

Transferring Episodes

You can transfer only open episodes. When you transfer an episode, you close it at one Reporting Unit and open it in another Reporting Unit. When you press F12, the Episode Closing screen is displayed with the cursor in the Closing Date field. Type in the closing date for this episode, and update other fields if you want to. Then press Enter and enter “Y” at the form OK prompt to close the episode. The Episode Opening Screen is displayed with the cursor in the Reporting Unit field. Enter the number of the program where you want to transfer the episode you just closed, and press Return. All of the data from the original episode is displayed in the Episode Opening Screen, and you may edit it. You may want to update the Referred From field. Press Return and enter “Y” at the Form OK prompt to create the new episode.

Steps are listed below:

1. Go to the **Episode Maintenance** Screen
2. Enter the **client number**, then press <enter>.
3. Display the episode by typing an “U” at the episode to be transferred.
4. Then press **Gold-F** to display a function key map.
 - a. This map corresponds to function keys F6-F14 on a Digital Equipment Corporation terminal. It means that you can press F12 to transfer this episode.
5. Then press **F12** key (the function key F12 at the top of the keyboard)
6. The **Episode Closing** screen is displayed with the cursor blinking at the **Discharge Date** field.
 - a. Type in the **Discharge Date** of the Episode which is today’s date
 - b. Tab and move the cursor to “**Referrals**” field, then type in **RU** to which the Episode is to be transferred.
 - c. Tab and move the cursor to **Reason for Discharge** field, then type in “**6**” (*for termination by the Clinic: Other administrative factor*).
 - d. Press <Enter> and enter “Y” at the **Form OK** prompt to close the Episode
7. The **Episode Opening Screen** is displayed with the cursor blinking at “RU” field.
 - a. Type in the **RU that the Episode is to transfer to**
 - b. Press <Enter>, then all the data from the original Episode is displayed in the Episode Opening Screen.
 - c. Tab and move the cursor to “**Admit Date:**” field, verify and enter Today’s Date.
 - d. Tab and move the cursor to “**Referred From:**” field, enter the original RU
 - e. Tab and move the cursor to “**Initial Admission:**” field, enter “N” for no
 - f. Press <Enter> and enter “Y” at the *Form OK* prompt, this will take you back to Episode Update Screen

- g. Press <Enter> and enter “Y” at the *Form OK* prompt to complete the Episode transfer
8. Go back to Episode Maintenance Screen and enter the client number to verify if the episode is successfully transferred with no error, otherwise go to step 1 to redo the transfer.
9. Make a note in client’s chart to indicate that an episode has been transferred.

If you have any questions or problems regarding this procedure please contact SIMON Computer Services Helpdesk at (909) 386-0717 for further assistance.