



EMERGENCY PATIENT Transfer Needed?

Steps may be completed simultaneously by Physician or designee

1.) Locate Accepting Facility & Physician ("Doc to Doc")

- *You may transfer directly to emergency department for STEMI/Stroke but ER physician must be aware and accepting
- *Preferred (Pick one):
 - *Banner UMC ER: 602-839-5828
 - Banner Transfer Services: 602-839-4444
 - *St. Joe's ER: 602-406-3361
 - St. Joe's Transfer Services: 602-406-2337

Not an Emergency?
See Discharge to
another hospital in CPRS
for instructions

2.) Call VA's Contracted Ambulance Service to request transport

PMT 602-277-7828

If ETA is more than >15 minutes, Call 911

Notify VA ED Charge Nurse (x5648) that 911 was called & to where so they can assist paramedics to the appropriate location. Notify patients nurse & unit coordinator so they can prepare patient to leave.

Provide information regarding patient including patient location & whether or not the patient is on any drips or ventilator

See back of Sheet for Additional information if 911 is called.

3.) Obtain Consent To Transfer (iMED Consent or Paper)

4.) Typed Hospital Summary (brief note to accompany patient).

5.) Transfer Packet printed by HUC

Patient must be ready to go **IMMEDIATELY** on 911 arrival. Anticipate that it will take 5 minutes from the time of the call.

Transfer Packet (Minimum):
Face Sheet
History & Physical
Active Medlist
Old EKG

Once above completed & **not to delay** departure of Veteran

Complete Orders, Documentation in CPRS & Notification (must be completed by transferring provider prior to end of Tour/Shift):

1) Discharge Instructions & Cascade

(Preferably prior to departure but may be completed after)

2) Non VA Care Consult

3) Interfacility Transfer Consult

* clear documentation which identifies the accepting facility, provider, patient's diagnosis, and level of care condition.*

4) Discharge Summary

5) Notification of Chief of Staff or Designee (See back of Sheet for Contact information)

Notify about why a transfer was necessary with one of the following:

(Check Delegation Page on the VA intranet first to ensure that below physicians are not on leave prior to calling):

Monday-Friday 07:00-16:00 (7a-4p):

Dr. Carlos Duarte, Chief of Administrative Medicine

Office: ext 6235

Pager: (602)201-6061 or Mobile: (310)922-2398

Monday-Friday 16:01-06:59 (4p-7a) or weekend/holidays:

Dr. Maureen McCarthy, Chief of Staff

Mobile: 480-216-5093

Dr. Sylvia Vela, Deputy Chief of Staff

Mobile: 602-330-2028

When 911 is called: A nurse, respiratory technician, physician and VA equipment may be expected to accompany the patient.

- 1) Employees are afforded all the protections as an employee to the same extent as if the VA employee's actions occurred in the medical center.
- 2) PVAHCS will provide or reimburse transportation back to the VA
- 3) Traveling employees are responsible for bringing back any equipment and returning it to the proper location.

When 911 is called: The expectation is that patient is completely ready to go upon EMS arrival. This includes determining who travels & printing relevant documents. There should be no delays from EMS arrival to departure.