. Check the Closet. IV Medications and medications from cassette drawer.
 - **DO NOT TRANSFER BASINS, DRSG SUPPLIES Etc. Infection Control
9. Ensure patient has an ARM BAND with correct name and DOB!
10. **REMOVE LABEL POUCH FROM CHART! Don't let it go to floor!!
11. If transferred with transporter only: complete Ticket to Ride: Task/Reports/ Ticket to Ride/ Print

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