PURPOSE: To facilitate patient ambulance transfers to an emergency room or hospital for medical care when deemed appropriate by the physician or when requested by the patient.

POLICY: Patients will be transferred by ambulance to another facility for medical care when the Student Health Services (SHS) physician determines that such care is necessary and that the benefits of the transfer outweigh the risks, or if the transfer is requested by the patient.

PROCEDURES:
1. The physician will fully inform the patient of the benefits and risks of a transfer or medical care.
2. When a transfer is determined to be necessary, the physician or his/her designee will contact the receiving facility to describe the patient’s condition and determine the name of the accepting physician.
3. The physician or his/her designee will assist the patient in completing the patient consent for transfer.
4. The original Ambulance Transfer Document (PC-006-1) will be placed in SHS patient chart. A copy of the document will be sent with the patient or faxed to the receiving facility, and to SHS Case Manager.
5. Summaries or medical records from receiving facility will be placed in the patient medical record after review by SHS Case manager and referring physician.
6. The document may be utilized at the discretion of the physician for unusual transfer circumstances.

Reference: Written Transfer Agreement Contracts with nearby hospitals are addressed in AD-008, Contract Administration