

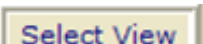
# PAS SWiftPlus - Transfer

## SwiftplusSWiftPlus Transfer

This function allows you to transfer patients to another ward **within** the same hospital. It **cannot** be used to transfer patients to other hospitals.

- From the ward view **Left click** on your patient and select the 'Transfer' option from the drop down list
- Check the patients identity; the system will present you with the Transfer screen.

The screenshot displays the 'Transfer' screen in the SwiftPlus system. At the top left, it says 'SwiftPlus © 2009 EDS'. At the top right, it shows the date and time: 'Monday 07 March 2011 10:35:57 AM'. Below this, it indicates the user is signed in as 'LEAVERCH' with a 'Sign\_Off' link. The main title is 'Transfer'. There are two data entry tables. The first table contains patient information: Current Name (MARCOS, Andre), Date of Birth (16-May-1959), Patient Number (CR C031117), NHS Number, and Sex (Male). The second table contains transfer details: Ward (TRWEL), Bay (B), Bed (1), Specialty (GENERAL MEDICINE), Consultant (DR J.N. BARNES), Transfer Date (07-Mar-2011), Transfer Time (10:35), Destination Ward (TR WELLINGTON WARD), and New Specialty (GENERAL MEDICINE). At the bottom, there are buttons for 'Cancel', 'Shared Care', and 'Next'.

- The **Date and Time** of transfer will default to the current date and time; update if required.
- Select the **Destination Ward** from the drop down list of options
- If the Consultant and Specialty are remaining the same click the **Next** button and then **OK** You will be returned to the Ward View screen and, if your ward displays the Bed Status column, the vacated bed status will change to '**Awaiting Cleaning**'. Your patient will now be displayed in the Awaiting Bed Allocation of the receiving ward.
- To swap your view to an alternative ward click on the Select View button 

located at the top left of the screen and select the ward from the available list.

- **Create tracer, - ensure the notes are traced appropriately in PAS.**

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=197>