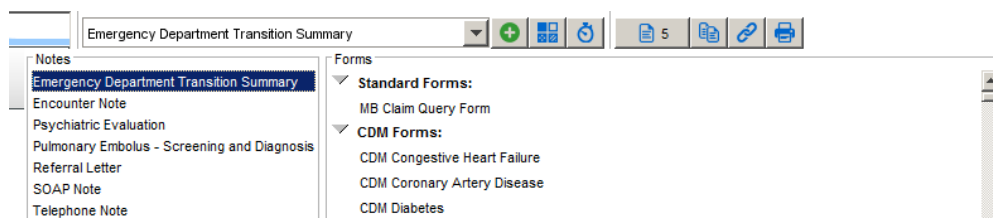


Guide on how to complete the Emergency Department / Crisis Response Services Transition Summary

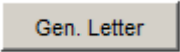

The Emergency Department / Crisis Response Transition Summary is a tool within the EMR to aid Providers with Patient transfers to hospital. This 'note template' will assist with information transfer to ensure the receiving hospital will have the most current information regarding patient care from the Community EMR documentation. **CAUTIONARY NOTE:** Clinicians are responsible to ensure the information that auto populates in the form is current and accurate.

1. Load patient as per standard practice
2. **EMR > Encounters Notes >** Select the ' Emergency Department / Crisis Response Services Transition Summary' note template



3. **Double click** on the applicable hospital Patient will be transferred to, note all other selections will automatically be removed from the template.
4. Either attach, copy and paste or type out the 'Description of Associated Symptoms'.
5. If necessary format the 'Relevant Collateral History' information.
6. Complete the Relevant Clinic Findings, Outline of Management to Date, Provisional Diagnosis/Clinical Impression, Risk Scores and Statement of What is Expected as applicable.
7. Print or Attach results of investigation as applicable.
8. **Print** the tool by clicking on **File** and selecting the **Print** option to provide to Patient.

AND / OR

9. **Click**  button and fax the Transfer tool directly to the Hospital Emergency Department as per standard practice.
10. **Click**  to save the Emergency Department / Crisis Response Services Transition Summary on the Patient's chart.