Transferring Patient Calls for Providers, Clinical Staff and Clerical Staff

Doxy.me **EDUCATION**

Transferring Patient Calls

- Patients may be transferred from one Doxy.me room to another without pausing the call.
- The transfer feature can be used from the main dashboard screen or from within a call.

Call Transfer from dashboard:

1. Hover over the patient's name in the Patient Queue and click on the Actions button.
2. Select Transfer to.
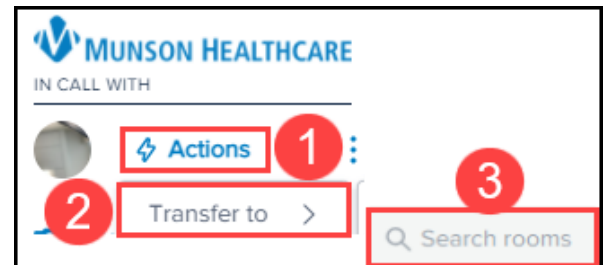3. Search for and select the desired room.
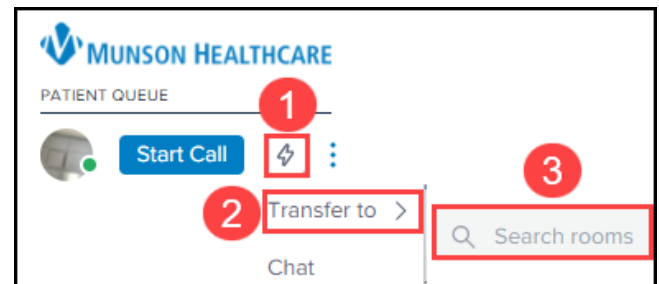
4. Once the room is selected, the patient will be transferred, and an alert will appear on the top of the screen to indicate the patient was transferred.

Patient transferred successfully!

Call Transfer within a patient call:

1. Hover over the patient's name on the left sided menu and click on the Actions button.
2. Select Transfer to.
3. Search for and select the desired room.

4. Once the room is selected, the patient will be transferred, and an alert will appear on the top of the screen to indicate the patient was transferred.

Patient transferred successfully!

Note that once the patient is transferred to another Doxy.me room, the patient will not show in your patient queue.