



Nursing Service Guidelines Emergency Department (ED)

Title: DOCUMENTATION PROCESS OF TRANSFERRED PATIENTS

Responsibility: ED Registered Nurse (RN)

Purpose of Guidelines: To establish guidelines defining the documentation process when patients are transferred from the University of Toledo Medical Centers' (UTMC) Emergency Department (ED) to another facility.

Procedure:

1. A copy of the ED medical record, including all laboratory data, radiological interpretations and any other data concerning the patient will be sent with any patient transferred to another facility from UTMC's ED. In addition, a copy of the nursing record will also be sent. This is in addition to a verbal report that is to be called to the accepting facility to which the patient is being transferred. EMTALA form to be completed.
2. The Emergency Department medical record will reflect:
 - a. Initial emergency care to stabilize the patient prior to transfer.
 - b. A chronological documentation of events that have taken place.
 - c. Plan of treatment.
 - d. Description of the patient's response to treatment, medications, procedures.
 - e. Results of the measures taken to prevent further deterioration of the patient.
3. The Emergency Department medical record will include:
 - a. Verification of the receiving facility's acceptance of the patient.
 - b. Name of the receiving facility.
 - c. Consenting party's name and position of responsibility (i.e. MD).
 - d. Date and time of acceptance.
 - e. Information given to the facility.
 - f. Initial diagnosis.
 - g. Patient's condition.

Name of the person at the facility initially receiving the patient. If the receiving facility is given medical information about the patient by a party other than the one party requesting transfer to the facility, both parties' names are to be documented. There should be a written record of the medical information that was transmitted to the receiving facility.

4. The transfer summary should include:
 - a. A copy of the current ED medical record.
 - b. Authorization for transfer completed and signed by the ED attending.
 - c. All pertinent events, actions, diagnoses, and treatment.
 - d. Receiving facility's acceptance of patient.
 - e. Names of parties involved in the transfer.
 - f. Risks and benefits of transfer.
 - g. EMTALA form

5. Arbitrary Transfer of a Patient

- a. No patient shall be transferred to another facility arbitrarily from the ED.
- b. Emergency medical care will be completed, and the patient stabilized, if possible, prior to transfer, unless the benefits of transfer outweigh the risks for an unstable patient to transfer.
- c. The patient will not be transferred based on: Ability to pay; amount of time required to emergency treatment; transfer for reason of prognosis; immigration status; & sex, race, creed, national origin, culture, religious or criminal status.

Reviewed by: Julia Benfield, BSN, RN, CEN, Nursing Director of ED & House Supervisors.

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