

**OLIVE VIEW-UCLA MEDICAL CENTER  
POLICY & PROCEDURE**

**NUMBER: 11505**

**VERSION: 1**

**SUBJECT/TITLE:** CCT: ADVANCED REPORT

**POLICY:** Advanced Report

**PURPOSE:** Advanced report gives the Critical Care Transport Team an opportunity to know more about the patient's condition, confirm the location and receiving facility, and anticipate extraordinary needs before arriving at the sending facility. It also reduces task time by reducing turn around time at the sending facility. If bedside times can be reduced to 15 or 20 minutes (an expectation based on experience using the advanced report procedure) the efficiency of the program can be greatly increased.

**DEPARTMENTS:** ALL

**DEFINITIONS:**

**PROCEDURE:** The sending facility and the patient's bed assignment will be provided to you by the Dispatch Center when they assigned the call to you. Prior to all transports you are expected to use the list of phone numbers provided to contact the sending facility and speak to the Registered Nurse caring for the patient to be transported to obtain the following information:

- Confirmation of patients transport
- Number of IVs (needed for additional pumps)
- Airways status (intubation, need for ventilator)
- Special equipment required

The RN/RCP will not spend an excessive amount of time obtaining advanced report information. If there is a difficulty obtaining advanced report, the RN/RCP will continue to contact the facility on route.

Advanced report is required to avoid responding to CCT transport without the appropriate personnel, equipment and supply which could delay patient transport.

Examples that may require additional staffing or resources include, but are not limited to:

- Patient to be transported is on an IAPD or VAD
- Patient to be transferred is on a ventilator or requires BiPap
- Patient is bariatric or weighs more that can be safely lifted with existing

**SUBJECT/TITLE: CCT: ADVANCED REPORT**

**Policy Number: 11505**

**Page Number: 2**

crew

- Patient's condition is so critical, due to medical condition or number of medications/IVs being administered.

After completing the initial patient assessment at the sending facility, the receiving facility will be contacted prior to transport to confirm acceptance of the patient and bed availability by the physician and the nurse taking care of the patient. This call must be made before leaving the sending facility, not during the transport. The EMT crewmembers may load the patient immediately after the orders are signed and primary physical assessment confirms stability for transport.

References:	
Approved by: Bonnie Bilitch (Chief Nursing Officer), Judith Maass (Chief Executive Officer), Shannon Thyne (Chief Medical Officer)	Date: 06/27/2018
Review Date(s): 06/27/2018	Revision Date:
Next Review Date: 06/27/2021	
Distribution: Nursing, Olive View Hospital-Wide Policies	
Original Date: Not Set	