

Name of Policy: <u>Transfer of Designation of Attending Physician</u> Policy Number: 3364-100-53-01 Department: Hospital Administration Medical Staff Approving Officer: Chief Executive Officer - UTMC Chief Medical Officer Responsible Agent: Chief of Staff Scope: The University of Toledo Medical Center and its Medical Staff	 Effective Date: 05/01/2021 Initial Effective Date: May 31, 1988
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

When the care of a patient is transferred from one attending physician to that of another, the transfer will be documented in the Medical Record.

(B) Purpose of Policy

To provide an efficient mechanism for transferring a patient's care from one attending physician to that of another thereby assuring continuous care and accurate medical record documentation.

(C) Procedure

1. The transferring and receiving physicians shall discuss the transference of care with each other.
2. The physician requesting the transfer must document the request for transfer on the order sheet.
3. The physician accepting the patient will document acceptance on the order sheet.
4. The order will be processed by the clerical specialists on the unit.
5. New patient identification labels will be made by Admitting.
6. If an attending physician has planned an absence for a period of five days or longer or is on an unplanned absence for five consecutive days, the care of his/her patients must be transferred to another attending physician.

Approved by: _____ /s/ Richard Swaine Chief Executive Officer - UTMC _____ Date 05/13/2021 Michael Ellis, M.D. Chief Medical Officer Review/Revision Completed By: HAS Chief of Staff Chief Medical Officer	Review/Revision Date: 5/9/90 9/11/91 6/9/93 9/11/96 4/14/99 6/12/02 4/29/05 10/22/2008 4/27/2011 4/1/2014 4/1/2017 4/1/2020 5/1/2021 Next Review Date: 5/1/2024
Policies Superseded by This Policy: 7-53-01	