

MOUNTAIN-VALLEY EMS AGENCY  
POLICIES AND PROCEDURES

POLICY: **580.11**  
TITLE: **AMBULANCE  
TRANSFER POLICY**

APPROVED: SIGNATURE ON FILE IN EMS OFFICE  
Executive Director  
  
SIGNATURE ON FILE IN EMS OFFICE  
Medical Director

EFFECTIVE DATE 08/14/2002  
SUPERSEDES: 580.10  
REVISED: 01/01/2009  
REVIEW DATE: 01/2014  
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**AMBULANCE TRANSFER POLICY**

I. **AUTHORITY**

In accordance with Section 1798.172 of Division 2.5 of the Health and Safety Code, the local EMS agency shall establish guidelines and standards for completion and operation of formal transfer agreements between hospitals with varying levels of care in the area of jurisdiction of the local EMS agency consistent with Sections 1317 to 1317.9a, inclusive, and Chapter 5 (commencing with Section 1798).

II. **DEFINITIONS**

A. "Interfacility transfer" shall mean the movement of a patient from a hospital emergency department or a hospital inpatient area hereafter referred to as "facility", to any other facility for the purpose of evaluation or treatment at a higher level of care.

B. "Transfer" shall mean the movement of a patient, determined to be a non emergency medical patient, from a hospital's facilities at the direction of any person employed by or affiliated with the hospital. This includes transfers to another facility for diagnostic testing.

C. "Authorized Patient Transport Provider" shall mean an ambulance provider agency that has the contractual responsibility to provide service in the jurisdiction in which the hospital is located.

III. **PURPOSE**

To assure that all transfers that occur within the region are conducted in compliance with Federal EMTALA regulations. To serve as a treatment standard for EMT-Is and EMT-Ps in transferring patients between acute care hospitals and other facilities.

#### IV. POLICY

##### A. Direct Admission Transfers

1. The transferring hospital shall comply with all EMTALA documentation and destination requirements prior to the transfer of the patient to another facility.
2. The destination of patients being transferred from an Acute Care Facility shall not be directed by the DCF regardless of MCI or System Saturation status.
3. An Agency approved Interfacility Transfer Form shall be completed for each patient being transported on all transfers.

B. A patient is to be transferred in a vehicle that is staffed by qualified trained personnel and that contains life support equipment appropriate to the patient's condition. During transfers, pre hospital personnel will follow MVEMSA policies, and use only those medications and procedures for which they are trained and authorized by MVEMSA policy are and within their own scope of practice.

C. It may be necessary for additional specialized personnel arranged by the transferring hospital to accompany the patient whenever appropriate.

#### V. PROCEDURE

A. Direct voice contact between transferring physician and receiving physician shall be made and agreement regarding all aspects of the transfer shall be reached prior to transfer.

B. The transferring facility shall make the necessary arrangements for the transfer (including accompanying personnel where appropriate) in compliance with the agreement reached between the transferring physician and receiving physician.

C. The transferring facility will call the authorized patient transport provider and arrange for appropriate transportation. If warranted by his or her condition, the patient shall be accompanied by appropriate medical personnel. The transferring facility is obliged to provide appropriate personnel if the patient's treatment needs are beyond the scope of practice of the transport personnel.

D. The following medical records shall accompany the patient:

1. A summary of care received prior to the transfer.
2. Copies of all current pertinent medical records including laboratory data, current physician's and nursing notes.
3. Copies/originals of all pertinent x-rays, sonograms, CT scans, ECGs and other diagnostic tests.
4. Copies of pre-hospital care forms including paramedic run reports and Emergency Department records where applicable.

- E. A verbal report on the patient by a nurse or physician shall be made to the transport crew prior to transport.
- F. Written orders shall be provided to the transport personnel, as appropriate, on the transfer sheet and signed by the transferring physician. If the written orders vary from the Mountain-Valley EMS Agency treatment policies, the written orders must be within the paramedic's approved local scope of practice and must also be approved by a Base Hospital physician.
- G. The transferring facility personnel shall utilize an Agency approved Interfacility Transfer Form, with checklist and transfer orders, to ensure that the patient has been appropriately prepared for transport. This Transfer form shall accompany the patient, and the receiving facility shall review and complete the form when the patient arrives, and forward a copy of the completed form and the Patient Care Report, with arrival time, to the EMS Agency.