

## Transfer data 'LINK' buttons

### If your patient was transferred IN:

On the **ED** page, click on the *Link Refer In* button. When this button is selected it first verifies from the **ED** page that ARRIVED FROM = "REFER". If this is verified, then it runs a program that looks in the site that is referenced as the "Referring Hospital" on the **REFER IN** page for any records with a matching trauma band number. If it finds any, then it displays an open patient browse window. If Trauma One can not find a match, then a message will appear on your screen. The reason may be that the referring hospital has not entered this record yet, or there may be a difference in trauma band number. Next, select which patient you want (most often it is only one patient). Double-click on the patient, or click on the *Run Report* button. A two page report will be run and displayed to the screen with the 'limited' referring hospital information. In the upper right hand corner, it was tell you if the referring hospital record is completed, which may be reflected in the information you receive. At this point, you have the option to print this report. After closing the report, we will still be in your patient record on the ED page.

### If your patient was transferred OUT:

#### From the ED:

On the **ED** page, click on the *Link Trans Out* button. When this button is selected, it first verifies from the **ED** page that ED DISPO = "TRANS". If this is verified, then it runs a program that looks in the site that is referenced as the "Transfer Out Hosp" on the **ED** page for any records with a matching trauma band number. If it finds any, then it displays an open patient browse window. If Trauma One can not find a match, then a message will appear on your screen. The reason may be that the receiving hospital has not entered the record yet, or there may be a difference in trauma band number. Next, select which patient you want (most often it is only one patient). Double-click on the patient, or click on the *Run Report* button. A two page report will be run and displayed to the screen with the 'limited' receiving hospital information. In the upper right hand corner, it was tell you if the receiving hospital record is completed, which may be reflected in the information you receive. At this point, you have the option to print this report. After closing the report, we will still be in your patient record on the ED page.

#### From an Inpatient status (Discharge page):

On the **Discharge** page, click on the *Link Trans Out* button. When this button is selected, it first verifies from the **Discharge** page that INPT DISPO = "ACUTE". If this is verified, then it runs a program that looks in the site that is referenced as the "Inpt Transfer to Other Hosp" on the **Discharge** page for any records with a matching trauma band number. If it finds any, then it displays an open patient browse window. If Trauma One can not find a match, then a message will appear on your screen. The reason may be that the receiving hospital has not entered the record yet, or there may be a difference in trauma band number. Next, select which patient you want (most often it is only one patient). Double-click on the patient, or click on the *Run Report* button. A two page report will be run and displayed to the screen with the 'limited' receiving hospital information. In the upper right hand corner, it was tell you if the receiving hospital record is completed, which may be reflected in the information you receive. At this point, you have the option to print this report. After closing the report, we will still be in your patient record on the Discharge page.