

Inter-facility Transfer

1. When transferring a patient to an outside facility, the transfer packet/paperwork shall, at a minimum, contain:
 - a. The transfer summary
 - b. Demographics: Name, Address, Sex, Race, Age
 - c. Insurance status and other financial information
 - d. Medical condition including patient's diagnosis, hospital course, pain treatment and management, medications, treatments, dietary requirement, rehabilitation potential, known allergies and treatment plan and shall be signed by the physician.
2. Documentation in electronic medical record/chart, the name of the Physician at the receiving hospital accepting and consenting to the transfer and the time and date of the consent
 - a. A complete set of vital signs taken by the transferring service (ambulance, etc.) upon assumption of care
 - b. The name and contact information of the attending Physician at referring authorizing the transfer
 - c. The time and date of the transfer
 - d. The reason for the transfer
3. A copy of the transfer summary shall be given to the patient/ patient's legal guardian upon transfer and to the accepting outside facility.
4. In the event the patient /legal guardian is unable to accept the transfer summary at time of transfer, the document shall be given to the accepting facility via the transferring service.