

# Order Reconciliation Manager-Transfer

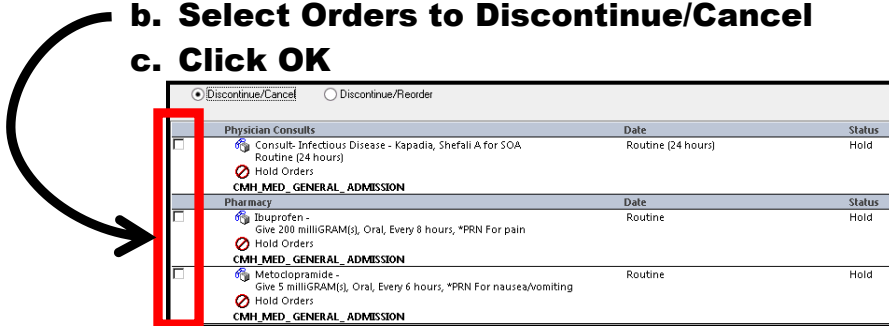
## 1. Select Patient

a. Click on Orders Tab Click Discontinue/Cancel Icon



b. Select Orders to Discontinue/Cancel

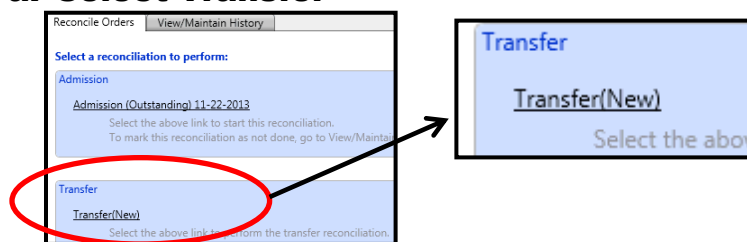
c. Click OK



## 2. Main Toolbar, Click Order Reconciliation Icon



a. Select Transfer

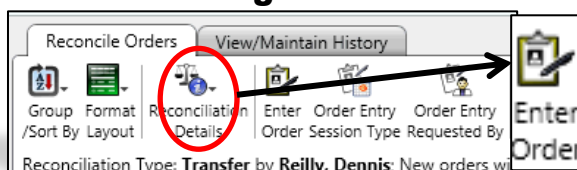


3. Review and manage all orders to assure appropriate orders have been discontinued.

4. Click Mark All Remaining As Continued On Transfer Icon



5. Enter orders through the Enter Orders icon.



a. Enter Transfer... order

b. Click Add

c. Click Return to Order Reconciliation

**NOTE:** MD may enter orders OTHER than medication at this time

6. Complete Order Reconciliation/Transfer

a. Click Save as Completed



b. Re-authenticate