



Nursing Service Guidelines Emergency Department (ED)

Title: **RESPONSIBILITY FOR PATIENT DURING ED TRANSFER**

Responsibility: ED Registered Nurse (RN)

Purpose of Guidelines: To define the responsibility of care and treatment of a patient who is being transferred to the University of Toledo Medical Center (UTMC) Emergency Department (ED) from another facility and a patient being transferred from UTMC to another hospital. This guideline assures that those persons involved in the transfer of the patient are aware and understand their roles and responsibilities from UTMC.

Procedure:

1. Transfer from the UTMC ED:
 - a. Transfer of a patient to another facility will be facilitated according to the wishes of the patient or physician unless an unstable or life-threatening condition exists in the judgment of the ED attending physician.
 - 1) When an unstable or life-threatening condition exists and the private physician wishes the patient to be transferred, it is the responsibility of the ED attending to make the situation clear to the private physician and to determine whether the patient can be safely transferred.
 - 2) Should the decision be made that transferring the patient would endanger his/her life or in any way be detrimental to the patient, the ED attending physician will so advise the private physician that the patient should remain at UTMC until their condition is stabilized and then the patient will be transferred as quickly as possible.
 - b. A copy of all ED records, initial radiological interpretations, laboratory data and any other pertinent information will be sent with the patient.
 - c. All clothing, valuables, and belongings will be transferred with the patient.
 - d. The ER staff nurse, charge nurse or social worker will set up transportation from the ER to the receiving facility as well as call report to the receiving staff.
 - e. Authorization for transfer (EMTALA form) is to be completed by the ED attending, including education of the patient on the benefits and risks of transfer.
2. Transfer to the UTMC ED:
 - a. Any physician wishing to transfer a patient to the UTMC ED must call the ED attending, an attending physician of a specific service, or a resident to obtain patient acceptance for transfer.

- b. If a patient is accepted by another service and not the ED attending, then that service must notify the ER attending
 - 1) This will ensure that the correct physician will be notified when the patient arrives.
 - 2) Prior notification of a transfer allows the ED staff to make any special preparations that may be necessary.

- c. Direct admissions
 - 1) Bypass the ED.
 - 2) Notification of the ED is advisable, especially if the patient is being transferred by air ambulance.
 - 3) If a life-threatening situation exists, such as CPR being performed, the patient will be brought to the ED for stabilization and be checked in as an ED patient.
 - 4) ED staff are to assist with the removal of patients from air ambulances, as workload permits and if they are unable to assist, the house supervisor and transport is to be notified.

- d. Responsibility for care and treatment during transport
 - 1) The responsibility for the care and treatment of the patient during transfer remains with the transferring physician and hospital.
 - 2) When necessary, medical personnel are asked to attend to the patient en route.
 - 3) The medical staff of the UTMC may be asked to recommend treatment or procedures prior to transfer, but the responsibility of the patient remains with the original hospital until the patient arrives in the UTMC ED.
 - 4) The medical staff of the UTMC are responsible for the care and treatment of the patient being transferred from UTMC until the patient arrives at the institution they are being transferred to.

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

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