
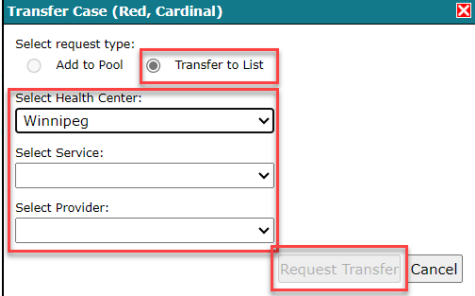
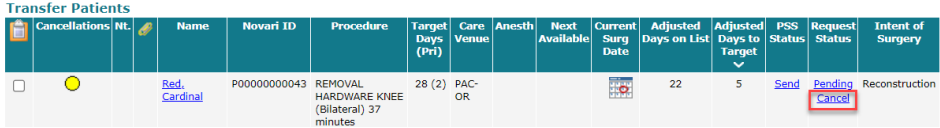
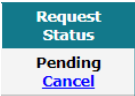


Transfer case to another Provider

Quick Reference Guide

How to transfer a case(s) between providers. Included: Transfer one case, Transfer multiple cases, Accept incoming transfers, and Transfer case within group of providers.

Transfer one case	
<p>1. Identify Case</p>	<ul style="list-style-type: none"> From the List View, identify the patient.
<p>2. Transfer</p>	<ul style="list-style-type: none"> Click the green bidirectional arrows  Fill out the Transfer Case options: <ul style="list-style-type: none"> Leave the default radio button for Transfer to List Select the Health Center (or leave as Winnipeg) Select the Service Select the Provider Click Request Transfer 
<p>3. View Transfer cases</p>	<ul style="list-style-type: none"> The transferred patient will appear at the bottom of the View List page under the heading Transfer Patients until the receiving provider accepts the transfer. <ul style="list-style-type: none"> The transfer can be cancelled by clicking Cancel.  <ul style="list-style-type: none"> On the main menu bar, hover over List and choose Transfers to see the Transfer Request List. <ul style="list-style-type: none"> The transfer can be cancelled by clicking Cancel under Request Status. 

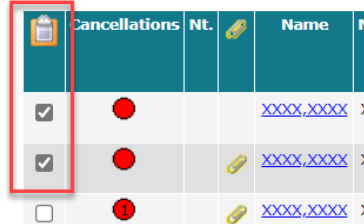
Transfer case to another Provider

Quick Reference Guide

Transfer multiple cases

1. Identify Cases

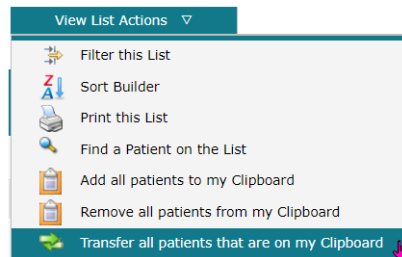
- From the **List View**, identify the patients by clicking the check box in the clipboard column.



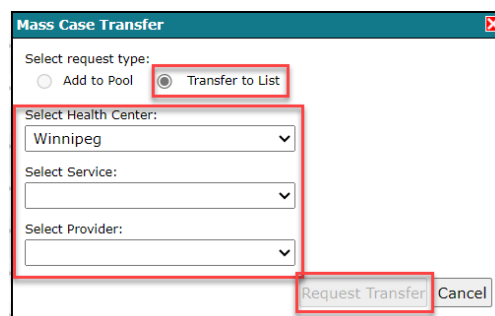
Cancellations	NTL	Name	
<input checked="" type="checkbox"/>		XXXX,XXXX	X
<input checked="" type="checkbox"/>		XXXX,XXXX	X
<input type="checkbox"/>		XXXX,XXXX	X

2. Transfer

- Hover over **View List Actions** and choose **Transfer all patients that are on my Clipboard**.



- Fill out the **Mass Case Transfer** options:
 - Leave the default radio button for Transfer to List
 - Select the **Health Center** (or leave as Winnipeg)
 - Select the **Service**
 - Select the **Provider**
 - Click **Request Transfer**



Mass Case Transfer

Select request type:
 Add to Pool
 Transfer to List

Select Health Center:
 Winnipeg ▾

Select Service:
 ▾

Select Provider:
 ▾

Request Transfer Cancel

- Click **Create Requests** on the **Mass Transfer** window. Then click **Close**.

SWIM – Access to Care

Transfer case to another Provider

Quick Reference Guide

Transfer multiple cases

Mass Transfer - Transfer from List to List (not pooled) 3 Cases Selected							
Patient Name	Diagnosis Category	Procedure	Pri	Responsible Provider	Pool	Status	Message
Red_Cardinal	[C] KNOWN CANCER	REMOVAL HARDWARE KNEE (Bilateral) 37 minutes	2	Dr. Bohm, Eric		Passed	
Red_Cardinal	[C] KNOWN CANCER	AMPUTATION DIGIT (Left) 25 minutes	2	Dr. Bohm, Eric		Passed	
SWIMTEST_Cancel02	ACUTE TRAUMA	ARTHROGRAM HIP (Right) 15 minutes	1	Dr. Bohm, Eric		Passed	

Passed: 3 Failed: 0

Create Requests Close

• The transferred patients will appear at the bottom of the **View List** page under the heading **Transfer Patients** until the receiving provider accepts the transfers.

- A transfer can be cancelled by clicking **Cancel**.

Transfer Patients

	Cancellations	Nt.	Name	Novari ID	Procedure	Target Days (Pri)	Care Venue	Anesth	Next Available	Current Surg Date	Adjusted Days on List	Adjusted Days to Target	PSS Status	Request Status	Intent of Surgery
<input type="checkbox"/>	●		Red_Cardinal	P0000000043	REMOVAL HARDWARE KNEE (Bilateral) 37 minutes	28 (2)	PAC-OR				22	5	Send	Pending Cancel	Reconstruction

• On the main menu bar, hover over **List** and choose **Transfers** to see the **Transfer Request List**.

- A transfer can be cancelled by clicking **Cancel** under **Request Status**.

Request Status

Pending
[Cancel](#)

3. View Transfer cases

Accept incoming transfers

• From the **Dashboard**, select **Cancelled or Pending Transfer Requests**.

3

Cancelled or Pending Transfer Requests

Your transfer requests which have been cancelled, or transfer requests awaiting your acceptance

• From the **Transfer Request List**, either **Accept** or **Reject** the inbound request(s) under **Request Status**.

Request Status

[Accept](#)
[Reject](#)

If the transfers are not yet accepted or rejected, when moving to the List View, the following pop up will appear until the transfers are accepted or rejected.

1. Identify Cases

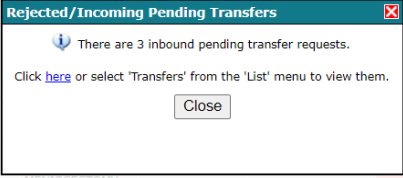
2. Accept or Reject Transfer

SWIM – Access to Care

Transfer case to another Provider

Quick Reference Guide

Accept incoming transfers



Rejected/Incoming Pending Transfers

There are 3 inbound pending transfer requests.

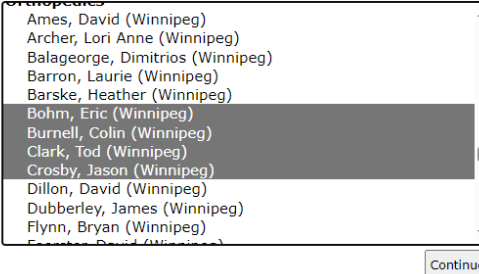
Click [here](#) or select 'Transfers' from the 'List' menu to view them.

Close

Transfer case within group of providers

1. Select all providers

- From the splash screen, choose the **Provider's Office** module and select multiple providers.
- Select the first provider, hold down CTRL on the keyboard and select the other provider(s).

Providers

- Ames, David (Winnipeg)
- Archer, Lori Anne (Winnipeg)
- Balageorge, Dimitrios (Winnipeg)
- Barron, Laurie (Winnipeg)
- Barske, Heather (Winnipeg)
- Bohm, Eric (Winnipeg)
- Burnell, Colin (Winnipeg)
- Clark, Tod (Winnipeg)
- Crosby, Jason (Winnipeg)
- Dillon, David (Winnipeg)
- Dubberley, James (Winnipeg)
- Flynn, Bryan (Winnipeg)
- Foster, David (Winnipeg)

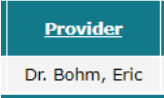
Continue

2. Identify Case

- Find the patient and open to the **Case Details** screen.

3. Switch the Provider

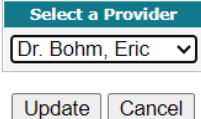
- Click on the **Provider** hyperlink.



Provider

Dr. Bohm, Eric

- Under **Select a Provider**, use the drop down to choose a different provider and click **Update**.



Select a Provider

Dr. Bohm, Eric

Update Cancel