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## ***Inter-facility Patient Transfers***

Purpose: The purpose of this policy is to establish a uniform procedure for inter-facility transfers.

### 1. Responsibility:

- A. Patient transfer is a physician-to-physician referral. The transferring physician is responsible for securing the acceptance of the patient by an appropriate physician at the receiving facility prior to the transportation. The name of the accepting physician must be included with the transfer orders.
- B. It is the responsibility of the transferring facility to:
  - a. Perform a screening examination.
  - b. Determine if transfer to another facility is in the patient's best interest.
  - c. Initiate appropriate stabilization measures prior to transfer.
- C. During transport, the transferring physician is responsible for patient care until arrival of the patient at the receiving facility.
- D. If unanticipated events occur during patient transport, and contact with the transferring physician is not possible, then on-line Medical Control will serve as a safety net.
- E. It is the transferring physician's responsibility to know and understand the training and capabilities of the transporting EMS personnel.

### 2. Transportation

#### A. Pre-transport

- a. Care initiated by the transferring facility may need to be continued during transport. The transferring physician will determine the method and level of transport and any additional treatment(s), if any, that will be provided during the course of transport.
- b. Orders for treatment, including medications for ALS transfers, or other orders shall be provided in writing to the EMS personnel prior to initiation of the transport by the transferring Physician.
- c. For ALS transfers, ordered medications not contained within the EMS System Medication Box/Bag must be supplied by the transferring hospital.
- d. EMS personnel must be trained in all the equipment being used in the patient's care or appropriately trained staff must accompany the patient.
- e. Should the patient require care and/or equipment above and beyond the normal scope of practice and training of the EMS personnel, the transferring facility shall provide appropriate staff or consider other appropriate means of medical transportation.
- f. The paramedic has the right to decline transport if he/she is convinced patient care is outside their scope of practice and training or, alternatively, to insist a hospital staff member accompany them on the transfer or consider other appropriate means of medical transportation.
- g. If additional staff accompanies the patient, the transferring physician is responsible for ensuring their qualifications. This staff will render care to the patient under the orders of the transferring physician. It will be the responsibility of the transferring facility to provide arrangements for the return of staff, equipment, and medications.

- h. The following information should accompany the patient (but not delay the transfer in acute situations):
  - 1. Copies of pertinent hospital records
  - 2. Written orders during transport
  - 3. Any other pertinent information including appropriate transfer documents.

**B. During Transport**

- a. Hospital supplied medications not used during transport must be appropriately tracked, wasted and documented. All controlled substances and Propofol must have a documented chain of custody.
- b. The concentration and administration rates of all medications being administered will be documented on the patient care record.
- c. Interventions performed en route, and who performed them, will be documented on the patient care record.
- d. In the event that a patient's condition warrants intervention beyond the written Physician orders provided by the transferring Physician, the EMS personnel will contact the transferring Physician. If that is not possible, the EMS personnel will follow local Medical Control Protocols and initiate contact with the on-line Medical Control Physician from either the sending or receiving facility or, if not able to contact those facilities, the closest appropriate on-line Medical Control facility.