PURPOSE:
To communicate and document transports to an emergency room or hospital for medical care.

POLICY:
Patients will be transported to another facility for medical care when the Watkins Health Services (WHS) provider determines that such transport is necessary for the benefit of the patient, or when requested by the patient.

PROCEDURES:
1. The physician will fully inform the patient of the benefits and risks of a transport or medical care.
2. When a transport 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 transport PC-054-1; page 1
4. Documentation:
   4.1 Complete the Transport Patient to Another Facility form, PC-054-1; page 2.
      4.1.1 Send the original with the patient. Make 3 copies; R&R to scan into patient’s chart, case manager and WHS urgent care.
   4.2 Complete the Lawrence Douglas County Fire Medical (LDCF) Physician Certification Statement, if patient is being transported by ambulance.
   4.3 Record a “Disposition” in the encounter note.
   4.4 Create a referral in the patient medical record.
5. Summaries or medical records from receiving facility will be placed in the patient medical record after review by WHS Case manager and referring physician.

REFERENCES:
This document is on file with the KU Policy Library.

PC-054-1 Consent for transport
Lawrence-Douglas County Fire Medical Physician Certification Statement
Written Transport Agreement Contracts with nearby hospitals are addressed in AD-008, Contract Administration.