How to
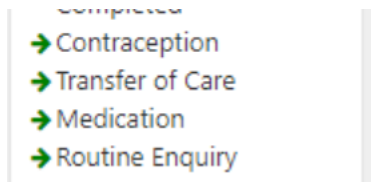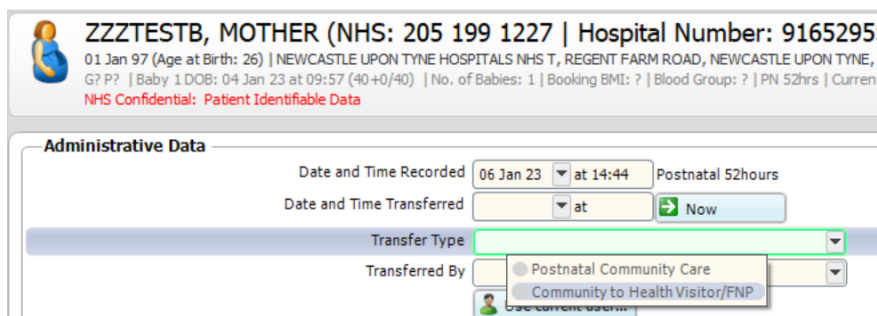
Complete Transfer of Care

When a woman has finished her postnatal care with midwifery, we need to inform the health visitors of the woman's discharge. This will replace the paper form that we currently send to the health visitors to inform them. Please see below how to complete this on the discharge visit.

1. Find woman via NHS number
2. Commence postnatal assessment in usual way *(please see the separate user guide on postnatal assessments to complete this)*
3. After commencing the postnatal assessment, find **"Transfer of Care"** on the right side-bar under **"Mother Links"**
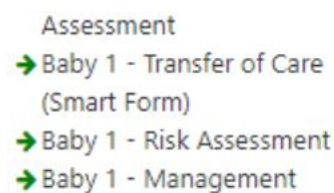

4. Load up this form and complete in full, sure to choose type of transfer as **"Community to Health Visitor"**
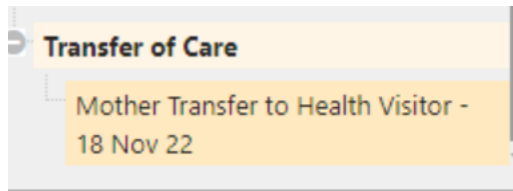

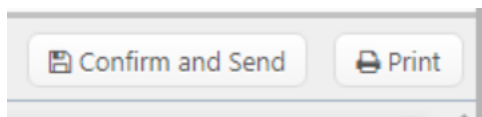5. Now find the same form within the **"Baby Links"** on the same right side-bar.

6. Complete this form in full with the same type of transfer as above and then save and close
7. Complete **"End of assessment"** to finish postnatal check
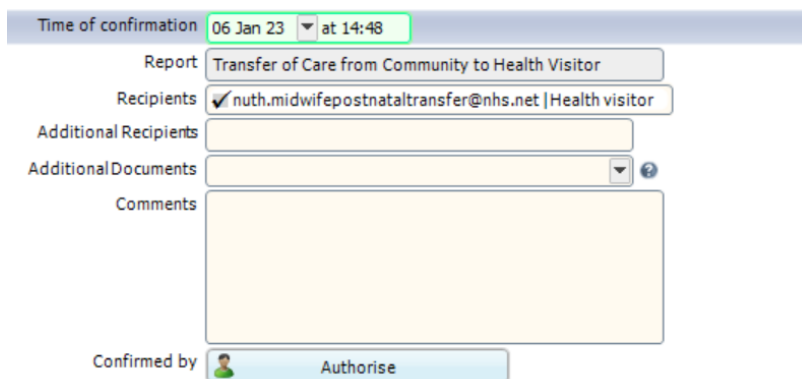
How to Send Transfers of Care

1. Go into **"Reports"** and find **"Clinical Reports"**

2. Find the **Mother Transfer to Health Visitor** report under **"Transfer of care"**. Click onto this report and it will load for you to see.

3. Click **"Confirm and Send"** in the top right-hand corner

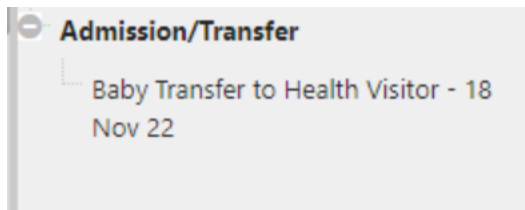4. Below is an example of how it will look to send the report.

5. Ensure the box is ticked for the health visitors and if you want to add any additional recipients you can add their email to the relevant box. To send this transfer, ensure you authorise it with your username and password. This will also send the report to Doc Store so it can be viewed by the hospital users outside of BadgerNet.

6. To send the baby transfer of care, start by finding **"Baby Reports"** from the right side-bar.

7. When you have located **"Reports"**, find the Baby Transfer to Health visitor. When this has loaded, follow the above steps for Mother to send the report.

Admission/Transfer

Baby Transfer to Health Visitor - 18 Nov 22