


<b>Name of Policy:</b> <u>Transfer of Patients Requiring Definitive Care</u> <b>Policy Number:</b> 3364-101-03-04 <b>Department:</b> Ambulatory Services <b>Approving Officer:</b> COO- UTMC  <b>Responsible Agent:</b> Senior Administrative Director-Clinic Operations  <b>Scope:</b> Ambulatory Services	  <b>Effective Date:</b> 12/1/2021 Initial Effective Date: 12/1998		
<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 who are seen in Ambulatory Clinics and have been determined to require admission to the hospital, will be transported safely and in an expeditious manner, with appropriate information. The transfer of any patient is accomplished only after appropriate transfer policies and procedures are followed and the patient has been accepted by a physician at the receiving hospital.

**(B) Purpose of Policy**

To assure patients are transported to the hospital in a manner that is safe and appropriate for their condition; to provide continuity of care by sending appropriate information with the patient to the accepting facility.

**(C) Procedure**

1. When an outpatient requires admission to UTMC or another inpatient facility, the following modes of transportation should be considered:
  - A. An outpatient may be transported by private car if their condition warrants and this is acceptable to the patient and transferring physician.
  - B. Patients whose condition requires an ambulance service to transport: Authorization to transfer the patient by ambulance must be completed by the clinic physician. Transportation is arranged in the appropriate manner by clinic staff.
  
2. The attending physician in the clinic must give the approval for the mode of transportation of the patient.
  
3. Arrangements for Transfer:
  - A. After determination of mode of transport has been made, the Admitting Department will be notified of the admission and a room number obtained.
  - B. The clinic physician or nursing staff will provide the appropriate information to the Admitting Department staff.
  - C. In the event the patient's condition is such that it would be detrimental to keep the patient in the clinic or hospital lobby awaiting a bed, the patient is to be transported to the Emergency Department or directly to an inpatient bed, after notifying the Emergency Department and Admitting Department.

<p><b>Approved by:</b></p> <p><u>/s/</u> _____ <u>12/01/2021</u>          _____          Date</p>	<p><b>Review/Revision Date:</b></p>
<p>Marci Cancie Frey PT, DPT, MBA          Senior Administrative Director-Clinic          Operations</p>	<p>8/1999          1/2001          12/2004          9/2006          11/17/2009</p>
<p><u>/s/</u> _____ <u>12/01/2021</u>          _____          Date</p> <p>Christine Stesney-Ridenour FACHE          Chief Operations Officer - UTMC</p>	<p>10/12          10/15          12/21</p>
<p><i>Review/Revision Completed By:          Ambulatory Services</i></p>	<p><b>Next Review Date:</b> 12/1/2024</p>
<p><b>Policies Superseded by This Policy:</b> 3-01</p>	