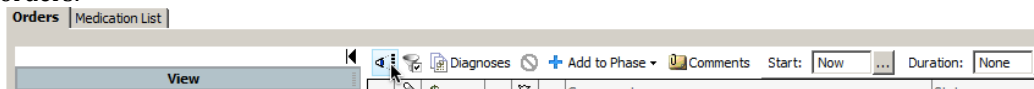



## Placing Admit/Transfer Orders

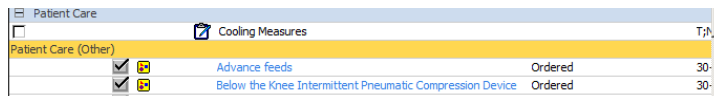
All orders will continue until they are discontinued. You will need to review and reconcile ALL orders when a patient is transferred to a different level of care, or after surgery, but you do not need to discontinue and re-order all orders.

Follow these steps for writing admit/transfer orders:

1. **In ED and PACU**, place any orders you want done immediately while on the current unit **OUTSIDE** of the admit/transfer Powerplan. **Initiate** these orders.
2. **Discontinue** any prior Powerplans that are no longer needed. For post op patients **DO NOT** discontinue the PACU orderset(s)
3. **Perform an Admission Reconciliation** for your admit orders
4. **Perform an all orders Transfer Reconciliation** for your transfer orders
  - a. Review and reconcile medication AND non medication orders (**DO NOT** Discontinue the PACU orders on the Transfer Medication Reconciliation.) After surgery, resume suspended floor medications you want to continue with this step. All non medication orders will default to continue unless changed.
  - b. If you only have a few orders to add, you can do that from the reconciliation screen and sign and skip the following steps.
5. Place your Admit/Transfer/Post op Powerplan. Click Add to Phase **+ Add to Phase** for any additional orders for the receiving unit.
6. **Click merge view** to see all orders. It will display your new orders and any other active orders.

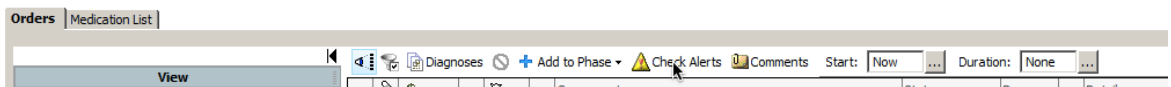


7. **Review** all orders. Make sure there aren't duplicate or conflicting orders. The orders will be grouped by category. Above the yellow line will be your new orders, below any other orders in that category. De-select any orders to discontinue as appropriate. You can hover over the Powerplan icon  to see which plan the orders originated from

A screenshot of the 'Orders Medication List' interface showing a list of orders. The list is grouped by category, with 'Patient Care (Other)' highlighted in yellow. The orders listed are 'Advance feeds' and 'Below the Knee Intermittent Pneumatic Compression Device', both marked as 'Ordered' with a duration of 30 minutes.

Category	Order	Status	Duration
Patient Care (Other)	Advance feeds	Ordered	30-
Patient Care (Other)	Below the Knee Intermittent Pneumatic Compression Device	Ordered	30-

8. **Check alerts**



9. **Do NOT initiate** admit orders from ED and post surgery admit/transfer orders placed while patient is in PACU.
10. **Initiate** all other orders.

