# MSH Emergency Department
# MSHS Load-Level Transfer Program
**Transfer Provider Manual**
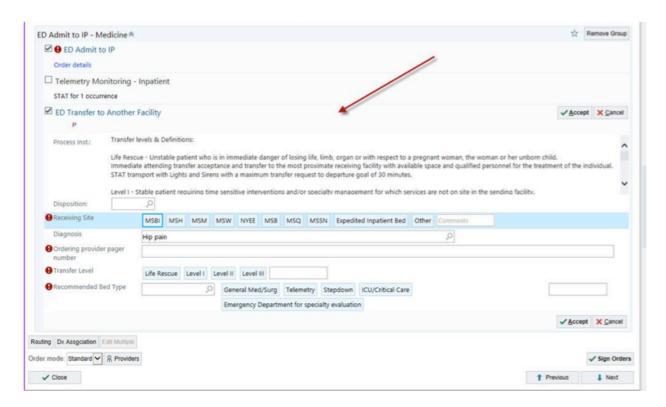
## <u>Steps to Transfer a Patient</u>

**Step One:**
Confirm no <mark>exclusion criteria</mark> and obtain verbal agreement from the patient to be transferred to the quickest in-patient bed

**Step Two:**
Place <mark>"ED Transfer to Another Facility"</mark> order in EPIC

- Receiving site – Expedited Inpatient Bed
- Transfer Level - Two
- **Start EPIC chat** with "MSH Transfer Center" and "CCC Throughput"
  - "I have listed this patient for transfer. The number for sign out is "XXX". Tele/Iso Requirements"
  - If telemetry is required this MUST be indicated in the order
  - Use this chat to follow up and escalate any delays
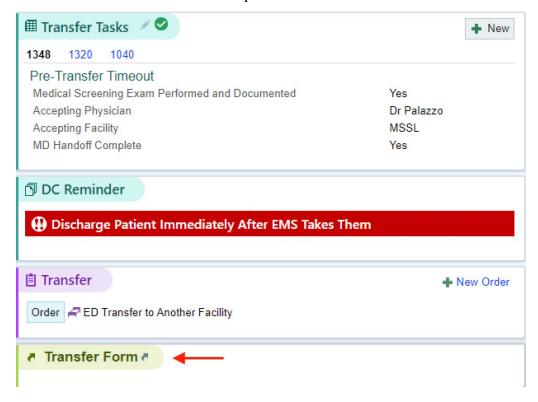  - If issues arise add Atara Nissel and AOC into the chat to help troubleshoot

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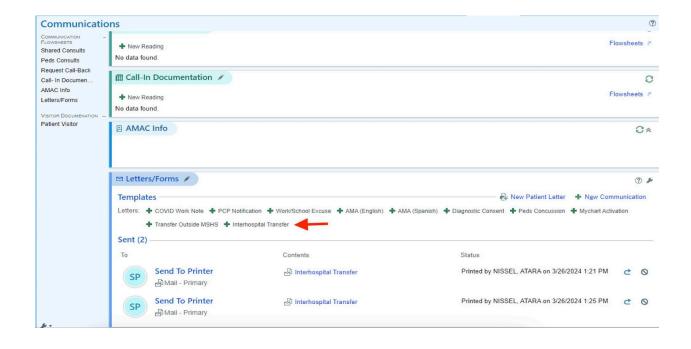# MSHS Load-Level Transfer Program
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**Step Three:**

Complete <mark>Patient Consent</mark> to Transfer Form

· To find the consent form in EPIC, go to "Dispo", "Transfer Form" "Letters/Forms" "MSH ED Interhospital Transfer and Consent Form"
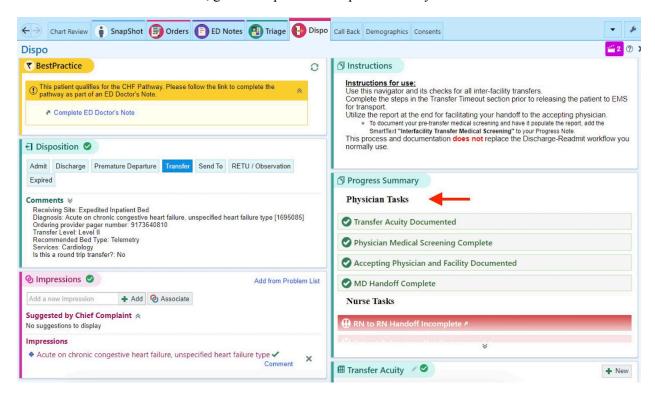
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## Step Four:

Complete EPIC transfer bundle

· To find in EPIC, go to "Dispo" and complete the "Physician Tasks"



## Step Five:

Track patient's status & escalate any issues

- If anything changes with the status and patient transfer is delayed, update the team

## Escalations:

If any issues arise reach out to Atara Nissel or the ED Administrator on Call (AOC)

- AOC information can be found at https://mountsinaiem.qgenda.com/ under "MSH Adult ED"