

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES
TRANSFER OF INPATIENTS BETWEEN FACILITIES/PROGRAMS**

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SCOPE

All clinical departments at Hackettstown Regional Medical Center (HRMC).

PURPOSE

To provide for the accurate communication of pertinent clinical patient care information at the time of transfer between health care facilities or programs.

To ensure that the receiving facility has the information required to begin caring for the patient when the patient arrives at the facility or program.

To assure the continuity of care for patient safety and to minimize the potential for errors in handing off responsibility for the care of patients when transferring from one facility/agency to another facility/agency.

POLICY

- I. All licensed New Jersey Healthcare facilities are to complete and send a copy of the Universal Transfer Form with the patient at the time of transfer to another licensed facility and when patients are discharged to home with home health services.
- II. The New Jersey Universal Transfer Form (NJUTF) document must be utilized for this information.
- III. Additional service specific transfer information may accompany the patient.
- IV. A copy of the completed form sent with the patient or received from another licensed facility/agency will be kept with the patient's permanent medical record under the admission tab.
- V. Guideline for completing the NJUTF is attached.

PROCEDURE

- I. The NJUTF will be added to the unit transfer packet. Forms are available through Standard Register.
- II. Prior to transfer to another licensed New Jersey Healthcare Facility or discharge to home with home health services, the registered nurse (RN) will complete the form and make a copy.
- III. The original NJUTF remains on the patient's medical record.
- IV. The case manager will review and ensure a copy of the NJUTF is forwarded to the appropriate agency.
- V. For transfers leaving the ED, the ED secretary or primary RN will make a copy of the NJUTF to give to receiving facility. Original copy stays with the ED chart.
- VI. For patients going to another facility, the required chart documents will be copied and placed in the envelope labeled with the correct patient.

REFERENCES

N.J.A.C. 8:43E-13 General Licensure Procedures and Standards applicable to all licensed facilities:
Universal Transfer Form

Approved at August 5, 2013 President's Council Meeting
month / year Committee Name