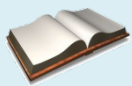## Guided Practice: Stork Inpatient Nurse – Transfer Navigator

Exercise

To Complete Guided Practice outside of class:

- **Use this information to log in to the Epic PLY environment.**
- **Refer to your Tent Card for the User ID and Password for Inpatient Nurse.**
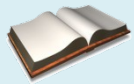- **Refer to your Tent Card for your Guided Practice Poppy patient.**

> **Transferring a Patient**
>
> When you Transfer a patient to another Unit or if you receive a Transfer patient into your Unit, the Transfer Navigator is a great tool to work through a Transfer workflow.
>
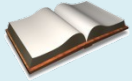> Walk through this workflow on your own to familiarize yourself.

1) Find your **Poppy** patient on the **L&D Grease Board.**
2) Click the **Navigators Button**.
3) Click on the **Transfer Navigator Tab** to open up the **Transfer Navigator**.

> **Transfer and Arrival**

1) Med Rec Status
    a. **Review these areas**:
        i. Orders needing Review before Transfer
        ii. Review Transfer Orders
2) LDA Avatar
    a. If there are any active LDA's, **document appropriately or discontinue as ordered**.
    b. Click on the **back arrow** to take you back to the Transfer Navigator.
3) Running Infusions
    a. Any **running infusion** will show here- review and take action as necessary.
    b. To quickly go to the **MAR**, Click on the blue **Open MAR** hyperlink to document any changes.

     c. Click on the **back arrow** to take you back to the Transfer Navigator.

4) Due Meds

     a. Any due meds will show here. Click on the **Due Medications (Through this Shift)** hyperlink to take you to the **MAR** for documentation.

     b. Click on the **back arrow** to take you back to the Transfer Navigator.

5) Belongings

     a. Always document **Patient Belongings** when the patient is transferred.

6) Progress Note

     a. Enter in a **DAR** Transfer Progress Note.

     b. **Sign your note**.

Sign and Held Orders

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1) Signed/Held Orders

     a. **Signed and Held Orders for the Transfer are here.**

2) Released Orders

     a. **Release any Signed and Held Orders** for your patient. Only release order if you are the nurse that will be acting on these orders.

This completes your **Transfer Navigator** Guided Practice Session. This is not all inclusive of a typical workflow; it only highlights specific portions of the Navigator**.**