

## INTERFACILITY GUIDELINE FOR PATIENT TRANSFER

Interfacility patient transfers on an emergency basis are commonly initiated when definitive diagnosis or therapeutic needs of a patient are beyond the capacity of one facility. AZDHS Defines Interfacility as an Ambulance transport of a patient from one Healthcare institution to another Healthcare Institution.

- I. Patients that are being transported for diagnostic test(s) or procedures do not require a receiving physician or telemetry call, *however* it is required that a confirmation call be placed to the receiving department immediately prior to departure from the sending facility by the transport crew.
- II.
  - a. Orders for the transport of the patient should be obtained from the following physicians in order of preference:
    - i. The sending physician, if allowed to provide EMS medical orders per Arizona Statute
    - ii. The medical direction representative (via online, administrative orders, and/or administrative guidelines) of the Administrative Medical Director for the agency performing the transport
    - iii. The receiving facility online medical direction for Emergency Department to Emergency Department Transports
  - b. If patient condition changes, the EMS provider should utilize agency SOs/AO/AGs.
  - c. If patient condition deteriorates significantly, EMS should contact the appropriate facility as specified above.
- III. Patients that are being transported for direct admission to an inpatient bed or to the Emergency Department require authorization from a receiving physician (or designee). Immediately prior to departure a confirmation call by the transporting unit or agency to the appropriate department confirming acceptance will be made.
- IV. The receiving facility physician (or designee) responsible for the patient's admission must be contacted by the transferring physician and agree to accept the patient transfer prior to EMS assuming care of the patient. The patient should be stabilized to the best ability of the sending facility prior to transport.
- V. The skill level of the transporting unit personnel must be consistent with the level of care required by the patient needs during transport and documented on the Physician Certification Statement (PCS) form.
- VI. Prior to departure, the sending facility shall provide the transport crew with information regarding the final disposition of the patient. This should be noted on the PCS form and shall include the facility name, phone number, room number and accepting physician (or designee) name.
- VII. EMS personnel must receive an adequate summary of the patient's condition, current treatment, possible complications, and other pertinent medical information by the physician or nurse. Transfer documents (summary, lab work, x-rays, scans, advance directives, etc.) shall be given to the EMS personnel for transfer to the receiving facility.