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:__________________________________________

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