



# eINTERACT™ Hospital Transfers Configuration

The eINTERACT Hospital Transfers functionality provides clinical and administrative staff access to hospital admission and transfer data and hospital readmission rates using an accepted national standard which can be used for root cause analysis and gap identification as part of your organization's quality improvement program for hospital transfers.

[www.pointclickcare.com](http://www.pointclickcare.com)

**PointClickCare®**

3.7.1.2

© 2013 PointClickCare All rights reserved. PointClickCare is a registered trademark. The material contained in this document may contain confidential and/or privileged information and is protected via copyright. Duplication, redistribution or modification of the contents of this document is strictly forbidden without prior written consent from the author.

## TABLE OF CONTENTS

<b>SETUP TO/FROM TYPES &amp; EXTERNAL FACILITY TYPES .....</b>	<b>4</b>
EXTERNAL FACILITIES TYPES .....	5
TO/FROM TYPE MAPPING .....	6
<b>SETUP EXTERNAL FACILITIES .....</b>	<b>8</b>
<b>A/R CONFIGURATION .....</b>	<b>10</b>
<b>ENABLING THE HOSPITAL TRANSFERS FUNCTIONALITY .....</b>	<b>11</b>
<b>SECURITY .....</b>	<b>12</b>
<b>CENSUS ENTRY .....</b>	<b>13</b>

This document outlines the configuration required prior to enabling the eINTERACT Hospital Transfers functionality. Careful attention should be given to each step. All configuration steps must be completed prior to enabling the Hospital Transfers functionality.

## 1. SETUP TO/FROM TYPES & EXTERNAL FACILITY TYPES

- For Multi-Facility Databases: Select the EMC then Admin -> Standards -> Pick Lists.
- For Single Facility Database: Select Admin -> Setup -> Pick Lists.

Pick List Name	Values
<a href="#">Admitted from/to Location</a>	Do Not Use [Corporate] ▼
<a href="#">Cash Receipt Type</a>	Check [Corporate] ▼
<a href="#">Citizenship</a>	U.S. [Corporate] ▼
<a href="#">Contact Relationships</a>	Brother [Corporate] ▼
<a href="#">Contact Types</a>	Responsible Party [Corporate] ▼
<a href="#">Departments</a>	Activities [Corporate] ▼
<a href="#">Disposition</a>	No items entered.
<a href="#">Education</a>	- UTD [Corporate] ▼
<a href="#">External Facility Types</a>	Church [Corporate] ▼
<a href="#">Facility Reporting Group</a>	No items entered.
<a href="#">Insurance Contact Types</a>	Primary [Corporate] ▼
<a href="#">Insurance Plan Types</a>	Managed Care [Corporate] ▼
<a href="#">Languages</a>	English [Corporate] ▼
<a href="#">Marital Status</a>	- UTD [Corporate] ▼
<a href="#">Medical Professional Types</a>	Attending Physician [Corporate] ▼
<a href="#">Prefix</a>	Dr. [Corporate] ▼
<a href="#">Professional Contact Types</a>	Discharge Planner [Corporate] ▼
<a href="#">Professional Relations</a>	Primary [Corporate] ▼
<a href="#">Race/Ethnicity</a>	- UTD [Corporate] ▼
<a href="#">Religions</a>	Anglican [Corporate] ▼
<a href="#">Staff Positions</a>	Accountant [Corporate] ▼
<a href="#">Suffix</a>	Jr [Corporate] ▼
<a href="#">To/From Type</a>	Acute care hospital [Corporate] ▼
<a href="#">Upload Categories</a>	Insurance Eligibility Documentation ▼

## EXTERNAL FACILITIES TYPES

External Facility Types are used as identifiers when entering External Facilities into PointClickCare. (Example: Our Lady of Lourdes Hospital is identified as a ‘Hospital’ facility type). In most databases, no changes will need to be made to this area. Simply ascertain that all appropriate External Facility Types are present. If not, add as needed by clicking the ‘New’ button and following instructions in the pop-up displayed.

Admin Setup			
External Facility Types			
<a href="#">All</a>   <a href="#">Corporate</a>   <a href="#">Line of Business</a>   <a href="#">State</a>   <a href="#">Facility</a>			
Sort By: <input type="radio"/> Description <input checked="" type="radio"/> Scope <input type="radio"/> New <input type="radio"/> Order <input type="radio"/> Back <input type="radio"/> Printable View			
	Description	Order	Scope
<a href="#">edit</a>	Church		Corporate
<a href="#">edit</a>	Diagnostic Imaging		Corporate
<a href="#">edit</a> <a href="#">del</a>	Dialysis Center		Corporate
<a href="#">edit</a>	Funeral Home		Corporate
<a href="#">edit</a>	Hospital		Corporate
<a href="#">edit</a>	Laboratory		Corporate
<a href="#">edit</a>	Nursing Home		Corporate
<a href="#">edit</a>	Pharmacy		Corporate
<a href="#">edit</a> <a href="#">del</a>	Transportation		Corporate

*NOTE: A change has been made to the “Hospital” facility type. Hospital is a system type and corporately scoped – the Description field and scope cannot be edited, however, the other fields (order, show on admission record, show on client entry, required on client entry) can be edited.*

https://www3.pointclickcare.com/?ESOLitemid=915/&ESOLcc=photac&...

### Edit User Pick List Item

Description:

Order:

**Show on Admission Record**

Show on Client Entry Form

Required on Client Entry Form

Corporate

Line of Business / State

Scope: Line of Business:

State:

Facility: (train) (train) FL Facility 1

## TO/FROM TYPE MAPPING

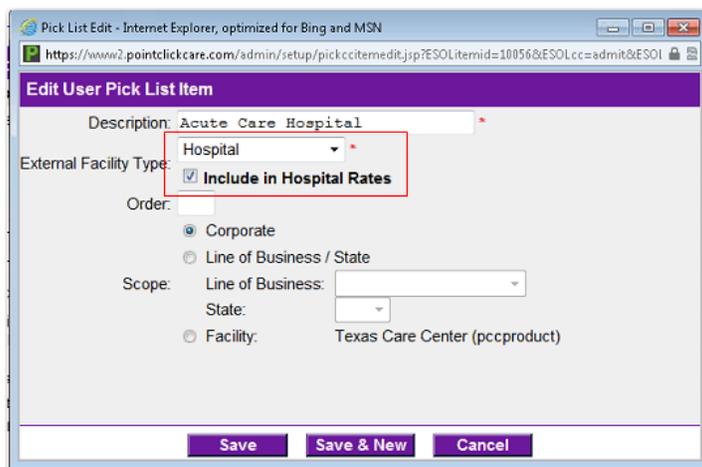
Mapping the To/From Types helps identify whether hospitals and other facilities should be included in hospital rates (included in metrics in the Hospital Transfers functionality). If To/From Types are already set up for an organization these must still be mapped to determine which types of facilities should be included in the hospital rates.

Admin Setup			
To/From Type			
<a href="#">All</a>   <a href="#">Corporate</a>   <a href="#">Line of Business</a>   <a href="#">State</a>   <a href="#">Facility</a>			
Sort By: ● Description ○ Scope New <b>Map External Facility Types</b> Order Back Printable View			
	Description	External Facility Type ⓘ	Order Scope
<a href="#">edit</a> <a href="#">del</a>	Acute care hospital		Corporate
<a href="#">edit</a> <a href="#">del</a>	Board and care/assisted living/group home		Corporate
<a href="#">edit</a> <a href="#">del</a>	Nursing home		Corporate
<a href="#">edit</a> <a href="#">del</a>	Other		Corporate
<a href="#">edit</a> <a href="#">del</a>	Private home/apt. with home health services		Corporate
<a href="#">edit</a> <a href="#">del</a>	Private home/apt. with no home health services		Corporate
<a href="#">edit</a> <a href="#">del</a>	Psychiatric hospital, MR/DD facility		Corporate
<a href="#">edit</a> <a href="#">del</a>	Rehabilitation hospital		Corporate

- Mapping can be done individually by clicking the **edit** link next to each To/From Type Description or as a batch by clicking the **Map External Facility Types** button.

*NOTE: A facility type of 'Hospital' will automatically have 'Include In Hospital Rates' checked. However, for an external facility such as a Rehabilitation Hospital (which normally is a planned admission for a resident), it is possible to map it to the type of Hospital, but UNCHECK the box 'Include in Hospital Rates'. Psychiatric Hospitals, however, should have 'Include in Hospital Rates' checked since most admissions are unplanned admissions.*

Description:  \*  
 External Facility Type:  \*  
 **Include in Hospital Rates**  
 Order:   
 Corporate  
 Line of Business / State  
 Scope: Line of Business:   
 State:   
 Facility:



- When choosing to batch-enter external facility types, click the **Map External Facility Types** button.
- Next to each To/From Type description click the drop down menu to select the corresponding facility type.

*NOTE: Once all facility types have been mapped and saved, the batch entry button is no longer available for use. If editing is needed, click the edit link next to the appropriate item.*

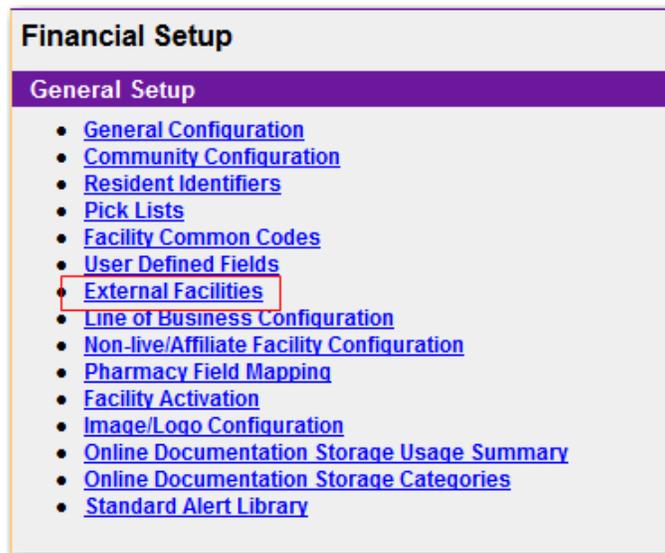
To/From Type - External Facility Type		
Description	External Facility Type	Scope
Acute care hospital	<input type="text" value="Hospital"/>	Corporate
Board and care/assisted living/group home	<input type="text" value=""/>	Corporate
Nursing home	<input type="text" value=""/>	Corporate
Other	<input type="text" value=""/>	Corporate
Private home/apt. with home health services	<input type="text" value=""/>	Corporate
Private home/apt. with no home health services	<input type="text" value=""/>	Corporate
Psychiatric hospital, MR/DD facility	<input type="text" value=""/>	Corporate
Rehabilitation hospital	<input type="text" value=""/>	Corporate

- If a new To/From Type is created, a corresponding External Facility Type must be selected.

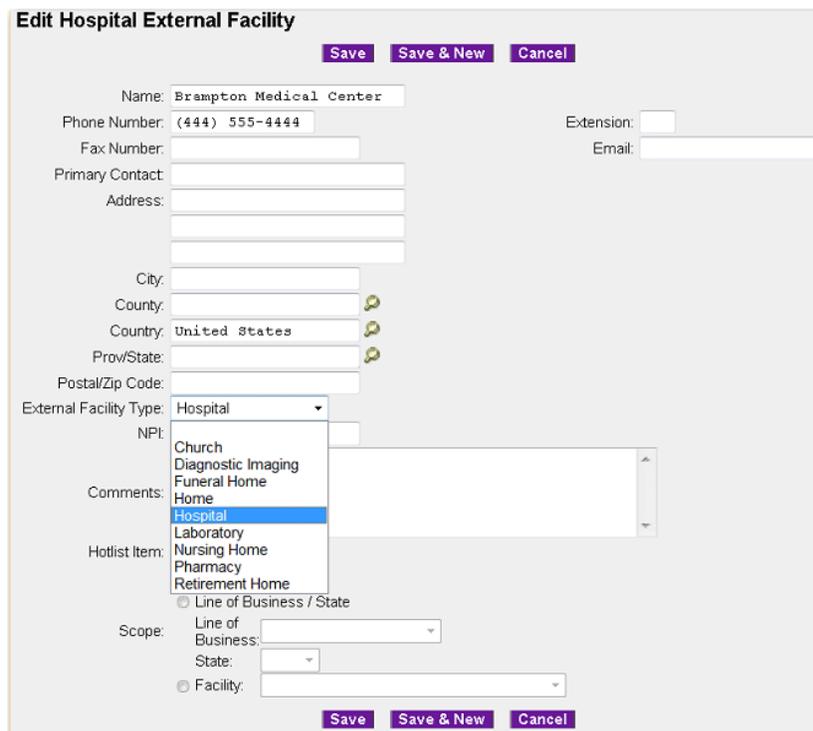
## 2. SETUP EXTERNAL FACILITIES

For Multi-Facility Databases: Select the EMC then Admin -> Standards -> External Facilities

For Single Facility Database: Select Admin -> Setup -> External Facilities



Names of any external facilities are entered into PointClickCare in the External Facilities link. Edit into each existing external facility and choose the appropriate External Facility Type by clicking the drop down menu as shown below.



The image shows a screenshot of a form titled "Edit Hospital External Facility". At the top right, there are three buttons: "Save", "Save & New", and "Cancel". The form contains several input fields: "Name" (Brampton Medical Center), "Phone Number" ((444) 555-4444), "Extension", "Fax Number", "Email", "Primary Contact", "Address", "City", "County", "Country" (United States), "Prov/State", and "Postal/Zip Code". There are also radio buttons for "Line of Business / State" and "Facility". A dropdown menu for "External Facility Type" is open, showing options: Church, Diagnostic Imaging, Funeral Home, Home, Hospital (highlighted), Laboratory, Nursing Home, Pharmacy, and Retirement Home. Below the dropdown, there are fields for "NPI", "Comments", and "Hotlist Item". At the bottom, there are three buttons: "Save", "Save & New", and "Cancel".

After the Hospital Transfers functionality is enabled, all corporately scoped external facilities will be seen in all facilities in an organization. The Hotlist functionality will no longer be available. For External Facilities to show only in specific organization facilities, utilize the 'facilities' link to the left of the description and check only the homes which need to see specific External Facilities.

**External Facility List**

[All](#) | [Corporate](#) | [Line of Business](#) | [State](#) | [Facility](#)

[Back](#)

All New Printable View

prev All a b c d e f g h i j k l m

	Name	Type
<a href="#">edit</a> <a href="#">view</a> <a href="#">del</a> <a href="#">facilities</a>	Billigs Funeral Home	Funeral Home
<a href="#">edit</a> <a href="#">view</a> <a href="#">del</a> <a href="#">facilities</a>	Bradys Funeral Home	Funeral Home
<a href="#">edit</a> <a href="#">view</a> <a href="#">del</a> <a href="#">facilities</a>	Community Medical Center	Hospital
<a href="#">edit</a> <a href="#">view</a> <a href="#">del</a> <a href="#">facilities</a>	Cramms Funeral Home	Funeral Home
<a href="#">edit</a> <a href="#">view</a> <a href="#">del</a> <a href="#">facilities</a>	Dansburg Area Ambulance Service	Transportation
<a href="#">edit</a> <a href="#">view</a> <a href="#">del</a> <a href="#">facilities</a>	Elk County Hospital	Hospital
<a href="#">edit</a> <a href="#">view</a> <a href="#">del</a> <a href="#">facilities</a>	First Baptist Church	Church
<a href="#">edit</a> <a href="#">view</a> <a href="#">del</a> <a href="#">facilities</a>	Geisinger Medical Center	Hospital

**Associate Facilities to Hotlist: External Facility List**

<input type="checkbox"/>	Facility	Line of Business	State
<input checked="" type="checkbox"/>	(train) Alabama Care Center	Skilled Nursing Facility	AL
<input type="checkbox"/>	(train) Arizona Care Center	Skilled Nursing Facility	AZ
<input type="checkbox"/>	(train) Arkansas Care Center	Skilled Nursing Facility	AR
<input type="checkbox"/>	(train) California Care Center	Skilled Nursing Facility	CA
<input type="checkbox"/>	(train) Colorado Care Center	Skilled Nursing Facility	CO
<input type="checkbox"/>	(train) Connecticut Care Center	Skilled Nursing Facility	CT
<input type="checkbox"/>	(train) Delaware Care Center	Skilled Nursing Facility	DE
<input type="checkbox"/>	(train) Florida Care Center	Skilled Nursing Facility	FL
<input type="checkbox"/>	(train) Georgia Care Center	Skilled Nursing Facility	GA
<input type="checkbox"/>	(train) Hawaii Care Center	Skilled Nursing Facility	HI
<input type="checkbox"/>	(train) Idaho Care Center	Skilled Nursing Facility	ID
<input type="checkbox"/>	(train) Illinois Care Center	Skilled Nursing Facility	IL

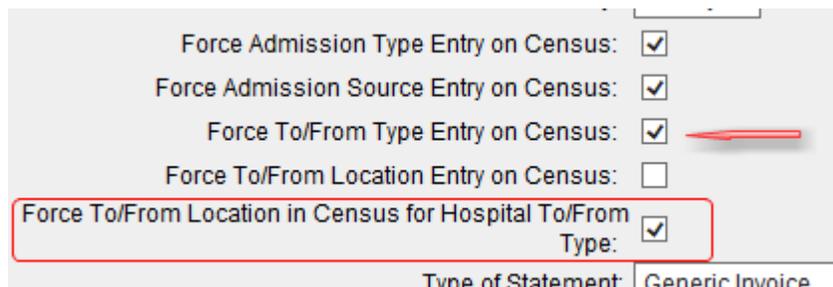
[Save](#) [Close](#)

### 3. A/R CONFIGURATION

For all databases: Select Facility Level then Admin -> Setup -> AR configuration



- Check 'Force To/From Location in Census for Hospital To/From Type.
- This will automatically check 'Force To/From Type Entry on Census
- **IMPORTANT NOTE:** Although these fields are not hard coded, to ensure that the needed information is captured in the Hospital Transfers functionality, it is highly recommended that you choose to force the To/From Type and Location on the census entry as shown below.



**THIS COMPLETES CONFIGURATION OF THE HOSPITAL TRANSFERS FUNCTIONALITY**

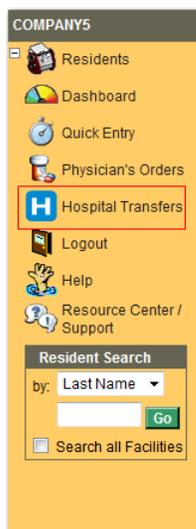
## ENABLING THE HOSPITAL TRANSFERS FUNCTIONALITY

The Hospital Transfers functionality is enabled at the facility level. After the functionality is enabled, it cannot be disabled. It is recommended that the functionality is not enabled until after your staff have been trained on the functionality changes.

For all database: Select Facility then select Clinical -> Setup -> General Configuration -> Enable Hospital Transfer Portal and select **YES**



Checking 'Yes' will allow users with the proper security roles to access the Hospital Transfers functions in the Gold Bar.



## SECURITY

Security for the Hospital Transfers functionality is located in Clinical Security Roles under the heading 'eINTERACT Tools'. In the System Roles 'Clinical Set-up' and 'Clinical User', when Hospital Transfers is enabled, users with these roles have full privileges assigned. In custom roles, the default is set to 'None'. Users must be given permission to access Hospital Transfers and have the options of R/A/E/D.

Screen	Access Level
Upload Documents to Diet Orders	No
Upload Documents to Supplement Orders	No
Upload Documents to Enteral Feed Orders	No
Upload Documents to Other Orders	No
eINTERACT Tools	Custom
Hospital Transfers	None
QI Reviews	Read
QI Analysis	Read / Add
eINTERACT Operations	Read / Add / Edit / Delete

## CENSUS ENTRY

After configuration is complete, note that when a census line is created for discharge or transfer and a To/From Type of Acute Care Hospital is selected, new fields will appear for completion including “Ordered By”, “Reason for Transfer” and “Outcome of Transfer”; as well as a checkbox for “Emergency Transfer” and radio buttons for “planned” or “unplanned” discharge/transfer.

These fields are triggered by what is selected in the To/From Type and will display in the Admission and Transfer Logs if the To/From type is mapped to “Hospital”. However, items that are not included in the Hospital rates will be excluded from the Trends and Rates views in the Hospital Transfers and will show in italics in the Admission and Transfer Logs.

**New Census Entry for Resident: Adams, Ashley (36589)**

Effective Date: 4/19/2013 \* 08 00 \*

Action: Discharge Date[DD]

Payer: Medicaid \*

Payer Options:  Use Payer Setup file created by this Census Entry  
 Use Last Known Payer Setup file

Status: D - STOP BILLING \*

Care Level: STD

Stop Billing Date: 4/19/2013

Location: 100 - A [Clear](#)

Room Rate: Semi

To/From Type: Acute care hospital

Discharge Status: [i](#)

To/From Location:

Ordered By: Curry, James  Emergency Transfer

Reason For Transfer:

Unplanned  Planned

Outcome Of Transfer:

Comments:

[Save](#) [Save & New](#) [Cancel](#)