Name of Policy: Acceptance and Responsibility for **Transferring Emergency Department** THE UNIVERSITY OF TOLEDO and Inpatients to The University of MEDICAL CENTER **Toledo Medical Center Policy Number:** 3364-100-01-05 Hospital Administration **Department:** Approving Associate Vice President Patient Care Officer: Service Chief Nursing Officer Chief of Staff Responsible Associate Vice President Patient Care Agent: Service Chief Nursing Officer **Effective Date:** 6/29/2020 Scope: The University of Toledo Medical Center Initial Effective Date: April 9, 1980 and its Medical Staff

(A) Policy Statement

New policy proposal

Major revision of existing policy

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.

Minor/technical revision of existing policy

Reaffirmation of existing policy

(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.

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- f. Transfer patients should be routinely transferred to the ED when their clinical condition is not clearly defined and/or emergent stabilization/treatment intervention may be indicated. This includes situations when admission area still needs to be determined, i.e., CVU, MICU and Med/Surg.
- g. All trauma patients will be evaluated in the ED.
- h. The admitting service and/or attending will be notified upon the patient's arrival.
- i. The transferring facility will send with the patient a completed consent for transfer and all pertinent patient care records.

3. Responsibility for Care During Transport

- a. Stabilization and care of patient during transport will be determined by the referring and accepting physicians.
- b. Mode of transport, i.e., auto, EMS, medical helicopter, critical care transport unit, will be determined by the referring and accepting physicians.
- c. Changes in required care during transport will also be monitored by radio communication between the transporting personnel and the appropriate emergency facility

| Approved by: | | Review/Revision Date: | |
|---|------------|-----------------------|-----------------|
| | | 11/1/81 | 7/8/98 |
| | | 6/18/84 | 10/10/01 |
| /s/ | 06/29/2020 | 6/14/85 | 2/12/03 |
| Monecca Smith MSN, RN | Date | 10/14/86 | 5/9/07 |
| Associated Vice President Patient Care Services | | 10/1/87 | 3/24/2011 |
| Chief Nursing Officer | | 12/14/88 | 3/1/2014 |
| | | 2/17/89 | 3/1/2017 |
| | | 9/12/90 | 3/1/2020 |
| | | 4/8/92 | 6/29/2020 |
| /s/ | 06/29/2020 | 4/14/93 | |
| Samer Khouri, M.D. | Date | 10/11/95 | |
| Chief of Staff | | | |
| Review/Revision Completed By: | | | |
| HAS | | | |
| Clinical Service Chief - Emergency Medicine | | | |
| Director - Emergency Department Chief of Staff | | Next Review I | Date: 6/29/2023 |

Policies Superseded by This Policy: 7-01-05 - Acceptance and Responsibility for Transferring Emergency Department and Inpatients to The University of Toledo Medical Center