Tip Sheet: Order Entry – Transfer Orders

The Transfer Orders option allows ancillary, pharmacy and/or nursing orders to be transferred from one account to another when a patient's account number changes during the same stay.

≡	CHARTS Order Entry	WIGGINS I
	*	MR#: ACCOUNT#: 10017694 DOB: 02/05/1986 Sex: Female Current Weight: 153 lbs 69.40 kg 69399.6 g rCI: N/A Height: 52.00 inches BMI: 39.78 kg/m2 BSA: 1.60 m2 Admit Weight: 0.00 kg 0.0 g CCM: N/A Allergies: No Known Allergies
() () () () () () () () () () () () () (Alerts Lab Results Problem List Vitals	Remove Clear All Pending Orders Clear All Pend
8 8 8	Allergies Medication Reconciliation Prescription Entry	Non-IV IV Diabetic Record PCA Non-Formulary
/* &	Patient Immunization History Patient Education Docume PACS Images	5MG: TAB: 325 MG PO PRNQ4H
	Order Chronology Transcriptions	DL) 650 MG: 650 MG PR PRN Q4H MG NOLAND
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Clinical History Reports and Attachments Order Entry	Empty List
© ©	Verify Orders MAR Documentation	g capsule
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- Make sure not to discharge the old account from the system prior to completing a Transfer of Orders.
- From the new account, Select Order Entry from the application menu.
- Select Transfer Orders from the taskbar.
- The previous account number will auto populate into the Transfer Orders From field.
- Select from the Transfer Orders As dropdown, whether the orders will be transferred as Written, Verbal, or Telephone.
- Select the corresponding checkbox for any and all order types you would like to transfer (Nursing, Ancillary, and/or Pharmacy).
- Make sure that the Ordering Physician is correct. If the user needs to change the physician:
- Select the lookup icon (magnifying glass) next to the Ordering Physician.
- Search for the physician by name.
- Select the appropriate physician to change it.



- Select Continue.
- All transferred orders will now populate to Pending Orders.
- Select Review.
- Follow normal Order Entry process to update transferred orders.

For more information on this topic, please see CPSIQ for an in-depth presentation.