

Name of Policy: <u>Transfer of a Patient to Another Hospital</u> Policy Number: 3364-100-53-15 Department: Hospital Administration Medical Staff Approving Officer: Chief Executive Officer - UTMC Chief of Staff Responsible Agent: Chief Medical Officer Scope: The University of Toledo Medical Center and its Medical Staff	 Effective Date: 03/01/2024 Initial Effective Date: July 12, 1995		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy </td> </tr> </table>		<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
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(A) Policy Statement

Patients will be transferred to another hospital when the admission is not appropriate for the type of care provided at the University of Toledo Medical Center or when patients or physician request the transfer.

(B) Purpose of Policy

To assure acceptance of the patient at the referral facility. To assure the safe transport of the patient; to provide the mechanism for transfer of records in a confidential manner; to insure safe arrival of the patient.

(C) Procedure

1. The patient is evaluated by the attending physician, a medical screen is performed and steps are taken to stabilize the patient as necessary. The physician determines the need for the patient to transfer to another facility.
2. The facility to which the transfer is to be made is notified and the accepting physician is identified by the University of Toledo Medical Center (UTMC) physician.
3. The accepting facility agrees to admit the patient based on the information provided regarding the patient's medical need to be transferred to the facility, a determination by the transferring physician that the facility can provide the required specialty service, a physician on the medical staff accepts the patient, qualified personnel are available to provide the needed healthcare services, required therapeutic and diagnostic equipment is available to meet the patient's needs, and facilities are available to accommodate the patient.
4. The patient and family will be informed of the impending transfer and the risks and benefits associated with the transfer. The patient and/or family must consent to the transfer in writing. (See attached form.)
5. Mode of transport will be determined by the referring and accepting physicians.
6. Stabilization and care of patient during transport will be determined by the referring and accepting physicians.
7. A copy of the medical record will be sent, including the following:
 - a. Transfer report;
 - b. Operative report;
 - c. Pathology report;
 - d. Any testing;
 - e. Consults; and
 - f. History and physical.

The medical record will reflect:

- a. Initial and ongoing care to stabilize the patient prior to transfer
- b. A chronology of events that have taken place
- c. The treatment plan
- d. A description of the patient's response to treatments/medications/procedures

