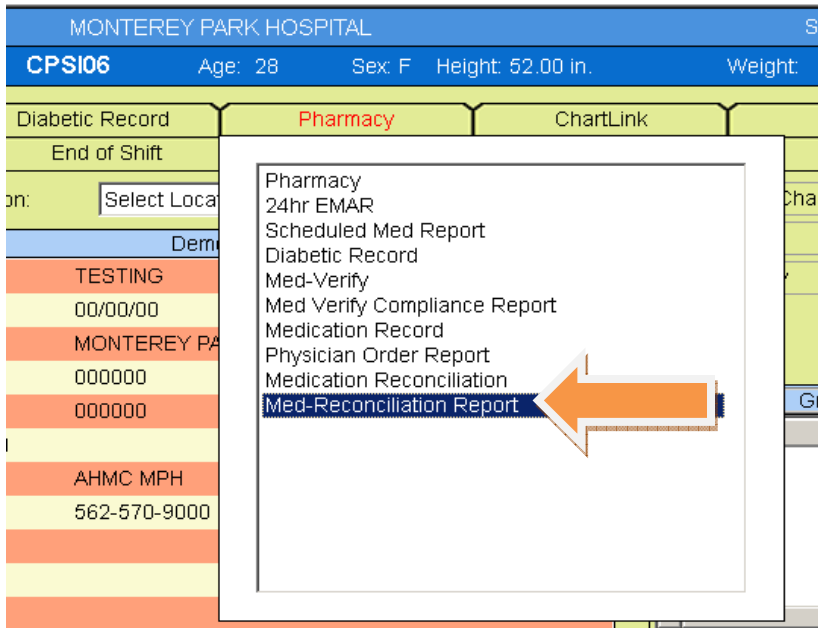
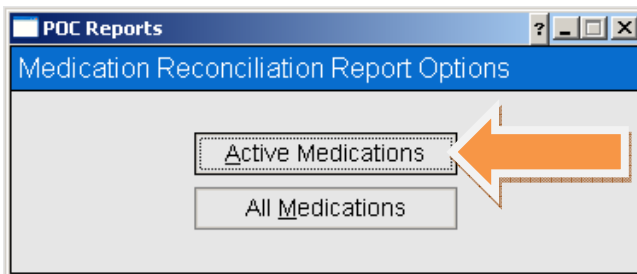



# TRANSFERRING TO SNF/REHAB

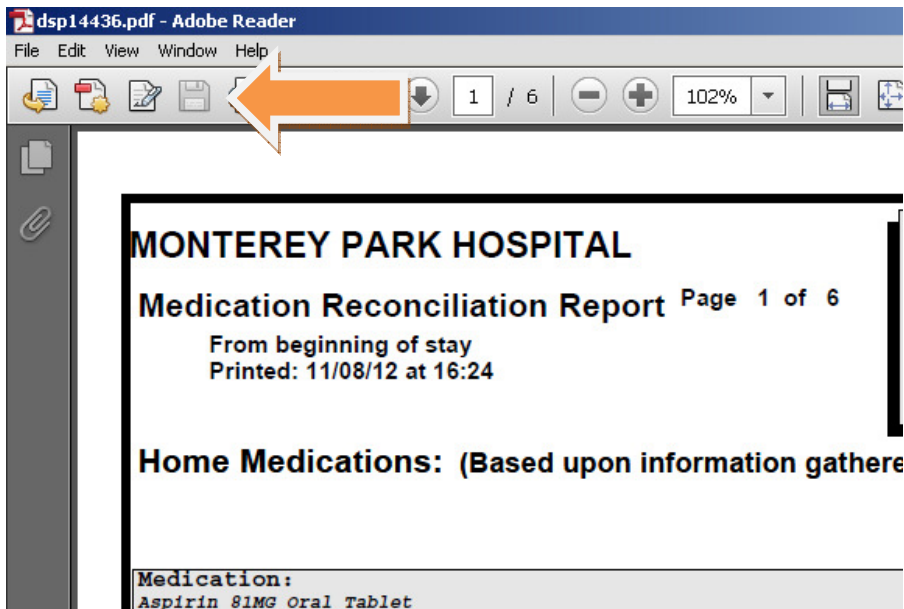
1. Complete Referral for Continuity of Care form (E-Form)
2. Need to print out Medication Reconciliation Report (located under the “Pharmacy” Tab in the Virtual Chart) and have MD reconcile medication (in pharmacy tab)
3. Click “Medication Reconciliation” to reconcile home and active medication. Check if the medication needs to association. Call pharmacy to associate medication as needed.



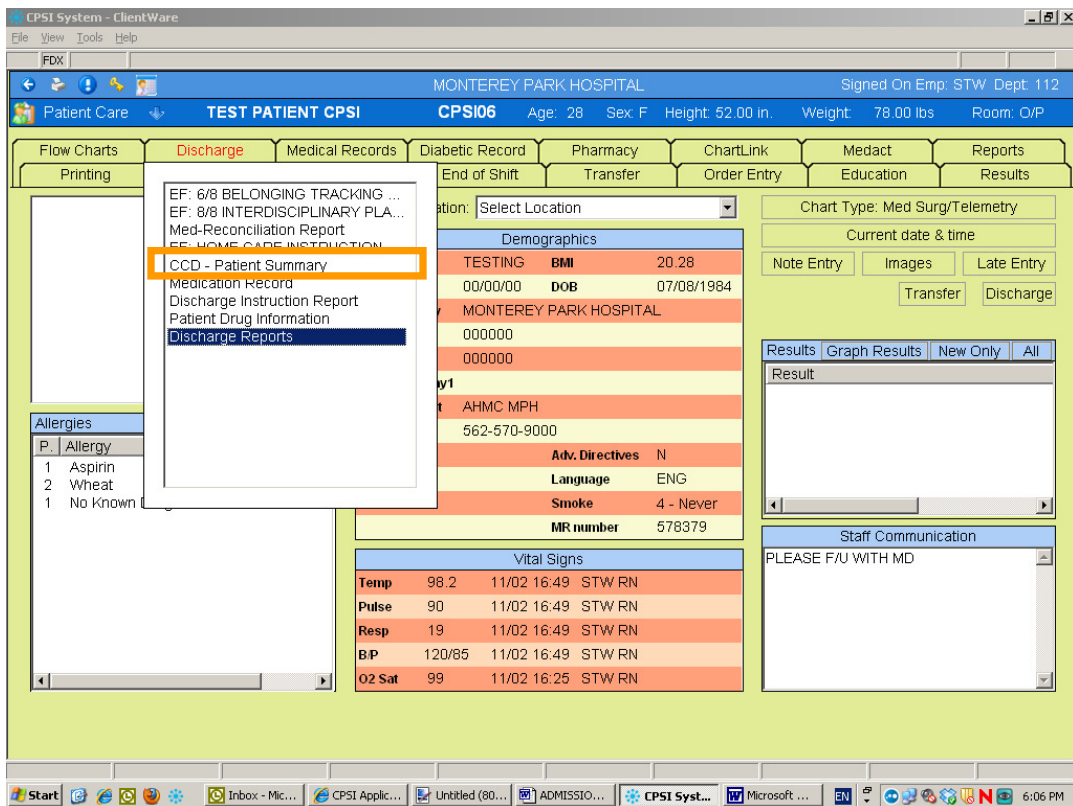
4. Select “Active Medications”



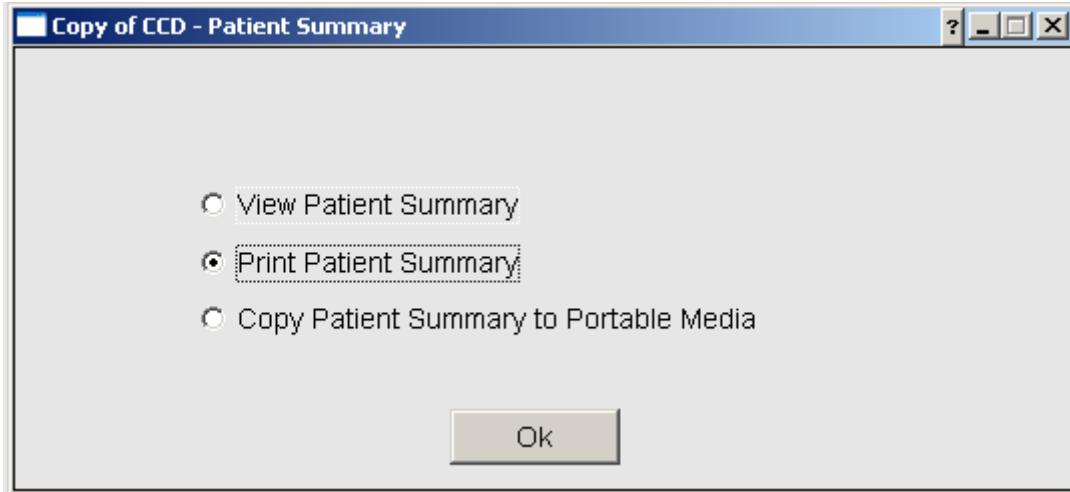
- Click the  button to print out the report for physician to complete.



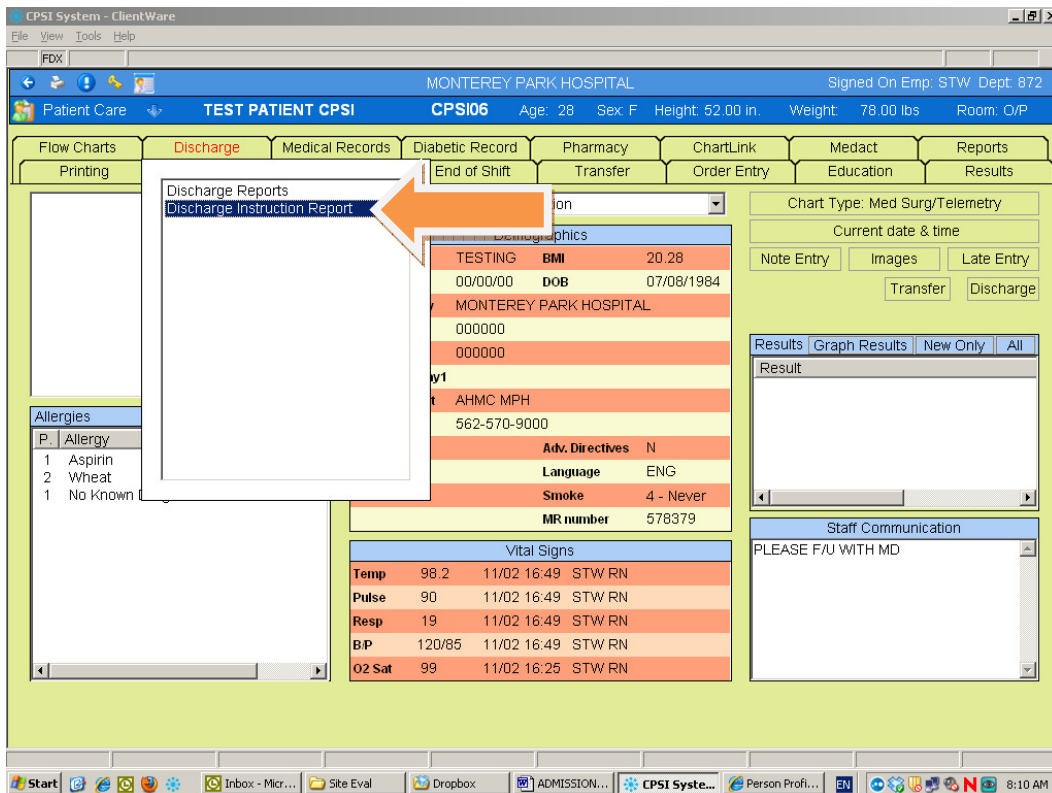
- Need to print out Medication Record (for date & time of medication given)
- Print out CCD summary (located under the “Report” or “Discharge” tab in the Virtual Chart)



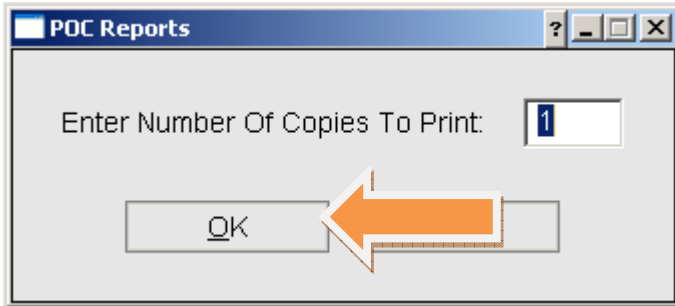
8. Select **“Print Patient Summary”** then click **“OK”**



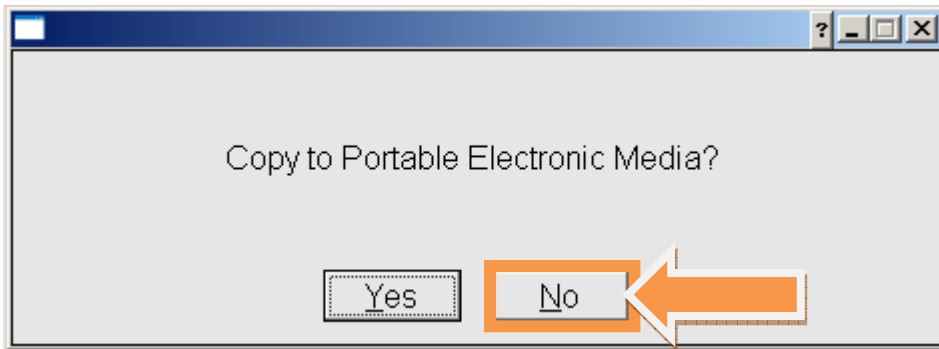
9. Print out Radiology reports and H&P as needed.
10. Make copies of Echo report & EKG.
11. Print Discharge Instruction under the **“Discharge”** Tab



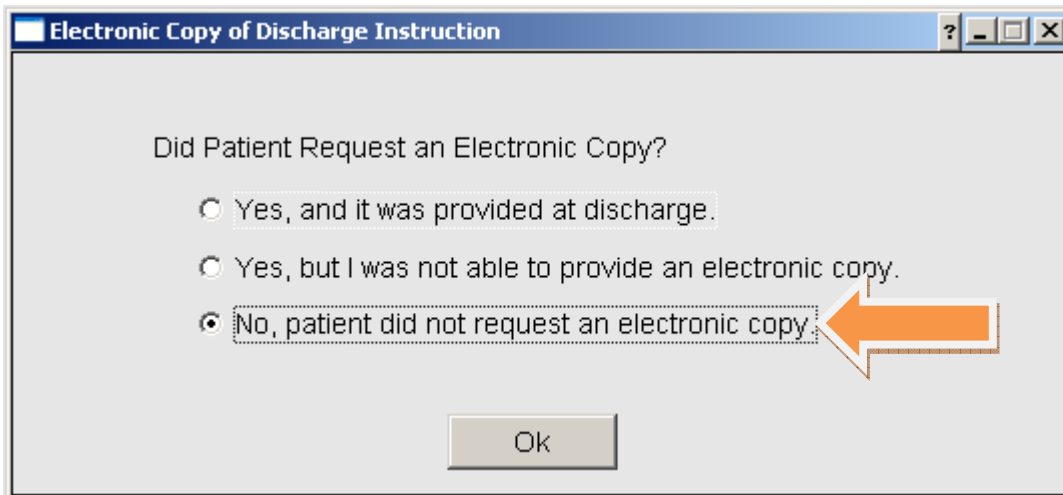
12. Print "1" copy and click "OK"



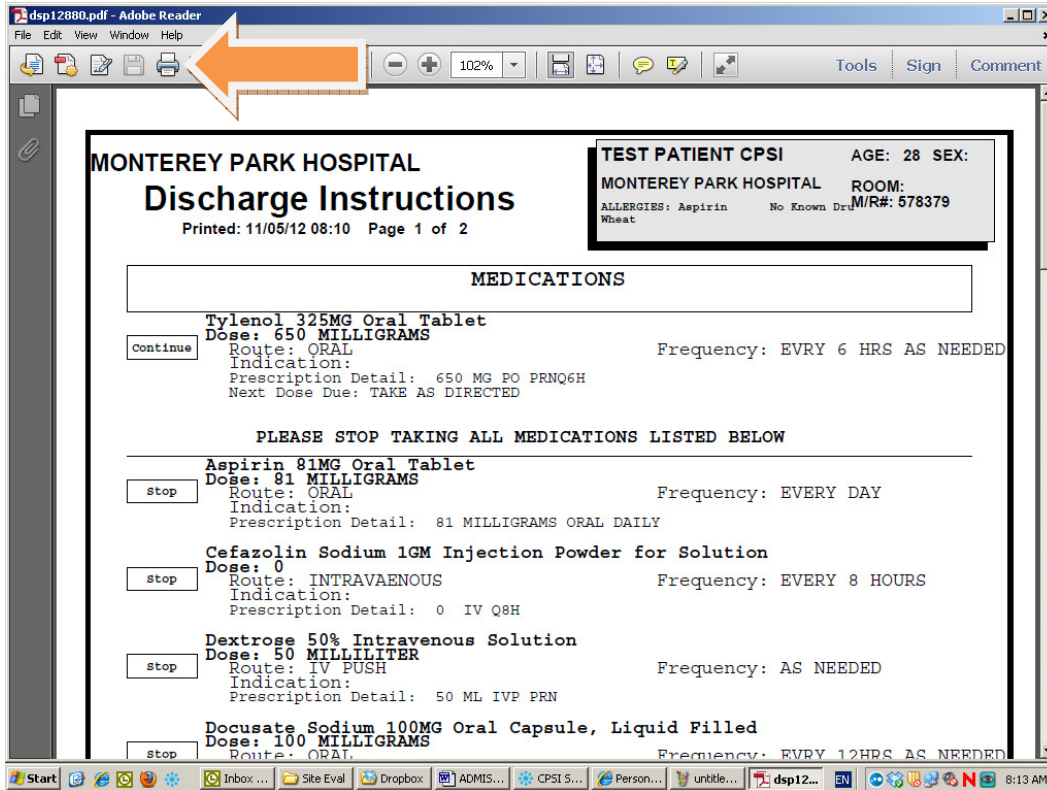
13. Select "No" to *Copy to Portable Electronic Media?*



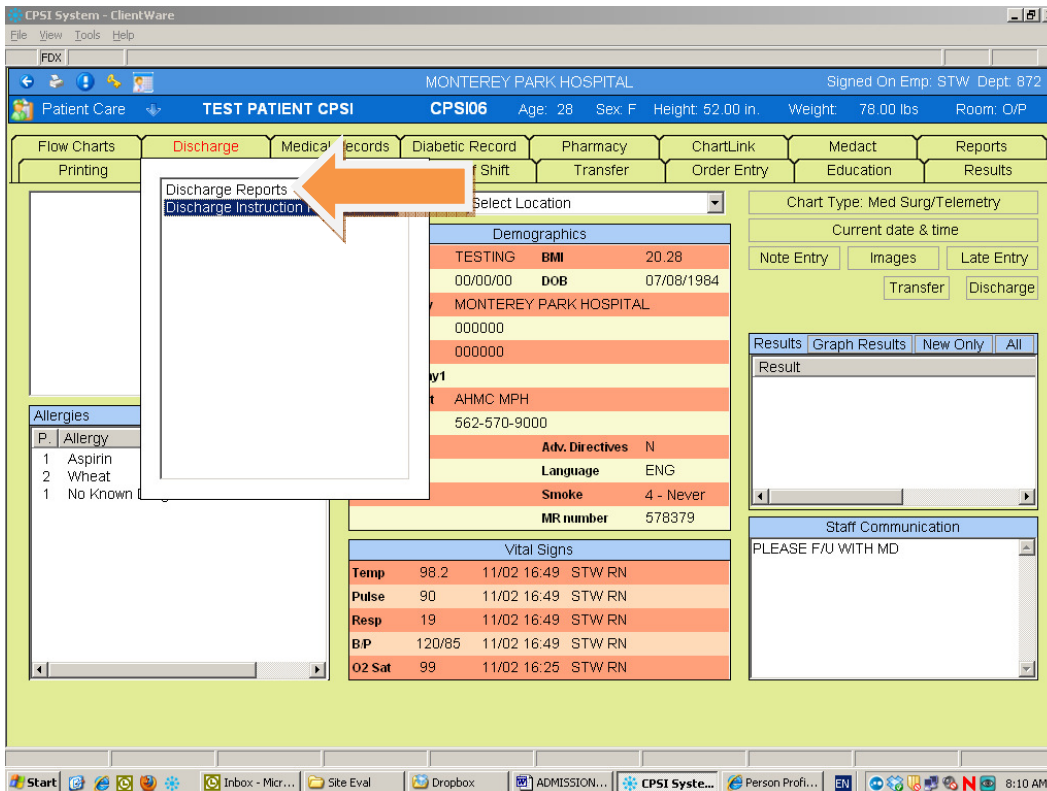
14. Select "No" to *Did Patient Request an Electronic Copy?*



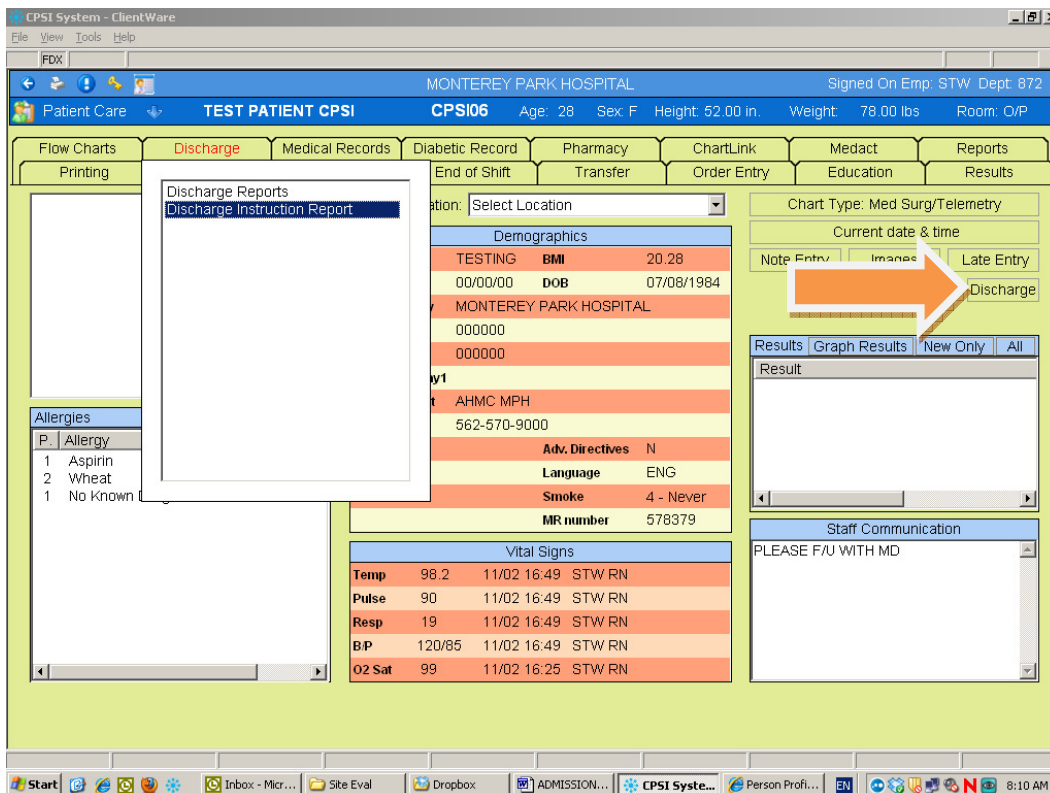
15. Print out the "Discharge Instruction" which is the list of medication.



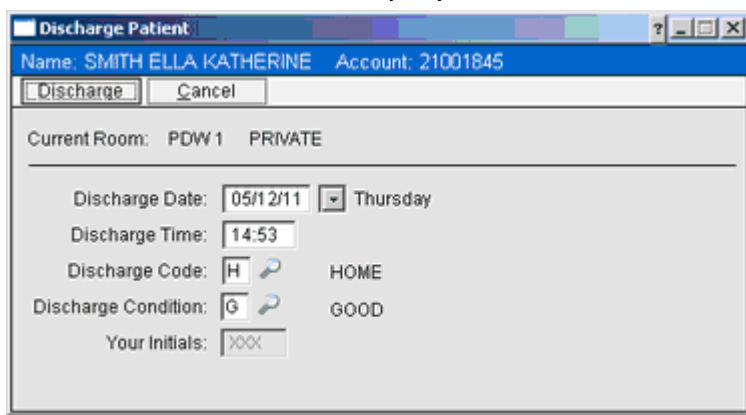
16. Select "Discharge Reports" from the "Discharge" Tab



17. After selecting “Discharge Reports”, the system will run on its own for a few minutes. Please wait.
18. After the system finish dropping the charge, a “Signature Report” may be generated. Please ignore.
19. Click on the “Discharge” button” on the Virtual Chart.



20. The follow screen will display



21. Input the discharge date & time. Click on the magnifier to select the appropriate discharge code (SNF = “N”; Rehab = “R”) and discharge condition. Click “Discharge” button on the top of the screen to finish the discharge process.