Provider Transfer Workflow: NBN to CCN

The following transfer workflow has been developed in order to ensure seamless transfers of infants from the Newborn Nursery to the Continuing Care Nursery.

Overview of workflow:

- Go to Transfer navigator > Transfer Orders
- Fill out Transfer order
- Click Discontinue Unselected
- Go to “3. Order Sets”, enter Newborn Transfer to CCN Order Set
- Sign orders
- Go to Orders > Signed & Held tab
- Click “Click Here to Release Signed and Held Orders” hyperlink
- Scroll to the bottom, click Select All Reconciled Transfer Orders
- Click Release

You MUST release the signed and held orders for them to be seen and active!

Try It Out

1. Go to the Transfer navigator. Note: It may be located under the more activities menu (the arrow)
2. Click “Transfer Orders”. This will bring you to Transfer Med Rec.

3. Fill out Transfer patient order in the orders sidebar.
   - This will discontinue all current active orders with one click.
   - You can make individual decisions using the buttons next to the orders themselves.
   - Skip step 2 and advance to “3. Order Sets”.

5. Search and select Newborn Transfer to CCN.
6. Enter new orders for CCN using the Order Set.
7. Click “Sign – Will Be Initiated by Receiving Unit”.
8. Go to Orders > Signed & Held tab. Click hyperlink, “Click Here to Release Signed and Held Orders”.

![](image1)

9. Scroll to the bottom. Click “Select All Reconcilied Transfer Orders” and click “Release”.

![](image2)

You Can Also...

- Star the Transfer navigator for easy access.
- Add the Newborn Transfer to CCN order set to your favorites. Right click and select Add to Favorites.