

# LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: <b>INPATIENT TRANSFERS TO LOS ANGELES GENERAL MEDICAL CENTER</b>		Original Issue Date: 11/18/88	Policy # <b>705</b>
		Supersedes: 10/29/21	Effective Date: 8/7/23
Policy Owner(s): Associate Chief Medical Officer, Chief Quality Officer Executive Sponsor(s): Chief Medical Officer			
Departments Consulted: Hospital Administration Office of Risk Management	Reviewed & approved by: Quality Management Attending Staff Association Executive Committee Senior Executive Officer	Approved by:  Chief Medical Officer	
		Chief Executive Director	

## PURPOSE

To establish mechanisms and procedures for transfers of inpatients from another County or private hospital facility to the Los Angeles County + University of Southern California (Los Angeles General) Medical Center in compliance with Federal and State laws and regulations.

## POLICY

Los Angeles General Medical Center (Medical Center) shall comply with all Federal and State laws and regulations, as well as Department of Health Services (DHS) policies, concerning transfers of patients to its facilities. This policy shall govern the procedures developed and implemented by any Medical Center department/service that is contacted to accept inpatient transfers.

## DEFINITIONS

### *EMTALA*

*This policy does not include lateral (ER to ER) EMTALA transfers. See policy #706 for EMTALA transfers.*

**Emergency Life Threatening Condition (ELTC) Transfer** is a special circumstance of Higher Level of Care Transfer request made by another hospital operated by the Los Angeles County Department of Health Services (DHS). As specified in Los Angeles County DHS policy number 373.3, ELTC situations are those in which the sending DHS hospital has determined that an inpatient requires an immediate transfer for higher level of care to prevent loss of life or limb, or permanent disability due to inability to provide adequate level of care at the sending hospital.

**Higher Level of Care Transfer** is a transfer request made by a hospital because the transferring hospital does not or cannot provide the medical services needed by a patient. The stability of the patient's condition is not a consideration when the benefits of transfer outweigh the risks of no transfer.

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**Non-Urgent/Lateral or Routine Transfer** is a transfer request made by a hospital with the capacity and ability to provide the medical services needed by a patient but are requesting services to be provided by the Medical Center.

**A DHS Managed Care Patient** is a patient whose insurance is contracted with a DHS facility for care, including inpatient care.

**A DHS Responsible Patient** is patient that is either empaneled to a DHS facility or is not empaneled to any facility.

**PROCEDURE**

**A. General Procedure for How Transfers Are Initiated to Los Angeles General Medical Center**

1. All transfers are initiated by the sending facility contacting the DHS Central Transfer Center (CTC)/Medical Alert Center (MAC).
  - a. Inbound transfers will follow the DHS Central Transfer Center policy and procedure.

**General Overview of Inpatient Transfer Processes** Please see DHS Expected Practice: DHS Transfer Procedure for Patients between DHS Facilities or from External Sources (MC 705A)

**ELTC** Please see DHS Expected Practice: DHS Transfer Procedure for Patients between DHS Facilities or from External Sources (MC 705A)

**Higher Level of Care Transfers** Please see DHS Expected Practice: DHS Transfer Procedure for Patients between DHS Facilities or from External Sources (MC 705A)

**ATTACHMENTS**

MC705-A: Inpatient Transfers to Los Angeles General Medical Center Overview  
DHS Expected Practice: DHS Transfer Procedure for Patients between DHS Facilities or from External Sources

**RESPONSIBILITY**

Administration  
Attending Staff  
Nursing Staff

**PROCEDURE DOCUMENTATION**

Administrator of the Day Manual  
Attending Staff Manual

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Nursing Services and Education Generic Structure Standards  
Departmental Policy and Procedure Manuals

**REVISION DATES**

December 24, 1990; January 20, 1999; April 16, 2002; October 13, 2015; June 17, 2016; October 29, 2021; August 7, 2023