

INPATIENT URGENT TRANSFER PROCEDURE

MD decides patient needs Urgent/Emergency Transfer

Patient can survive long enough for us to find hospital (4-12 hours)

MD **CALLS 8 AM- 4:30PM** Mary Roche 228 or page overhead
LEAVE No Voicemail. If no answer page UR SUP 839 or Soc Serv
Sup 404
4:30PM – 8:00PM ED MSW at 208. Call ER if no answer, then
Nursing Sup

SOCIAL SERVICE CALLS UM AND
PREPARES RECORDS

UM calls financial counselor & determines
which hospital is appropriate and gives MD
numbers to call to get accepting Doctor.

MD calls receiving MD and then
calls UM back to let UM get AUTH

UR gets AUTH and calls Soc Services

Social Services gets transport

Patient will die within 1-4 hours if not transferred

MD calls: Nursing Supervisor or Social Worker
transfer to nearest hospital with higher level care stat

8:00 pm- 8 AM Call Nursing Supervisor
Weekends & Holidays

Whatever closest hospital with needed level of care
should be contacted by MD to obtain a receiving MD

Nursing Supervisor will talk to receiving hospital and fax forms to
receiving hospital authorizing payment using pt. record # here as
an authorization number.

Nursing supervisor arranges transport and
Records transfer and sends notification fax
To **UM 370-5188 attn S. Whalon,**
CCHP 313-6058 and V.Harvey 313-6599