

NURSING SERVICE GUIDELINES EMERGENCY DEPARTMENT

Guideline: Transfer of a Patient to a Mental Health Care Facility, Psychiatric Hospital, or Rescue Crisis Unit



Effective Date:
October 2023

Policy Number Superseded:

Responsibility: ED Registered Nurse (RN)

Initial Effective Date:
July 2005

Purpose of Guideline: Patients will be transferred to a mental health care facility, a psychiatric facility, or to Rescue Crisis Center when the admission is not appropriate for the Child & Adolescent Psychiatric Hospital at Kobacker, Senior Behavioral Health services at Kobacker, or the physician requests a transfer.

Procedure:

- (A) The patient is evaluated upon arrival in the ED by the triage nurse. The patient is bypassed to a room for evaluation by the ED attending physician or goes through the ED process, as all other patients, dependent upon the patient presentation.
- (B) After the patient has been examined and the need for transfer has been established, the patient will be informed of the impending transfer, unless in the opinion of the physician it is not advisable for reasons of safety of either the patient or the staff. The patient will be informed of the transfer when it is ready to occur. The patient's family will be kept informed if the patient allows.
- (C) Transportation will be arranged by ED personnel to the accepting facility. All personal belongings and valuable items will be sent with the patient or the patient's family.
- (D) Copies of the ED medical record, all pertinent data including initial radiological findings, laboratory data, etc., will accompany the patient in a sealed envelope. This information will be given to the person transporting the patient.

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- (E) Authorization for transfer is to be completed by the ED attending physician. All transfer arrangements are completed by the ED attending physician or the psychiatry resident. The nurse will give a clear, concise report and a transfer summary sheet will be completed.
- (F) The patient will not be arbitrarily transferred but will be accepted by the receiving facility and physician in accordance with hospital administration policy [3364-100-53-15 Transfer of a Patient to Another Hospital](#) and ED guidelines titled - [Responsibility for Patient During Transfer](#).

Approved by:

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Review/Revision Completed by:

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Reviewed by Policy & Standard
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