


<p><b>Name of Policy:</b> <u>Acceptance and Responsibility for Transferring Emergency Department and Inpatients to The University of Toledo Medical Center</u></p> <p><b>Policy Number:</b> 3364-100-01-05</p> <p><b>Department:</b> Hospital Administration</p> <p><b>Approving Officer:</b> Associate Vice President Patient Care Service Chief Nursing Officer Chief of Staff</p> <p><b>Responsible Agent:</b> Associate Vice President Patient Care Service Chief Nursing Officer</p> <p><b>Scope:</b> The University of Toledo Medical Center and its Medical Staff</p>	 <p><b>Effective Date:</b> 6/29/2020 Initial Effective Date: April 9, 1980</p>
<p> <input type="checkbox"/> New policy proposal                      <input type="checkbox"/> Minor/technical revision of existing policy  <input type="checkbox"/> Major revision of existing policy                      <input checked="" type="checkbox"/> Reaffirmation of existing policy </p>	

**(A) Policy Statement**

All patients transferred to The University of Toledo Medical Center (“UTMC”) will be accepted by an attending physician who will assume responsibility for the care of patient during their stay at UTMC.

**(B) Purpose of Policy**

To provide an efficient patient care referral system that facilitates and coordinates the care of the patient during a transfer.

**(C) Procedure**

1. Emergency Department (“ED”) to ED Transfer

- a. Any request from an outlying ED for transfer to the ED at UTMC will be directed to the ED attending.
- b. Appropriate consent for transfer, copy of the patient’s medical record will accompany the patient at the time of transfer. Acceptance will be mandatory regardless of hospitalization status of requested referral unless Emergency Department has been notified by the Clinical Service Chief of the consultation service that they are unable to accept patients.

2. Inpatient Transfers from Outlying Facilities

- a. The Regional Access Center will be utilized by calling 419-383-2337 (BEDS) or 1-866-404-2337 (BEDS).
- b. The House Supervisors will speak with the referring physician and obtain clinical information necessary to identify an accepting physician at UTMC.
- c. If the physician calling in a transfer to the Regional Access Center is a UTMC physician, he/she must check with the House Supervisor regarding bed availability prior to making transfer arrangements. He/she will also give orders for level of care required and admission service.
- d. Patients accepted for transfer by a UTMC attending physician will be transferred directly to a patient care unit or the ED in accordance with Policy 3364-100-01-01 – Admission, Discharge and Transfer.
- e. The attending physician or House Supervisor will notify the ED attending when a patient accepted for transfer will be admitted to the hospital through the ED.

