



Altoona Regional Health System

Medical Transfer Checklist

If you need to arrange for the transfer of a patient, please call 1-866-258-2473. This number is answered 24 hours a day, seven days a week, and staff can facilitate the transfer and acceptance processes.

- **WHEN YOU CALL THE FOLLOWING QUESTIONS MAY BE ASKED.**
 - Referring Physician
 - Receiving Department
 - Patient name, age and sex
 - Mode of transport
 - Be prepared to give a brief patient report

- **TO PREPARE THE PATIENT FOR EMERGENT TRANSPORT**
 - Advise patient/family of need for transfer.
 - Ground or air ambulance notification
 - Appropriate airway management
 - Appropriate Intravenous access
 - Appropriate medication and or infusions
 - Transfer forms/Consents

- **HAVE CHARTS, X-RAYS, CT FILMS / READINGS (if available) AND ALL OTHER PERTINENT RECORDS READY FOR TRANSFER**

NOTES: _____

