# 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.
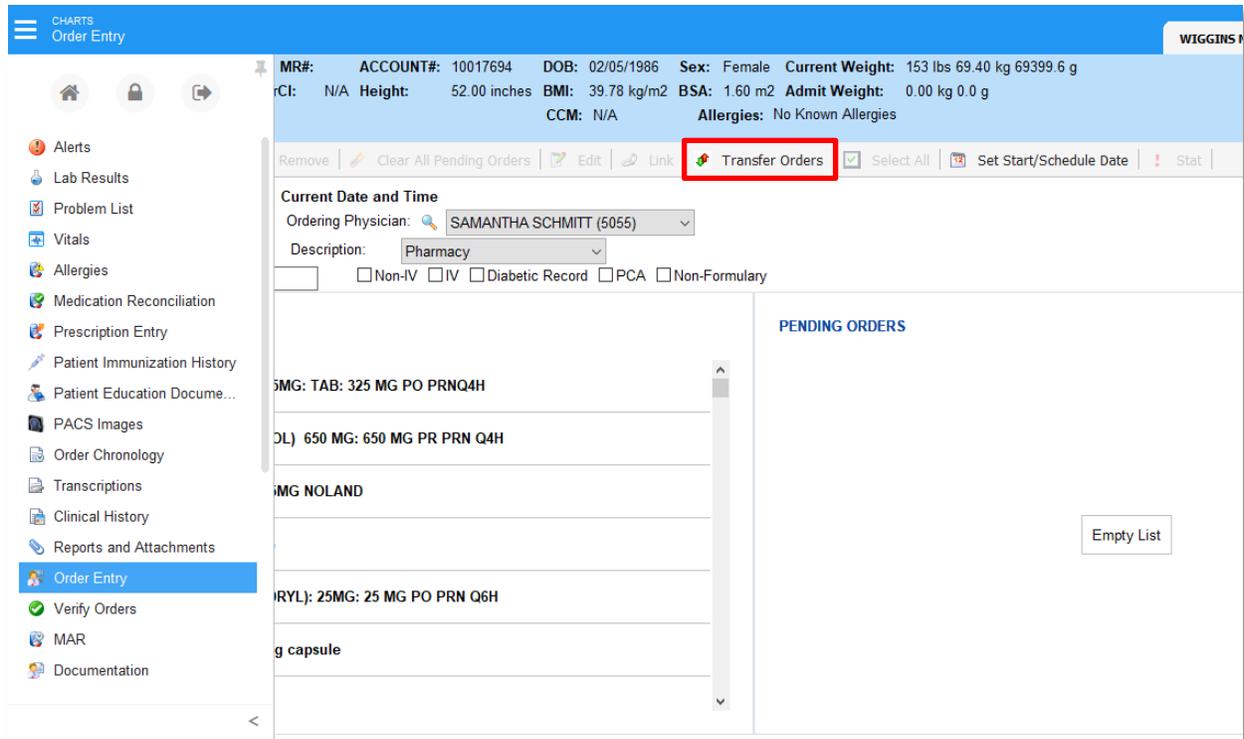


- Make sure not to discharge the old account from the system prior to completing a Transfer of Orders.

- 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.