## OSH transfer process

To better improve communication with the OSH, transfer center will send a message to "SICU green" or "SICU gold" secure chat groups. This will contain the information for the incoming patient as well as a phone number to call the transferring unit for doc to doc. This will allow us to be better prepared for any incoming patient. To receive this secure chat message, you must sign in to associate yourself with either "green" or "gold" depending on which service you are on.

- Go to "patient lists" section
- Click on "sign in" at the top of the screen. A new window will pop up.
- Make sure that "role" is changed to "covering provider."
- Under provider teams, search for SICU gold or SICU green
- Click on the patients that you are covering for the day/night.
- Click "sign in" on the bottom of the screen
- Double check under "active treatment team" (can be
  - found on overview page) that you are also associated with SICU gold or SICU green provider team.





