

Section Title	Effective Date:	Page: 1	Date Reviewed: 11-03
NURSING - GENERAL			
Subject:			
TRANSFER PROCEDURE			

TRANSFER PROCEDURE

PURPOSE

To provide continuity of care for patients of Lakeview Surgery Center who are transferred to an area hospital. Transfer to a hospital is done when ordered by the surgeon or the anesthesiologist for complications; unexpected surgical interventions requiring inpatient hospital care; anticipated transfer; or when it is determined that a patient requires services not available at Lakeview Surgery Center.

PROCEDURE

1. The decision to transfer will be in the form of a written order from the attending physician(s). The physician will complete admission orders. All patients will be transported per ambulance.
2. The physician will document the transfer reason on the medical record and will discuss the reason for the transfer with the patient and family.
3. Demographic information, admitting diagnosis and physician, bed request, insurance information and advance directive information will be given to the admitting office once a decision to transfer the patient has been made.
4. When the patient's condition has stabilized and they are ready for transport as determined by the physician or anesthesiologist, the ambulance service will be notified to come to the facility.
5. A copy of the patient's transfer form from the facility will be prepared and sent with the patient to the hospital. The original will remain at the facility as part of the patient's medical record. The transfer form shall contain information concerning the health and status of the patient and care rendered at the facility.
6. The nurse transferring the patient will give phone report to the nurse who will be receiving the patient at the hospital.
7. The transferring nurse will give report to the ambulance personnel transporting the patient. The transfer form as well as the admitting orders will be sent with the to the hospital.
8. Personal belongings will be given to family and documented in medical record. If no family is present, the belongings can be sent with the patient in the ambulance.
9. The patient's name will be documented in the transfer log and the transferring nurse will complete an occurrence report.
10. Planned transfers are not authorized by Medicare.