

HACKETTSTOWN REGIONAL MEDICAL CENTER

ICCU/PCU
(Scope)

TITLE: TRANSFER OF a PATIENT IN CRITICAL CARE TO ANOTHER FACILITY

PURPOSE: To safely transfer a patient to another facility for further testing or evaluation as deemed necessary by physician and accepted by the patient.

CONTENT:	<u>PROCEDURE STEPS</u>	<u>KEY POINTS</u>
	1. Patient's physician makes initial contact to facility or transfer center and accepting physician.	
	2. Primary nurse or charge nurse will contact the admission office of receiving facility and ascertain the bed availability--what number on the waiting list.	
	3. A written order from the physician for emergency care and transport to appear on chart.	Involve family. Answer questions. Provide written directions and phone number to make transition easier.
	4. The patient will sign consent for the authorization of emergency transport and care and for release of medical records to receiving facility.	Prepare a copy of patient records to be sent with patients including: Face sheets ER sheet H&P Accumulative Lab reports X-rays, EKGs Consults Other pertinent data i.e., CDs of diagnostic studies.
	5. Complete rescue squad transportation form. Secretary/monitor tech, or administrative supervisor will coordinate transfer.	
	6. Receiving hospitals' admitting department / transfer center will call with bed assignment. The Primary Nurse will give report to nursing personnel at receiving facility.	
	7. Obtain physician orders for maintenance of existing IVs, IV medications, O ₂ , and current therapies to be continued during transport.	Appropriate level staff will accompany patient on transport.
DOCUMENTATION:	8. Document vital signs, assessments, and interventions completed at the time of departure. Give report to the transport team. Any changes during transport are communicated by the transport nurse to the receiving RN.	