

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: REPORTING OF IMPROPER PATIENT TRANSFERS

Policy No.: B709

Supersedes: July 5, 2017

Review Date: March 24, 2023

Origin Date: January 1, 1996

Revision Date:

PURPOSE:

To comply with regulatory requirements on reporting to the State Dept. of Health Services, Licensing and Certification Division, on receipt of a patient who may have been transferred inappropriately from another facility with an **unstable emergency medical condition**.

POLICY:

In accordance with the Emergency Medical Treatment and Active Labor Act (EMTALA) and Health Care Financing Administration, an **inappropriate transfer of a patient with an unstable emergency medical condition** will be reported within 72 hours to the State Department of Health Services, Licensing and Certification Division.

DEFINITIONS:

Inappropriate - A transfer is considered inappropriate if it occurred without notification to and/or acceptance by either the Central Admitting and Referral Office (CARO) or the receiving medical Service, and/or the sending facility misrepresented the patient's medical condition such that the transfer is life threatening. If the condition acutely worsened during transit, the transfer should not be construed as inappropriate.

Unstable emergency medical condition - This situation exists if the patient's medical condition is unstable, life threatening, or requires emergency medical treatment.

PROCEDURE:

- When a physician deems a transfer to be inappropriate secondary to unstable medical condition, (s)he must initiate an Event Notification form via the electronic event notification process (See Administrative Policy #B704 Re: Event Notification Reporting Process).
- Regulatory/Accreditation Director or designee will immediately notify the Department Chair of admitting Service to review the case to determine if it is reportable. If it is reportable, the Regulatory/Accreditation Director or designee will notify the Chief Medical Officer (CMO) and Chief Executive Officer (CEO) before reporting to the State Licensing Division. If the CEO is not available, Chief Operations Officer (COO) will be notified.
- The Regulatory/Accreditation Director or designee will report the incident to the State Licensing Division within 72 hours of the reported incident.

AUTHORITY: Health Care Financing Administration (HCFA)

Revised: 7/00, 5/09, 7/17

Reviewed: 7/00, 5/03, 5/09, 7/17, 3/23

Approved By: